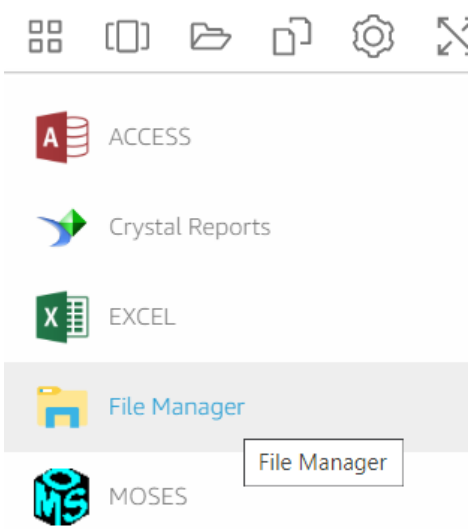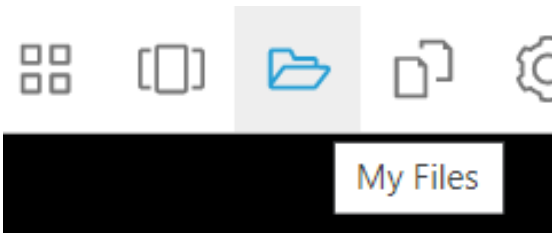# How to Export Files from AppStream

AppStream has no external internet access. You will not be able to use email or cloud storage drives within AppStream. Many users wish to send an exported Crystal Report file via email, and here's how.

There are two file management tools available to you in AppStream, and it's important to know the difference between them:

| File Manager (Application)	My Files (Utility)
Get to it from the Catalog (4-square grid icon on top toolbar)	Get to it from the top toolbar (file icon)
Used for moving files, copying files, zipping or unzipping folders within your AppStream file storage	Used for uploading or downloading files to or from the Temporary Files folder
No access to your local computer's files	Can't move, rename, or zip files
![File Manager icons and application list showing ACCESS, Crystal Reports, EXCEL, File Manager, MOSES]	![My Files toolbar icon]

Export a File from AppStream

1. **Save your file that you wish to save or send**
   a. If you're running a Crystal Report, export the report as a PDF, Excel, or other file and save it to the Temporary Files folder

2. Click the Catalog icon on the far left of the white AppStream toolbar and open the File Manager application
3. If the file you need to save or send is in the H: drive, it must be moved to the Temporary Files folder
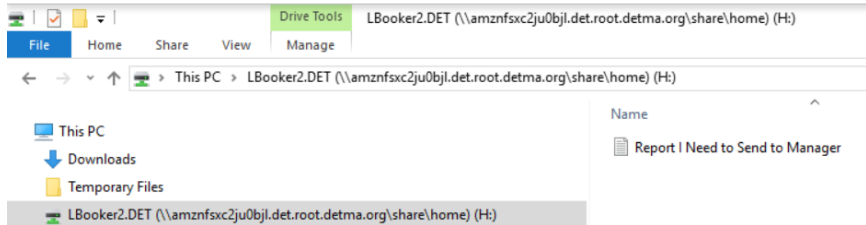
4. From the File Manager application, browse to the location where you have a file that you need to save or send
5. Move or copy the file to the Temporary Files folder – you can either click-and-drag the file to Temporary Files, or copy & paste it into Temporary Files while in the File Manager application
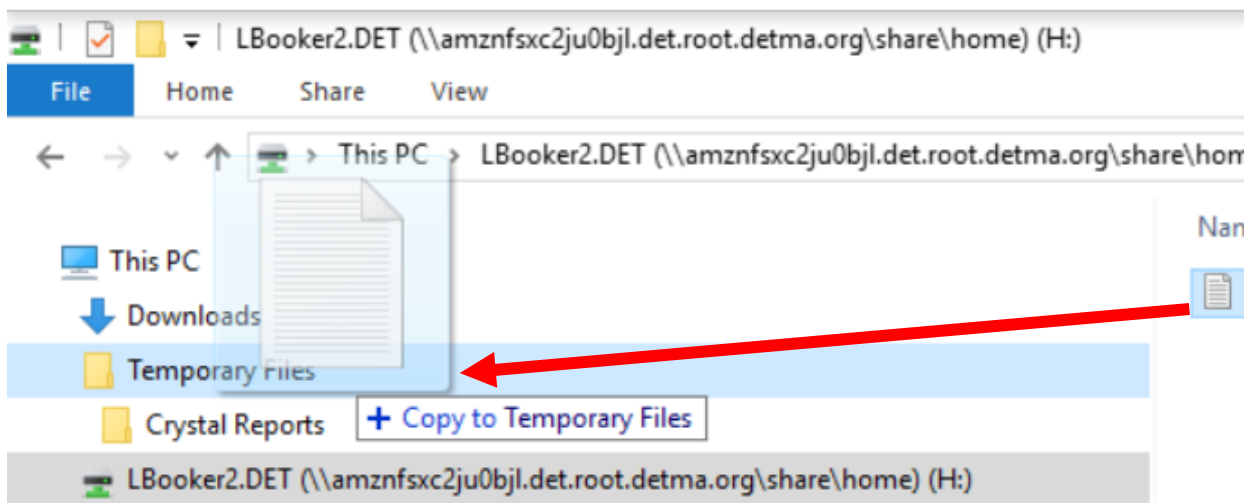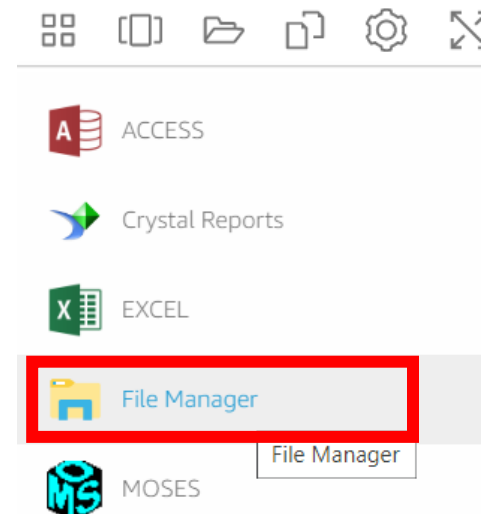
6. Once the files you need to save/send are in the Temporary Files folder, you can download them to your local computer using the My Files utility
7. Click the folder icon on the AppStream white top toolbar (labeled "My Files" when you hover your cursor over it)


