

Open and save files using Workspace virtual applications

This article reviews how Workspace virtual applications work with files. You can open and save files from Workspace to and from your student P: drive, K: drive linked to the device.

****Note to access your local C drive when using Workspace, you must have installed the Horizon client:** [Accessing Workspace virtual applications-Off Campus/Personal Device](#)



Workspace now has a new application, Explorer ++, which assist in the placement and movement of files. More information on Explorer ++ can be found at [Using Explorer++ in Workspace to Manage Files for upload to MyClasses](#)

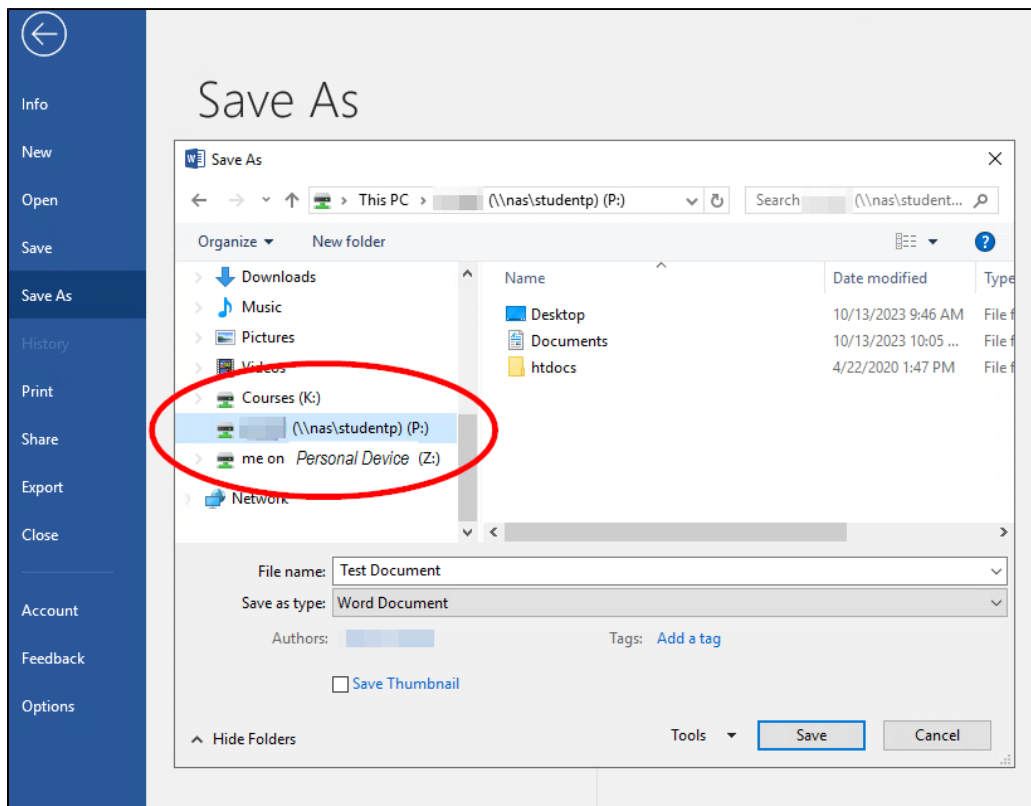
Working with SU network drives (P: or K: drive) using Workspace

You can view your SU drives including your P: drive and K: drive via <https://workspace.salisbury.edu> by using the browser or the client.

Login to <https://workspace.salisbury.edu/> and open any application that would allow access to save or open a document (Word, Excel, Access, etc).

From the application of your choice (Word/Excel/etc) select File>Open then browse to view the File Explorer.

