



# Citrix Files for Outlook

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## Citrix Files for Outlook

July 19, 2023

Citrix Files for Outlook app allows you to bypass file size restrictions and add security to your attachments. You can provide a secure file upload request for co-workers, customers, and partners directly from Outlook.

Citrix Files notifies you whenever someone accesses a file or sends you a file. You can also set different security and access levels.

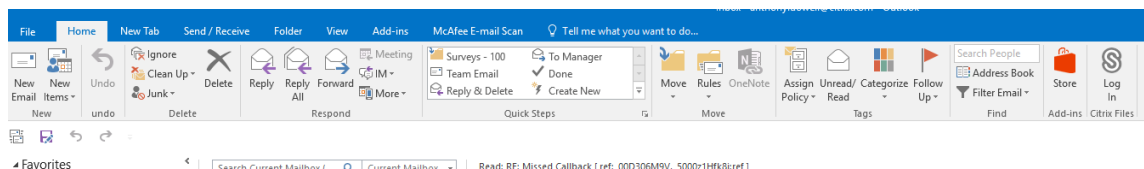
Download Citrix Files for Outlook [here](#).

## Access Citrix Files for Outlook

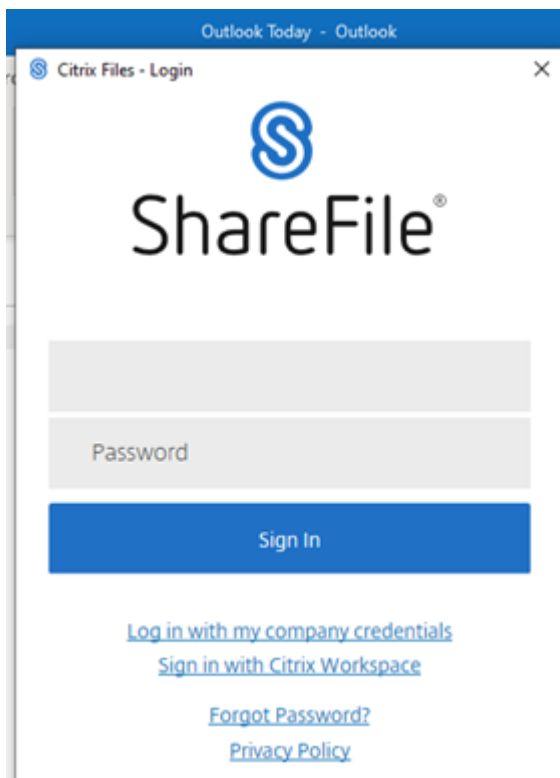
July 19, 2023

The following steps explain how to access Citrix Files in Outlook.

1. Open **Outlook**. The Citrix Files for Outlook logo appears to the far right on the ribbon.
2. Select the Citrix Files logo to log in (if necessary).



3. Log in using your Citrix account credentials.



## Change default settings in Citrix Files for Outlook

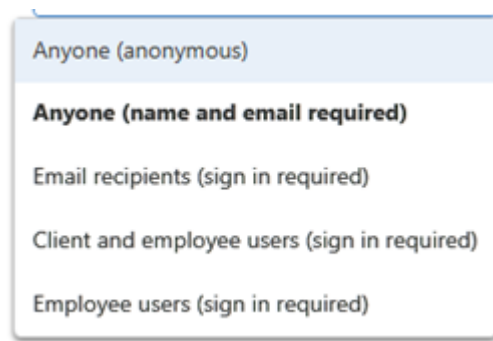
July 19, 2023

You can change the default Citrix Files settings in **Outlook**. Select the Citrix Files **Options** icon to access the menu.

The Citrix Files for Outlook settings screen appears.

This allows you to make changes to the default settings under the following categories:

- **General** - Allows editing of General settings including
  - Attachments
  - Icon
  - Access Options
- **Attaching Files** - Allows editing of these components
  - Notifications
  - Access Options



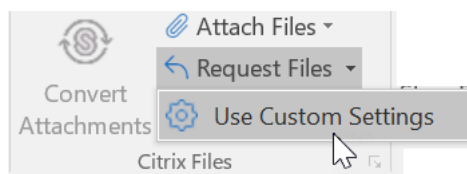
- **Requesting Files** - Allows editing of these settings
  - Notifications
  - Access Options
  - Upload Location
- **Encrypted Email** - Allows editing of these encryption settings
  - Notifications
  - Access Options
- **Inserting Links** - Allows editing of these settings
  - Appearance
  - Linked Text
  - Language

## Request files using Citrix Files for Outlook

July 19, 2023

The following provides the steps necessary to request files using Citrix Files for Outlook.