8. A new window inside of AppStream will open. Click "Temporary Files" to open the folder.

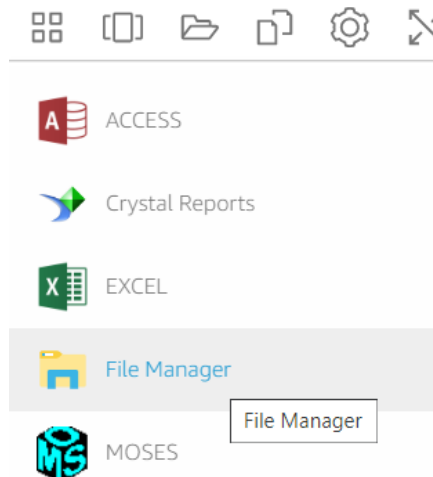9. Click the drop-down arrow to the right of the file you wish to download, then click the "Download" button that appears
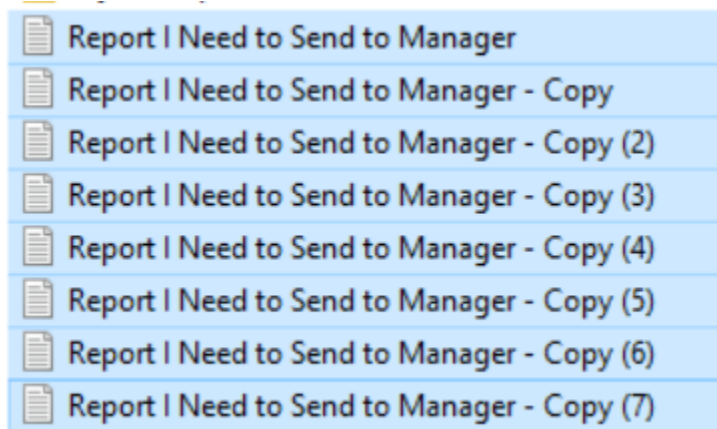
Need to do more than 1 file at a time?

