



# Citrix Files for iOS

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## Citrix Files for iOS Devices

July 19, 2023

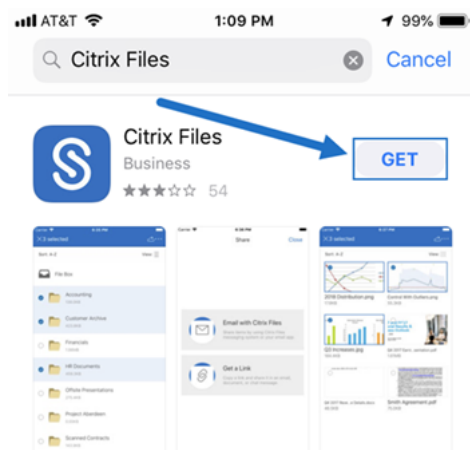
Citrix Files for iOS allows you to browse files and folders from your Citrix Files account.

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

### Requirements

- iOS 11.0 and later
- Compatible with iPhone, iPad, and iPod Touch

Visit the App Store to download Citrix Files today.

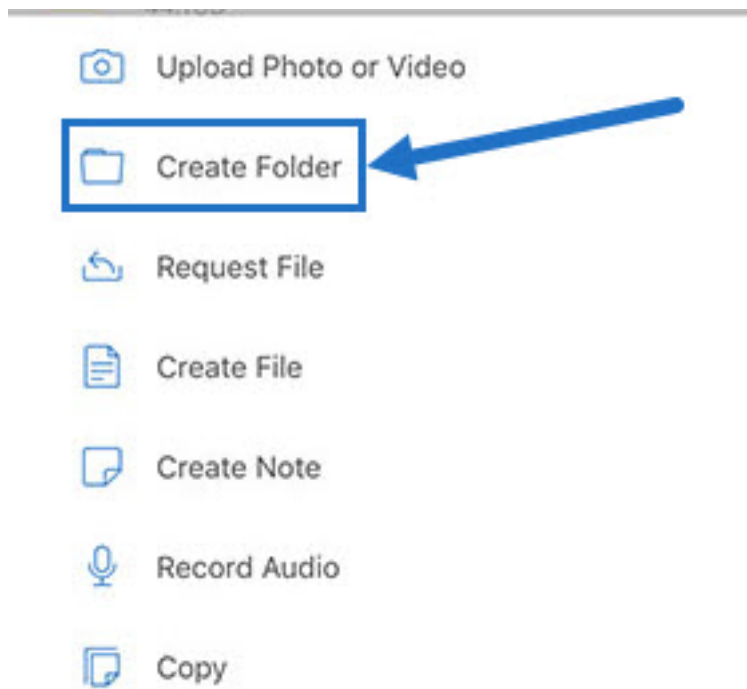


### Create a folder

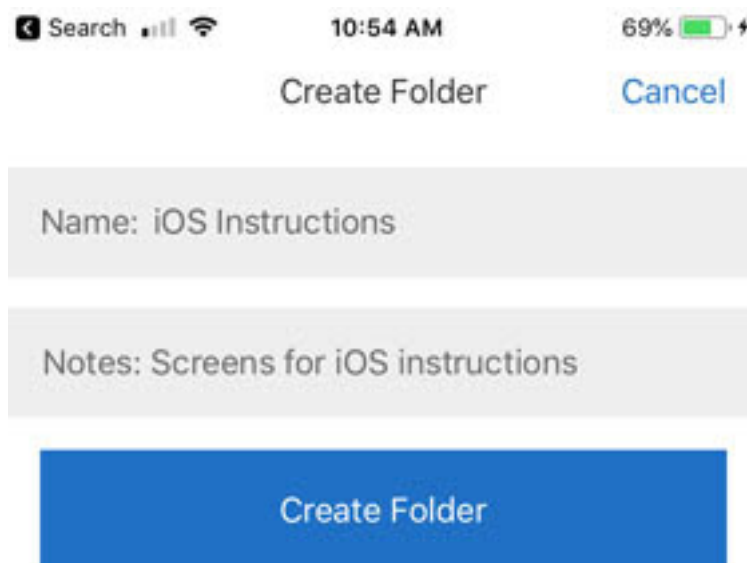
July 19, 2023

Use the following steps to create a folder in Citrix Files using your iOS device.