1. In Outlook, select the **New Email** icon to open a new message.
2. Select **Request Files** from the new message window then **Use Custom Settings** to select the upload location. The default is File Box.



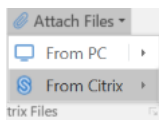
3. Select **Insert Link**.

# Share files using Citrix Files for Outlook

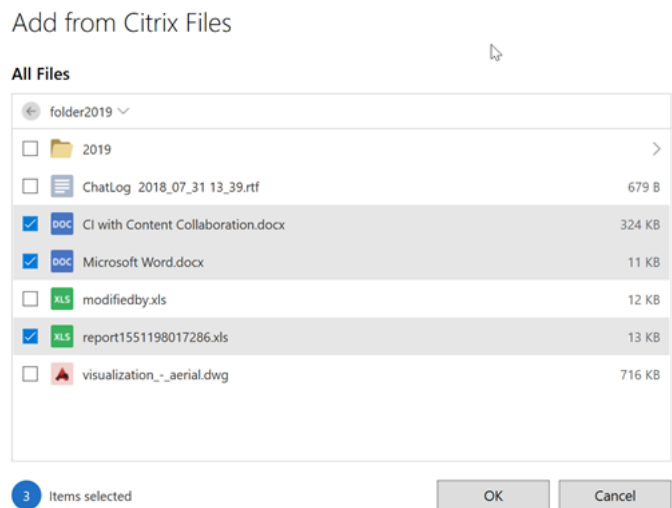
July 19, 2023

The following provides the steps necessary to share files using **Citrix Files for Outlook**.

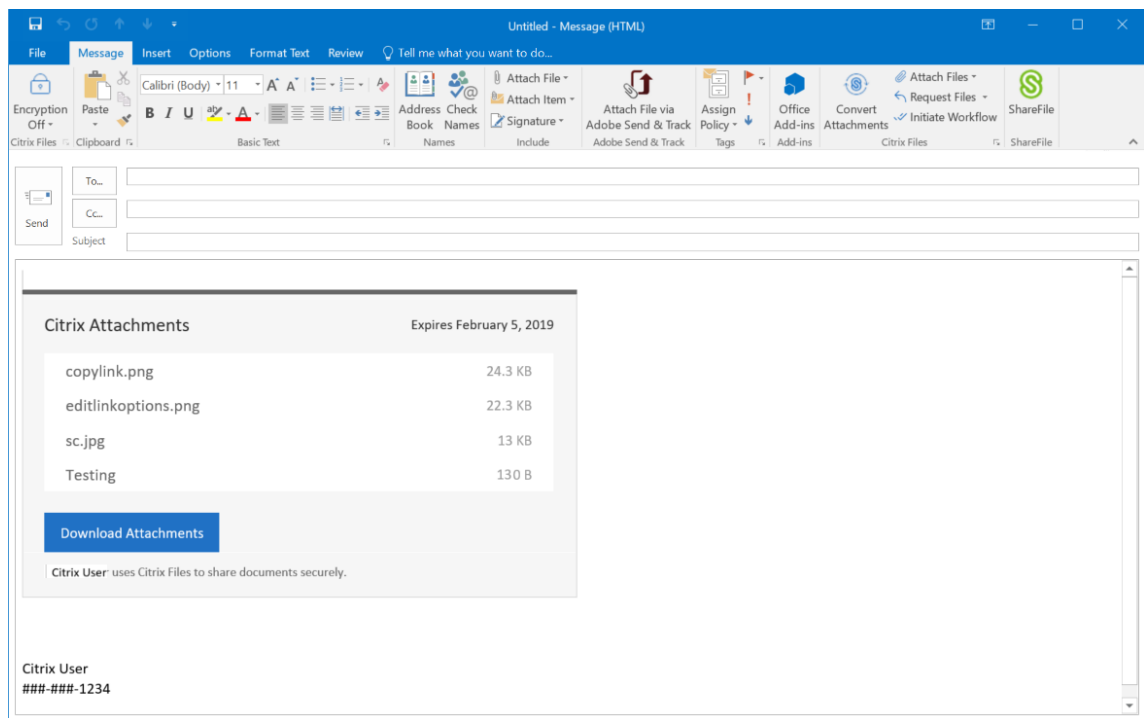
1. In Outlook, select the **New Email** icon to open a new message.
2. Select **Attach Files** from the new message window. You have the choice to select **From PC** or **From Citrix**.



3. Navigate the **Add from Citrix Files** screen to select the files you want to share.



4. Click **OK** to create the Citrix File attachment to your message.



5. Select **Send**.



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