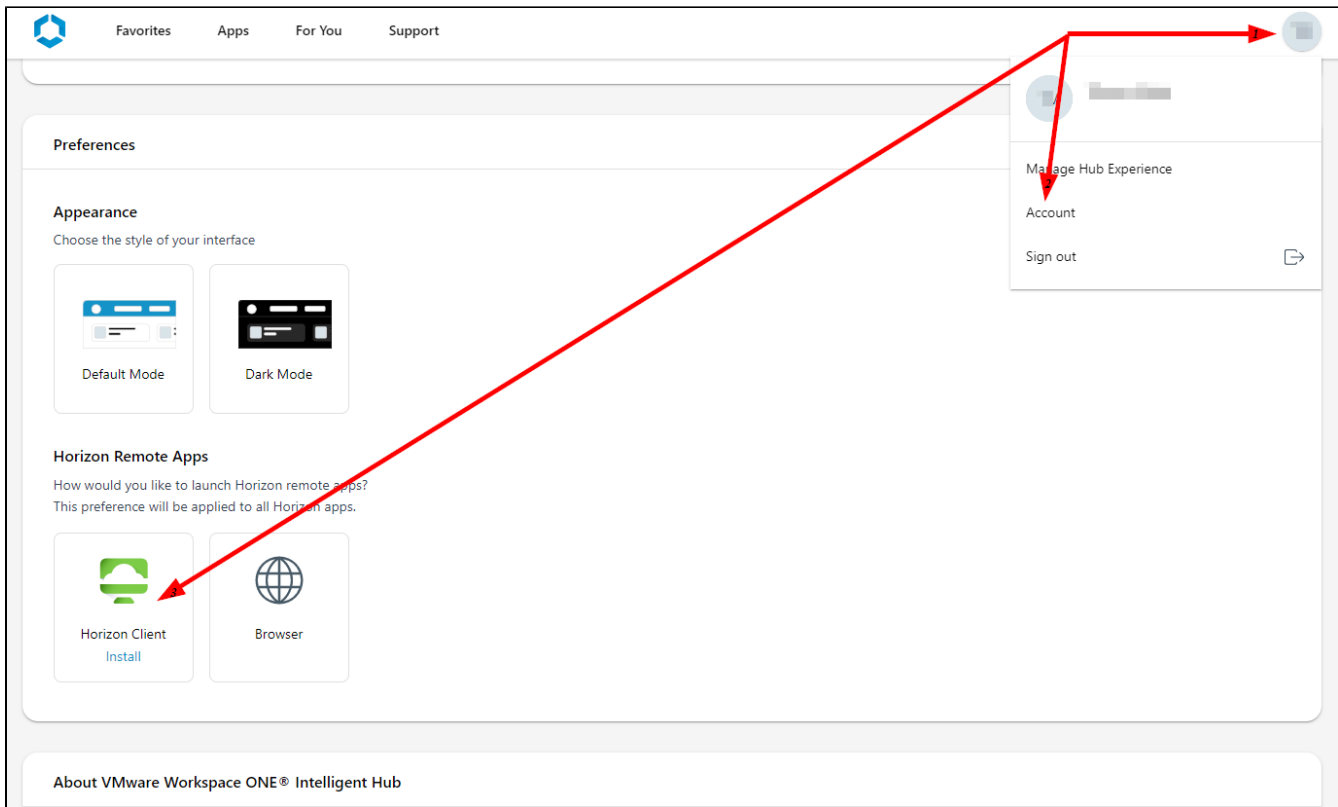
You will see your Student P: drive as well as your Courses K: drive.



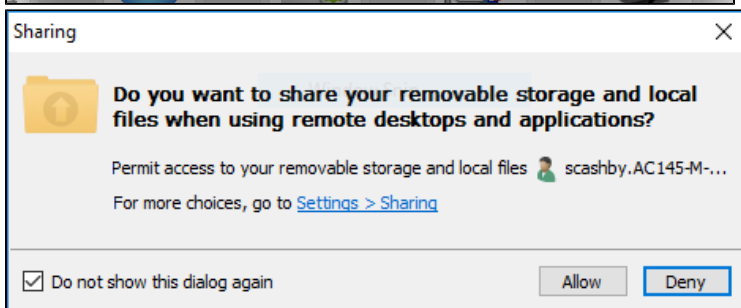
Working with local files (C: drive) using Workspace

In order to access your local drives using Workspace applications you must install the [Horizon client](#).

Go to <https://workspace.salisbury.edu>, select your name at the top right corner then choose Account and under Horizon Remote Apps be sure Horizon Client is selected.