1. Open Personal or Shared Folders where you want to create a new 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.

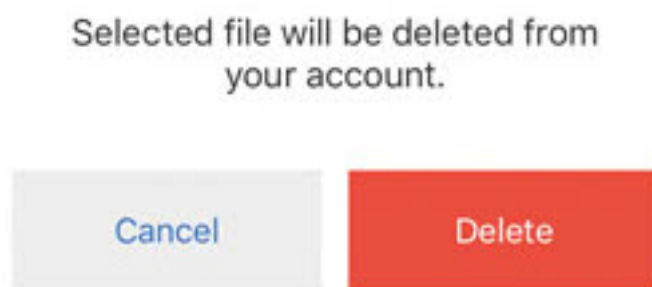
5. Tap **Create Folder**. The new folder window appears.

## Delete files

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

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



4. Tap the red **Delete** on the confirmation screen to delete the file.

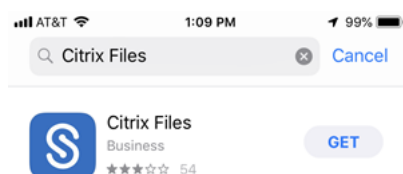
A “File deleted” message appears at the bottom of the screen.

## Download Citrix Files app for iOS devices

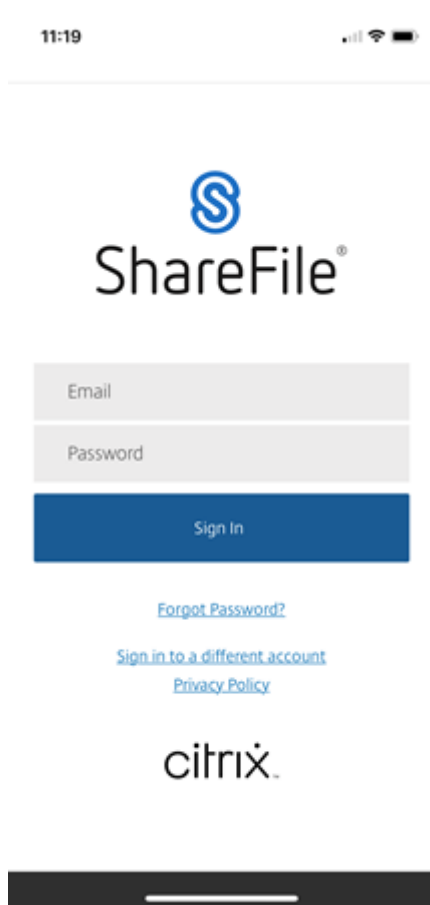
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The following steps explain how to download Citrix Files for your device and log into your Citrix Files account.

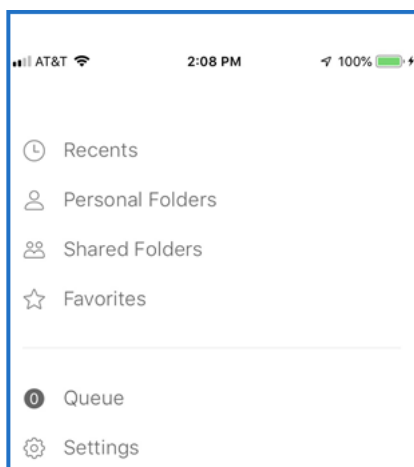
1. Open the App store application on your device.
2. Search for Citrix Files.
3. Tap **Get**.



4. Tap the Citrix Files icon to open.
5. Type your Citrix username and password.



Citrix Files opens displaying your folders.



## View and download files

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Once you download a file using Citrix Files on your iOS Device, the location and file type determine how you can view the file. The following steps use a photo for the type of file downloaded.

