



# Citrix Files for Mac

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## About Citrix Files for Mac

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Citrix Files for Mac allows you to access your files directly through a mapped drive, providing a native Finder experience. Files are downloaded only when accessed, and temporarily stored on your computer. Changes made to the files are automatically saved back to the cloud. You can access more functionality through the right-click context menu and perform operations such as sharing or requesting of files.

## Delete files

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The following steps explain how to delete files in Citrix Files for Mac.

1. Select the file you want to delete.
2. Drag the file to Mac trash.

The file is deleted.

## Download and open the app

July 19, 2023

### Download Citrix Files for Mac

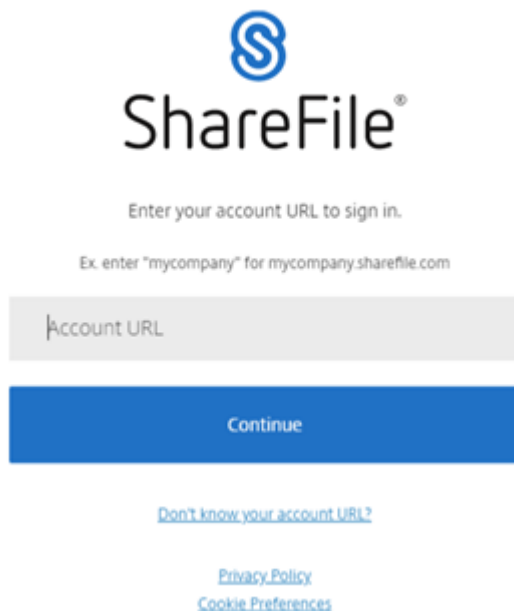
The following steps explain how to download Citrix Files for your Mac.

1. Download the installer DMG from here [Citrix Files for Mac](#).
2. Open the installer package and follow the prompts to install Citrix Files. You might be required to provide an administrator password to complete the installation.

### Open Citrix Files for Mac

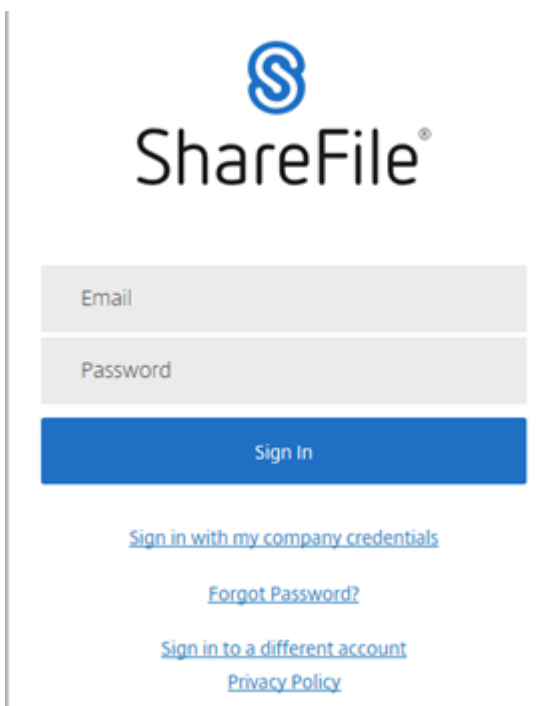
1. Select the Citrix Files icon to open Citrix Files for Mac.

2. Type your account URL (enter “mycompany” for mycompany.sharefile.com).



The image shows the ShareFile account URL sign-in screen. At the top is the ShareFile logo, consisting of a blue 'S' icon and the text 'ShareFile®'. Below the logo, the text 'Enter your account URL to sign in.' is displayed, followed by an example: 'Ex. enter "mycompany" for mycompany.sharefile.com'. There is a text input field labeled 'Account URL' and a blue 'Continue' button. At the bottom, there are three links: 'Don't know your account URL?', 'Privacy Policy', and 'Cookie Preferences'.

3. Type your email and password to sign in.



The image shows the ShareFile email and password sign-in screen. At the top is the ShareFile logo, consisting of a blue 'S' icon and the text 'ShareFile®'. Below the logo, there are two text input fields: 'Email' and 'Password'. There is a blue 'Sign In' button. At the bottom, there are four links: 'Sign in with my company credentials', 'Forgot Password?', 'Sign in to a different account', and 'Privacy Policy'.

