



# Citrix Files for Android

## Contents

<b>Citrix Files for Android devices</b>	<b>2</b>
<b>Create folders</b>	<b>2</b>
<b>Delete files</b>	<b>3</b>
<b>Download Citrix Files app</b>	<b>4</b>
<b>Download and view files</b>	<b>4</b>
<b>Sharing files</b>	<b>5</b>
<b>Upload files</b>	<b>7</b>

## Citrix Files for Android devices

July 19, 2023

Citrix Files for Android helps you exchange files easily, securely, and professionally.

Designed for business, Citrix Files for Android is a file manager that offers:

- Secure data sharing and storage
- Customizable usage and settings
- Award-winning customer service
- Tools that allow you to collaborate more easily and get your work done from any Android device —anytime, anywhere.

Supported localization: German, French, Spanish, Japanese, Simplified Chinese, Korean, Dutch, Polish, Russian, and Portuguese.

### Requirements and Limitations

- An Android Tablet or Phone.
- This app can be used on a Google Chromebook.
- Android version and device requirements can be found in the app page of the Google Play Store.

#### Note:

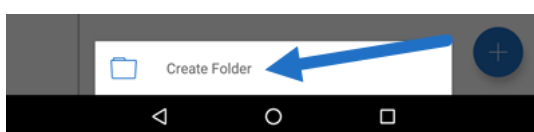
Files with a name greater than 40 characters cannot be uploaded via the Citrix Files mobile app. The character limit includes the file name extension.

## Create folders

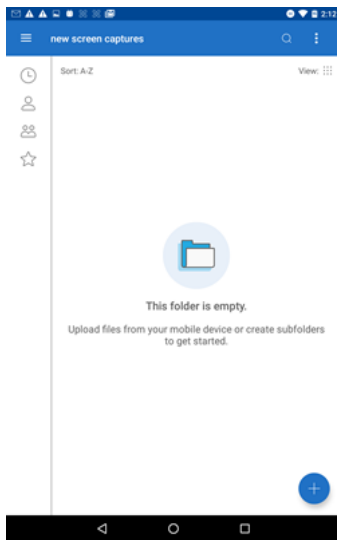
July 19, 2023

The following steps explain how to create folders in Citrix Files using your Android device.

1. Open Personal or Shared Folders where you want to create a folder.
2. Tap the + blue circle to open the menu. The menu appears.
3. Tap **Create Folder** from the menu. The **Create Folder** screen appears.



4. Type a name for the new folder and any notes in the corresponding sections.
5. Tap **Create Folder**. The new folder window appears.

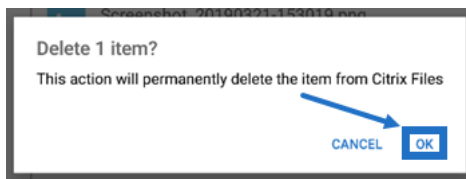


## Delete files

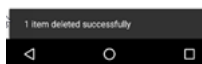
July 19, 2023

The following steps explain how to delete files in Citrix Files using your Android device.

1. Navigate on your device to the folder holding the file you want to delete.
2. Tap the verticle ellipses.
3. Tap Delete from the menu. A confirmation screen appears.



4. Tap OK on the confirmation screen to delete the file. A "File deleted" message appears at the bottom of the screen.

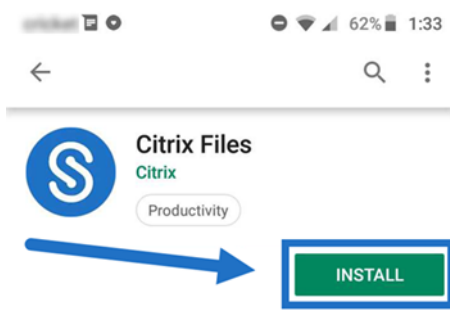


## Download Citrix Files app

July 19, 2023

The following steps explain how to download Citrix Files for your device and log into your Citrix Files account.

1. Open the Play Store application on your device.
2. Search for Citrix Files.
3. Tap Install.



4. Tap the Citrix Files icon to open.
5. Type your Citrix login information.



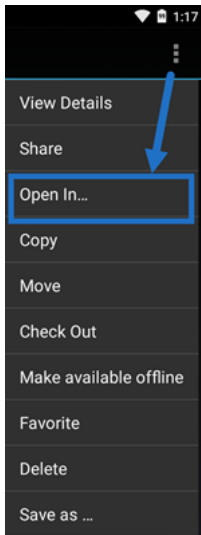
Citrix Files opens displaying your folders.

## Download and view files

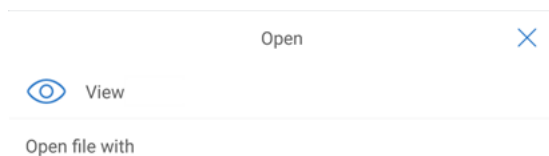
July 19, 2023

The following steps explain how to download files in Citrix Files using your Android device.

1. Using your device, navigate to the folder holding the file(s) you want to download.
2. Tap the file. The file displays.
3. Tap the vertical ellipses for the menu.
4. Tap Open In.



The app you select depends on the type of file you download. Select the corresponding application to the file you selected.

