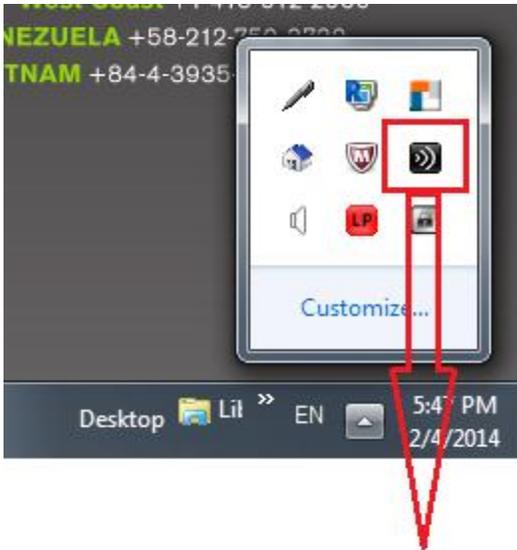


How to Check and Enable Local Drive Access on a Windows PC

Following these instructions will enable local drive mapping on Bloomberg Anywhere. This will allow you to upload and download files to and from your local PC.

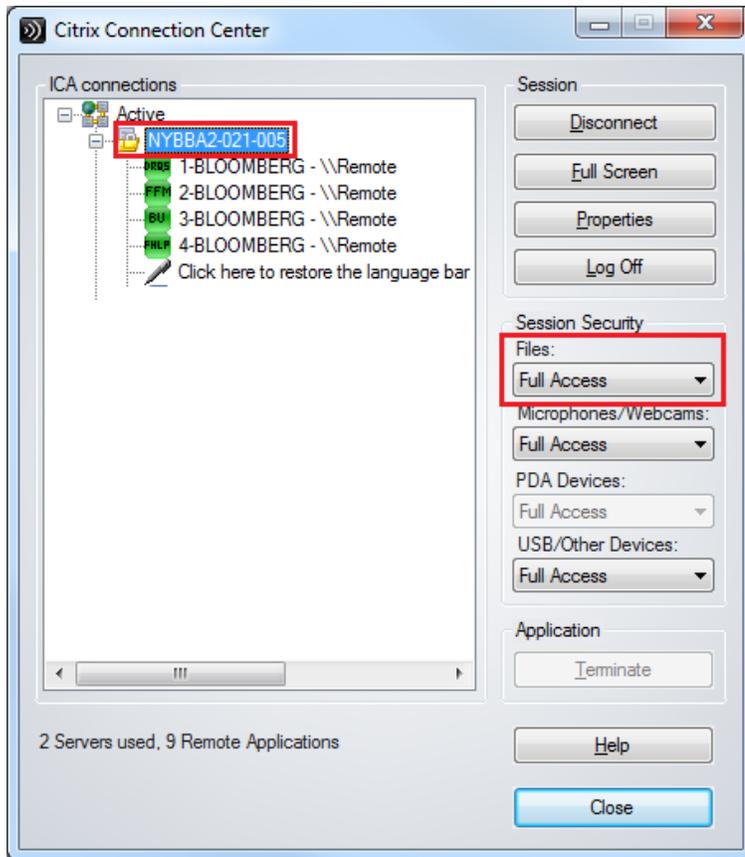
Instructions for Microsoft Windows

STEP 1: Open the Citrix Connection Center via the system tray Citrix Client icon



- a) Locate and then right-click on the Citrix Receiver icon  in your System Tray
 - a. Note: You might need to click on the upper pointing triangle that is next to the clock in the system tray in order to reveal the Citrix Receiver icon
- b) Click on the About menu option
- c) Expand the Advanced button to reveal the sub-options under it
- d) Click on the "Connection Center" link

STEP 2: Allow Access to your Computer's File System by using the Citrix Connection Center



- a) From the Citrix Connection Center Dialog Box, click on the server to which you are connected.
 - a. The name of the server usually begins with NYBBA or NJBBA. For example, in the picture above, the server is NYBBA2-021-005.
- b) Under the Files drop down, choose the appropriate File level access to your computer's file system that you would like to grant
 - a. *Note that Full Access grants permission to save files to your computer's file system*