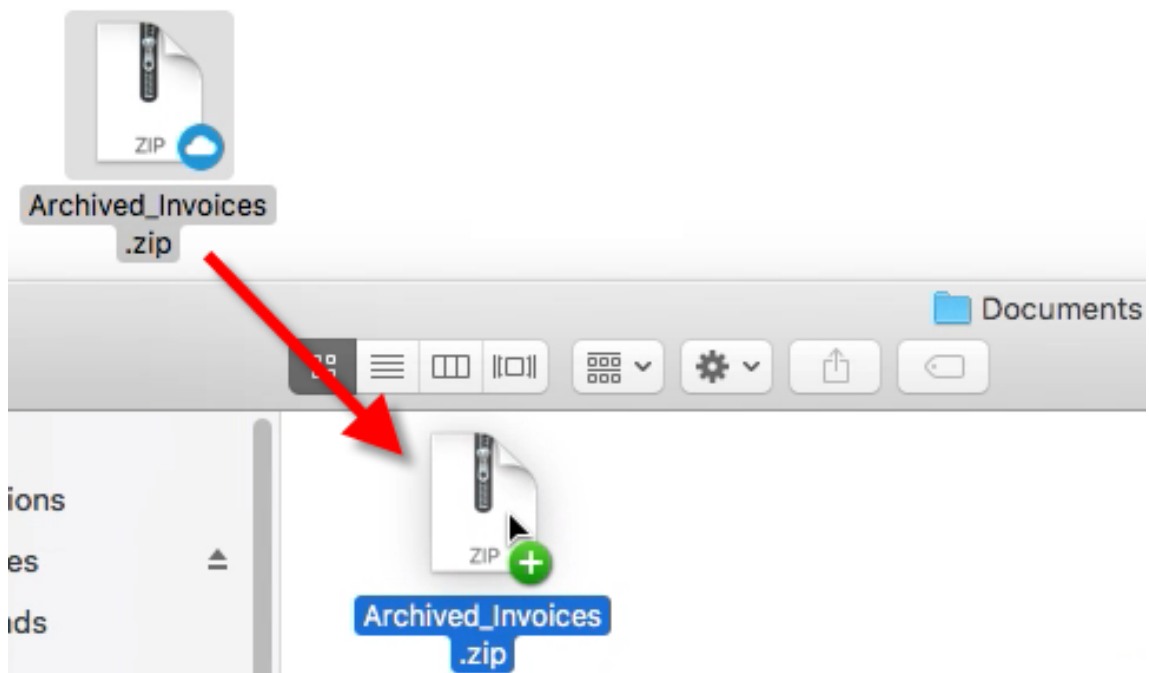
Citrix Files opens displaying your folders.

## Download and view files

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The following steps explain how to download and view files using Citrix Files for Mac.

1. Select the file you want to download from the Citrix File folder in finder.
2. Open the Citrix File folder in **Finder**.
3. Drag the file and drop on your desktop.



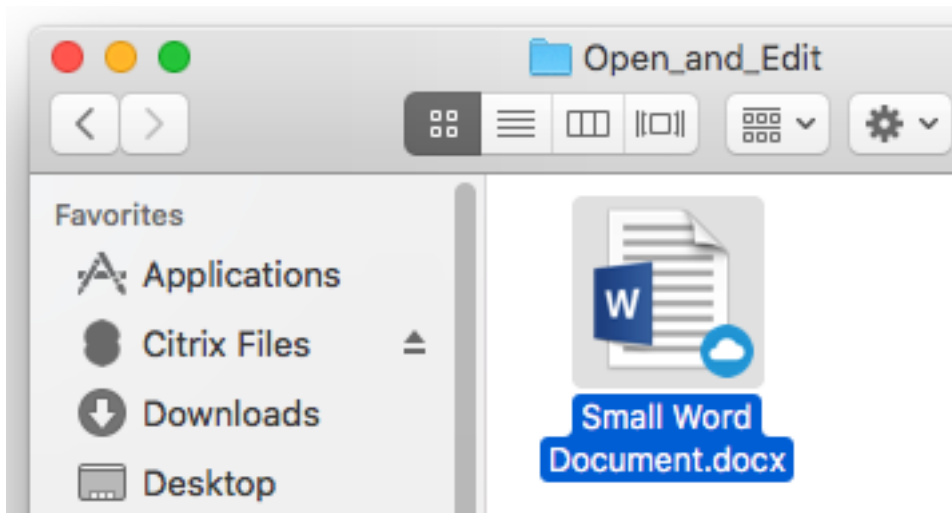
4. Double-click to open and view the file.

## Open files

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The following steps explain how to open files using Citrix Files for Mac.

1. Open the Citrix Files folder in Finder.
2. Select the file you want to open.



3. Double-click to open the file.

## Share files

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Use Control-click to access the **Share** menu.

1. In the menu, select one of the following options to share the file:
  - **Copy Link:** Copies the link to the clipboard for pasting in a message.
  - **Email with Citrix Files:** Opens **Email with Citrix Files** window. You enter the recipients, subject, and a message before sharing the file.
  - **Email with Mail App:** Opens your primary mail app with the share link embedded in the message. You add the recipients email address, provide a subject, and a message.
  - **Initiate Approval:** Opens the **Initiate Workflow** window.

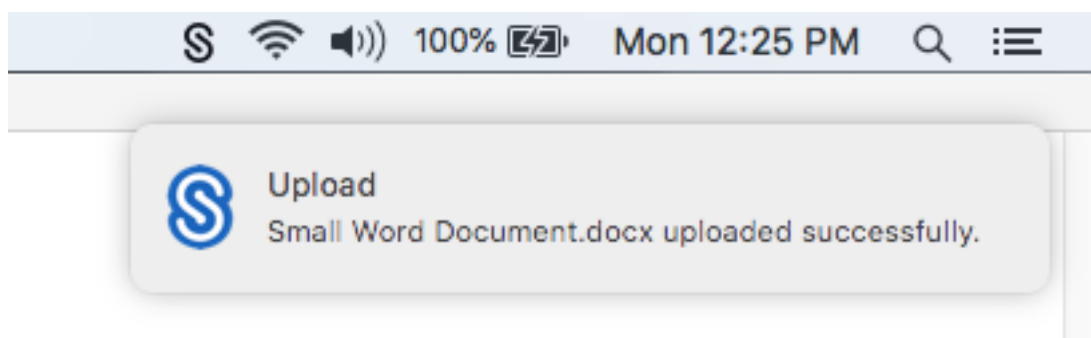
## Upload files

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The following steps explain how to upload files using Citrix Files for Mac.

1. Select the file you want to upload.
2. Open the Citrix Files folder in Finder.

3. Drag the file to the Citrix File folder in Finder. The upload success message displays.





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