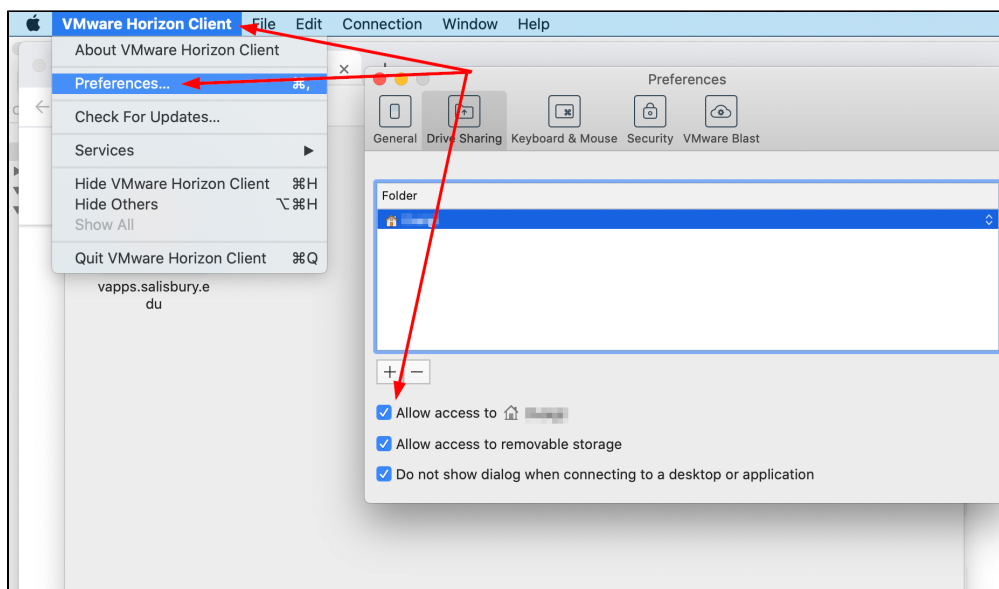


When you open a program for the first time in Workspace (Word, Excel, IDEA, etc), the VM Horizon Client will prompt you to allow sharing of local files. Click Allow.



If the user has not allowed access to their local drive it will not show as the Z drive in the client or may give an error.

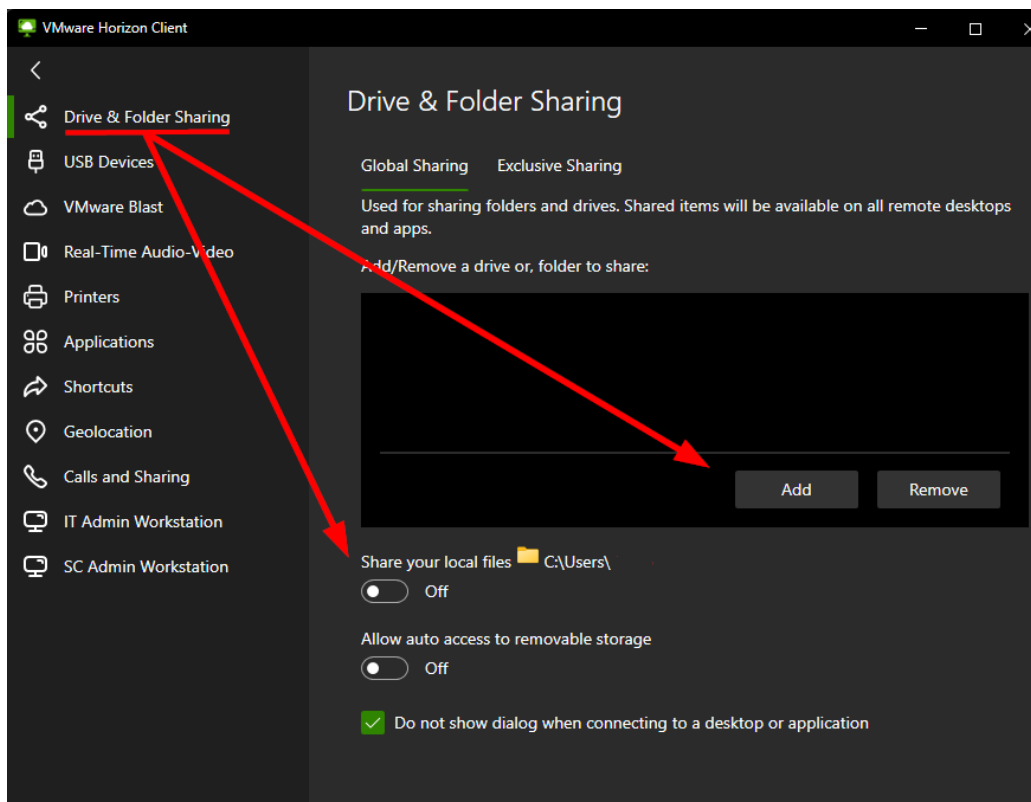
To resolve on a Mac, with the VMware client open, choose the client then **Preferences** from the top left and under **Drive Sharing** check the box to **Allow access** to your drive.