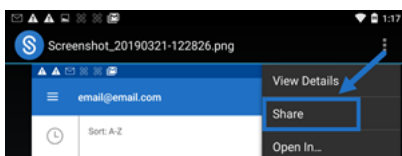


## Sharing files

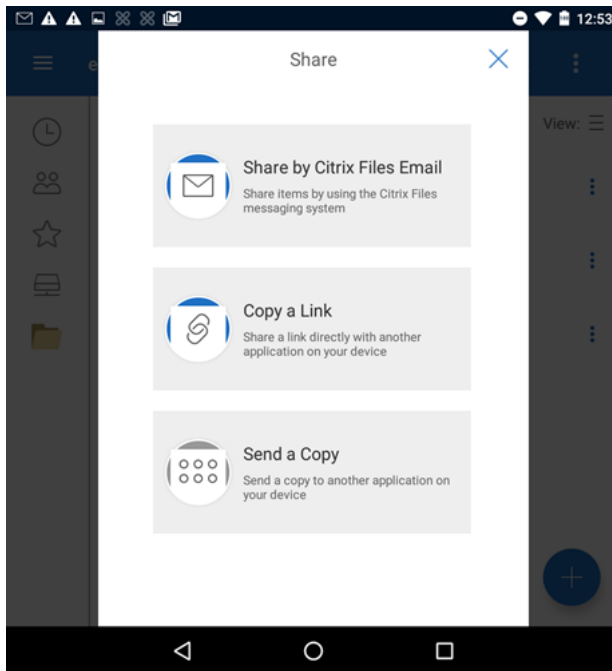
July 19, 2023

The following steps explain how to share files in Citrix Files using your Android device.

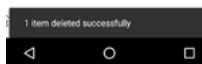
1. Navigate on your device to the folder holding the files you want to share.
2. Tap the verticle ellipses.
3. Tap Share from the menu.



4. The following screen allows you to select from the following options: Share by Citrix Files Email, Copy a Link, or Send a Copy. For these steps, we are going to use Share by Citrix Files Email.



A “File deleted” message appears at the bottom of the screen.

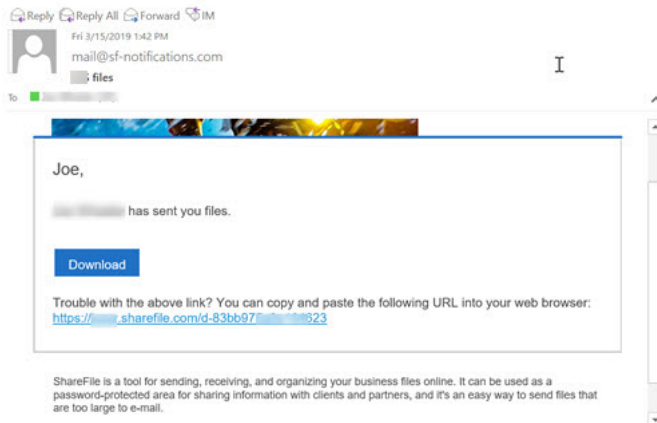


5. Tap Share by Citrix Files Email.
6. Enter a Recipient for your message. You can enter an email address manually, or select users from your address book.
7. Enter a Subject for your message. You can enter additional text in the body of your message if needed.
8. Edit Message Options allows you to customize the following:
  - Send me a copy of this email - Receive a copy of the email message
  - Require recipients to log in - Require that recipients log in with their Citrix account. If your recipient is not already a user on your account, they are required to create a user name and password before accessing the file.
  - Notify me when files are accessed - Receive a notification email when the file is Viewed or Downloaded
  - Allow recipients to - choose from view and download with watermark or have full control.
  - Access expires - Set how long you want the download link to be accessible. If sending a file stored on your computer, this defaults to the default length of time files can remain in the File Box

- Accesses per user - Limit the number of views or downloads
- Always link to the latest version of the file - This feature is only available to users with File Versioning enabled.

9. Click Send File Link when ready. A “File shared” message appears at the bottom of the screen.

Follow the instructions for your Mail app to send the message that includes the link. The recipient receives a message:



## Upload files

July 19, 2023

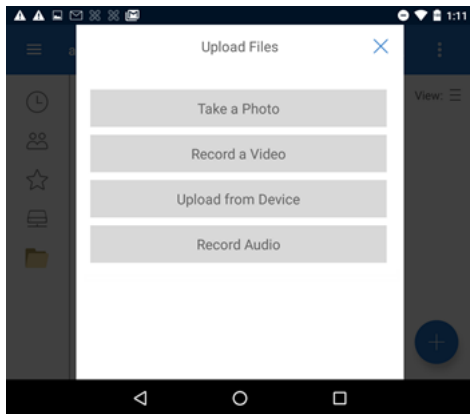
The following steps explain how to upload files in Citrix Files using your Android device.

1. Tap the + blue circle to open the menu. The menu displays.
2. Tap Upload Files.
3. Choose from the available options to upload.

### Note:

You might be asked to allow Citrix Files to access your device functions.





4. Tap the items you want to upload noting that for multiple items, use the long tap.
5. Tap Open.

The file uploads to your device.



© 2024 Cloud Software Group, Inc. All rights reserved. Cloud Software Group, the Cloud Software Group logo, and other marks appearing herein are property of Cloud Software Group, Inc. and/or one or more of its subsidiaries, and may be registered with the U.S. Patent and Trademark Office and in other countries. All other marks are the property of their respective owner(s).