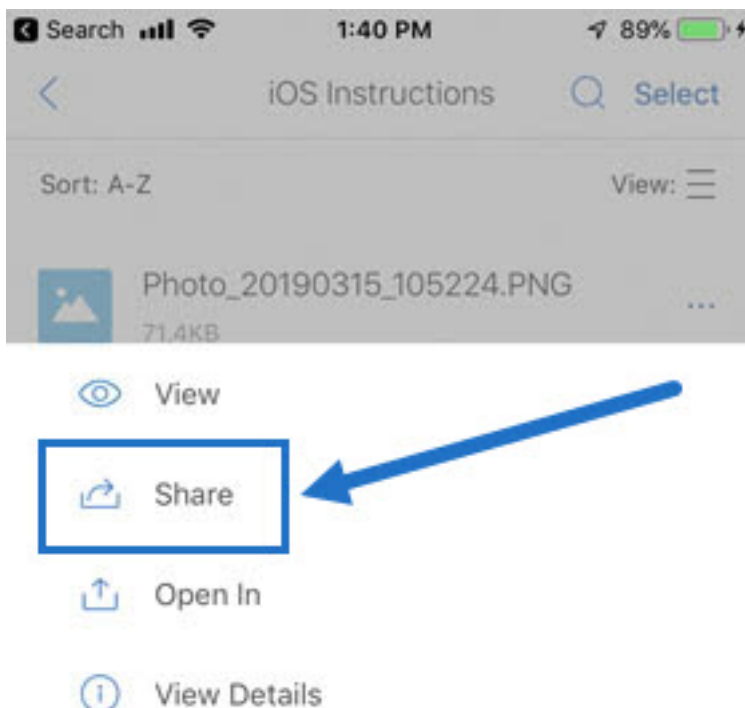
1. Navigate in your Citrix Files App to the folder holding the photo you want to download.
2. Tap the file name. The download begins immediately.
3. Go to the photo app to view the file.

## Share files

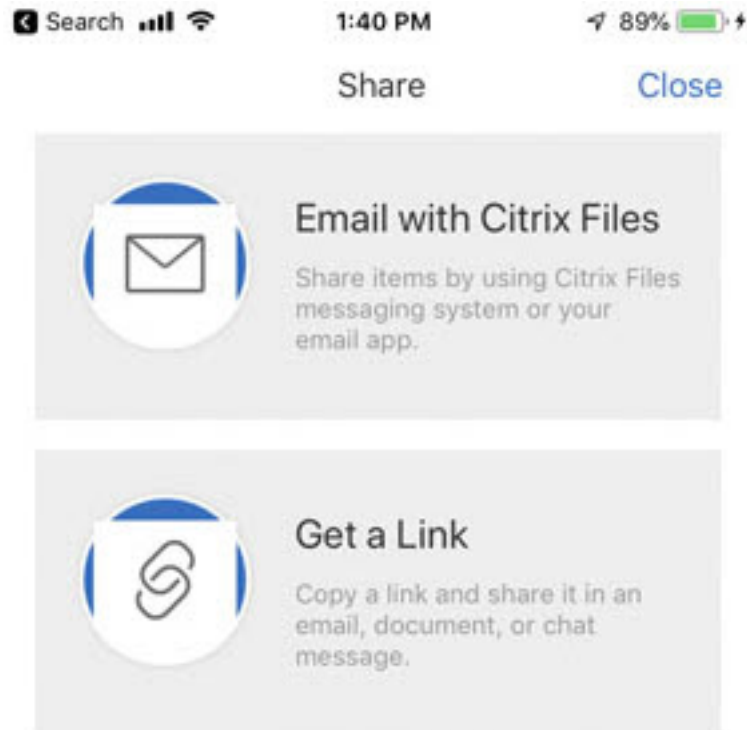
July 19, 2023

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

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



4. The following screen allows you to select either Email with Citrix Files or Get a Link. To use Email with Citrix Files feature, go to the next step. If you want to use the Get a Link feature, skip to step 6.