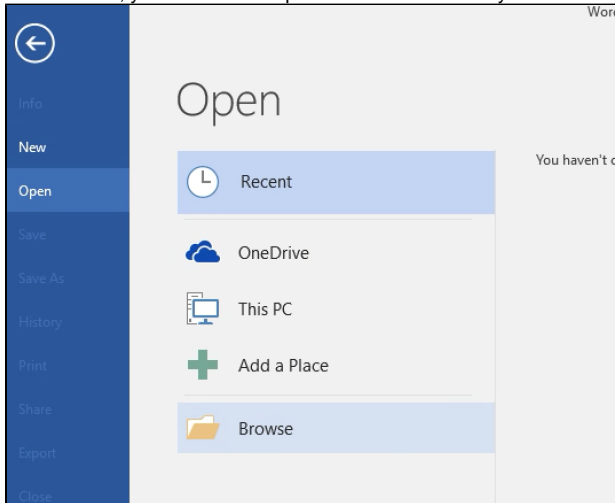
Depending on your Mac OS version you may also need to allow access in System Settings. Go to System Settings (System Preferences in prior versions) then Security & Privacy>Privacy and turn the slider to green for VMWare under Full Disk Access.

On windows right click the VMware icon in the taskbar and go to **Settings** then choose **Drive & Folder Sharing**. Here you can select **Add** to add specific file locations to share with access with Workspace applications.

You can also turn the slider to green under **Share your local files** to conveniently have access to all your document libraries on your personal computer or turn the slider to green for **Allow auto access to removable storage** to access items on a flash drive. These can be enabled as an alternative to sharing exact locations.



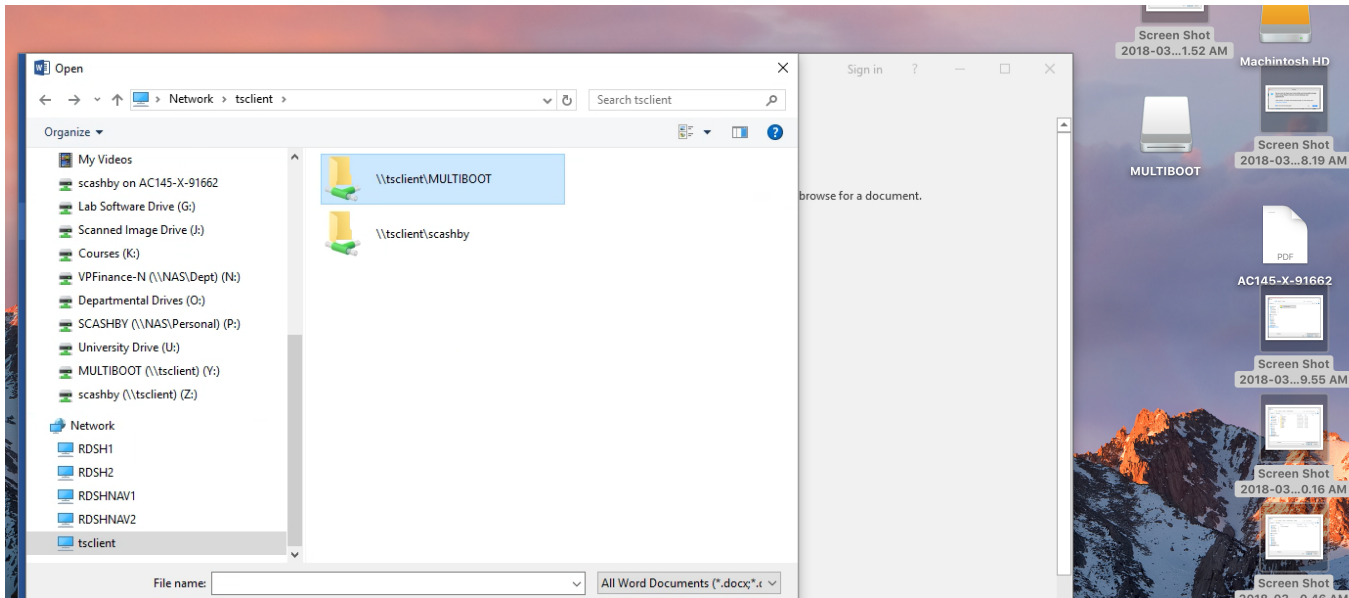
Once correct, you'll be able to open and save files from your Windows or Mac device. For example, in Microsoft Word, under Open click Browse.



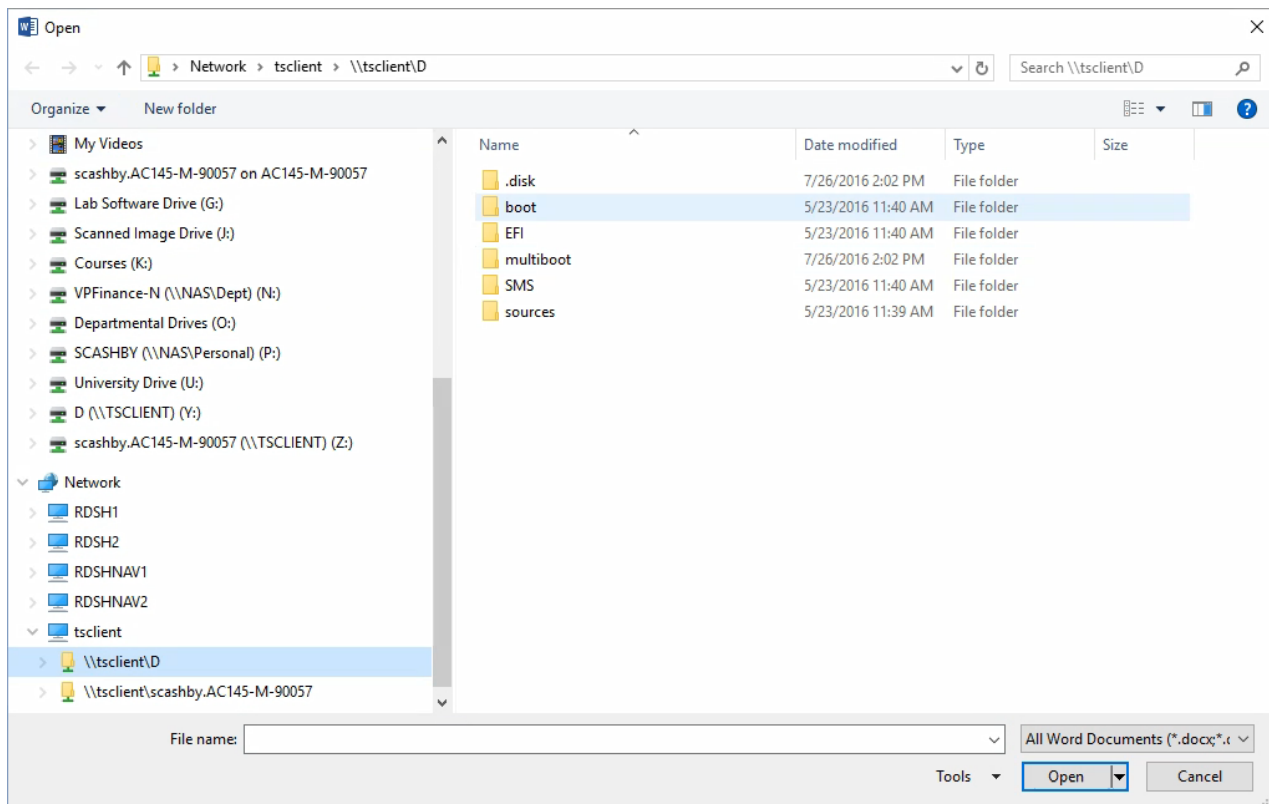
Browse using the File Explorer option to find and open the drive labeled with your username and \\tsclient (Z:); this is your local computer C: drive.

Working with a USB or Flash drive using Workspace

If you have a USB drive attached to your computer, you will be able to access those files as well. On a Mac, under Network, it will show up as a separate entry: \\tsclient<drivename> where drivename is the name of the USB drive, in this case MULTIBOOT. Under This PC, it shows up as a mapped drive with the name of the USB drive: <drivename> (\\tsclient) (<driveletter>), such as MULTIBOOT (\\tsclient) (Y:).



On a Windows PC, under Network it shows up as \\tsclient\\<USBdriveletter> where USBdriveletter is the drive letter assigned by your computer to the USB drive, which in this case is the D drive. Under This PC, it shows up as a mapped drive with the letter of the USB drive: <USBdriveletter> (\\tsclient) (<driveletter>), such as D (\\tsclient) (Y:).



Related articles

- [Open and save files using Workspace virtual applications](#)
- [Using Explorer++ in Workspace to Manage Files for upload to MyClasses](#)
- [Accessing Workspace virtual applications-Off Campus/Personal Device](#)
- [Accessing Workspace virtual applications-On Campus/SU computer](#)
- [Listing of Methods to Access SU On-Campus Resources \(VPN and Workspace\)](#)