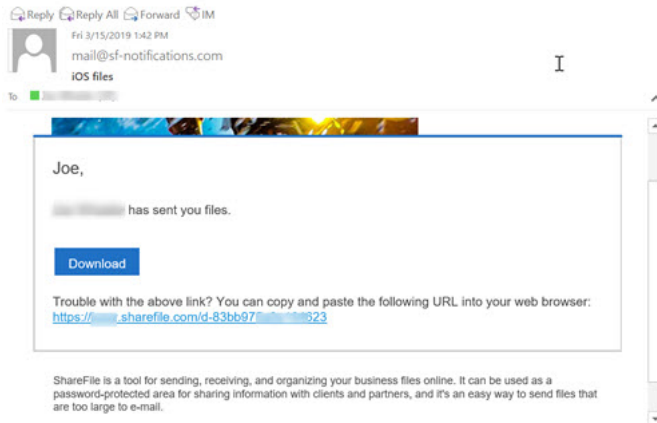


5. Tap Email with Citrix Files.
6. Enter a Recipient for your message. You can enter an email address manually, or select users from your address book.
7. Type a Subject for your message and additional text in the body if necessary.
8. Edit Message Options allows you to customize the following:
  - Send me a copy of this email - Receive a copy of the email message
  - Email me when files are accessed - Receive a notification email when the file is Viewed or Downloaded
  - 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.
  - Access expires - Set how long you want the download link to be accessible. If sending a file stored on your computer, this will default 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. Tap Share when ready. A “File shared” message appears at the bottom of the screen.
10. Tap Get a Link. Note that you can choose either the iOS messaging app or the email app to send. For this, we will use the email application.
11. Tap Mail. The new message screen displays with the shared file link preloaded in the body.

Follow the instructions for your Mail app to send the message that includes the link. The recipient will receive a message similar to this:

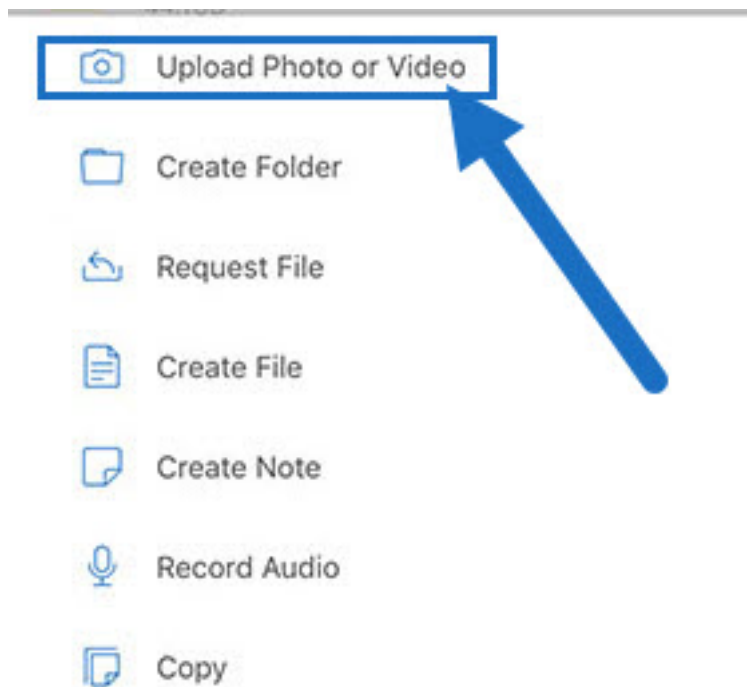


## Upload files

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

1. Tap the + blue circle to open the menu. The menu displays.
2. Tap Upload Photo or Video.



3. Choose an existing file to load or tap Take a Photo (or Video) on your device.

**Note:**

You might be asked to allow Citrix Files to access your Photos.

4. Select the items you want to upload. Tap Next.

5. Tap Upload.

**Note:**

You might change the default File Prefix.



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