10. Use the File Manager to select all the files you need to download
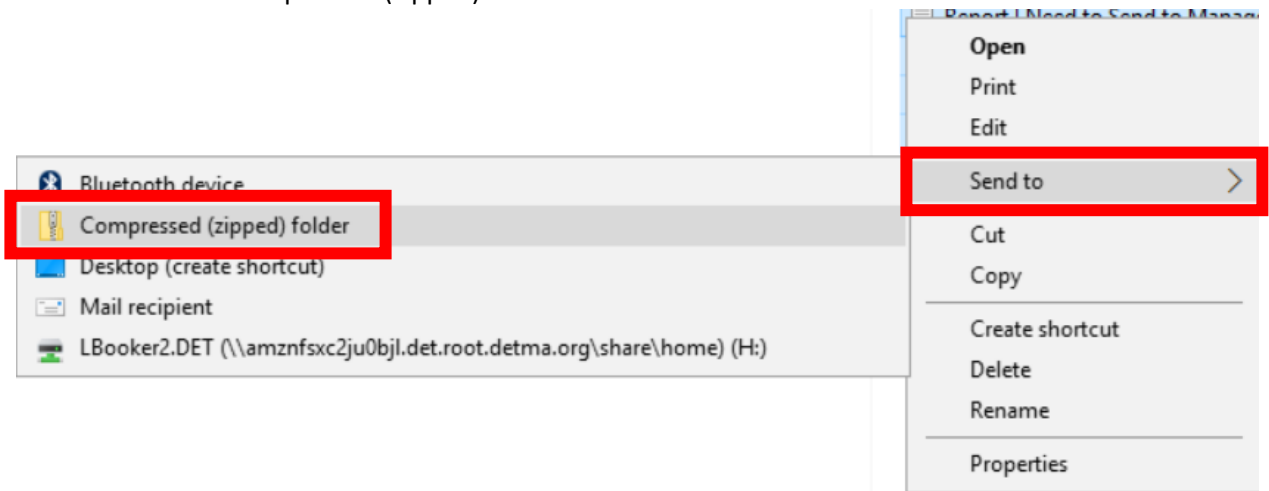

11. You can either click-and-drag a box to select multiple files or hold the CTRL key and click each file.
12. Right-click ANY of the files (they're all selected, so it doesn't matter which one)
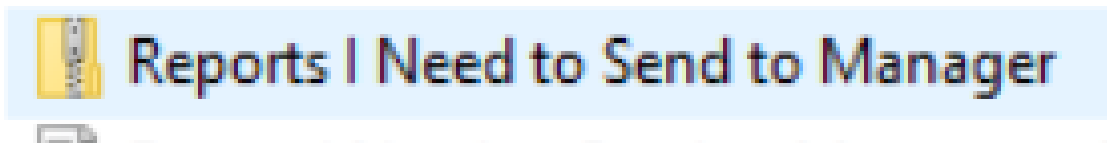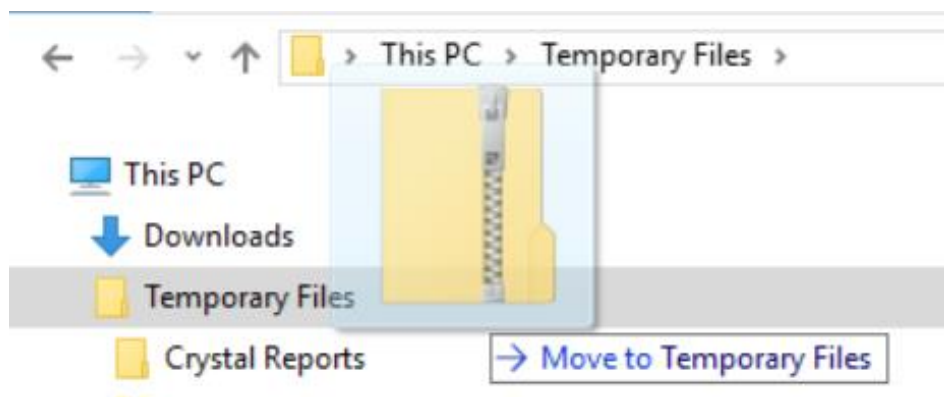
13. Choose Send to > Compressed (zipped) folder

14. A new .zip file will be created. Note the icon will appear to be a folder with a zipper on it.
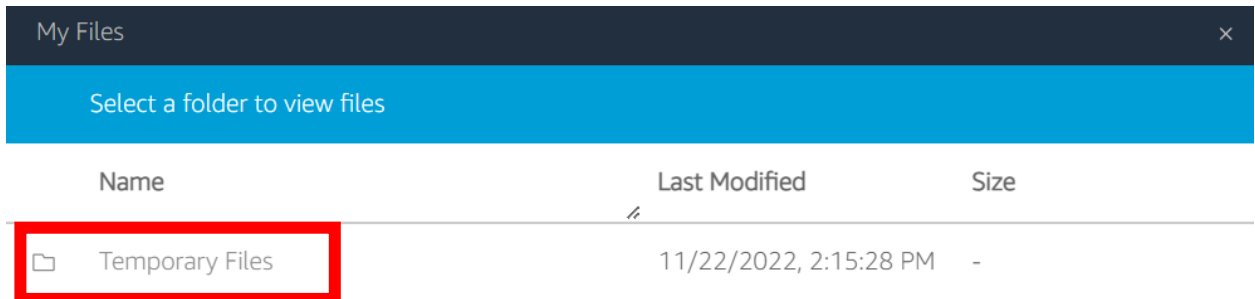

15. Copy/paste or click-and-drag this new .zip file into the Temporary Files folder.

16. Click the folder icon on the AppStream white top toolbar (labeled "My Files" when you hover your cursor over it)

17. A new window inside of AppStream will open. Click "Temporary Files" to open the folder.


18. Click the drop-down arrow to the right of the file you wish to download, then click the "Download" button that appears
19. Save the .zip file to a memorable location on your computer (depending on your computer settings, your browser might save it to your Downloads folder automatically)
20. Open the location you've saved the .zip file to (easiest way – in Chrome, look in the bottom-left corner for the blue "downloads" bar - click the drop-down arrow next to the file you just downloaded, and click "Show in folder")
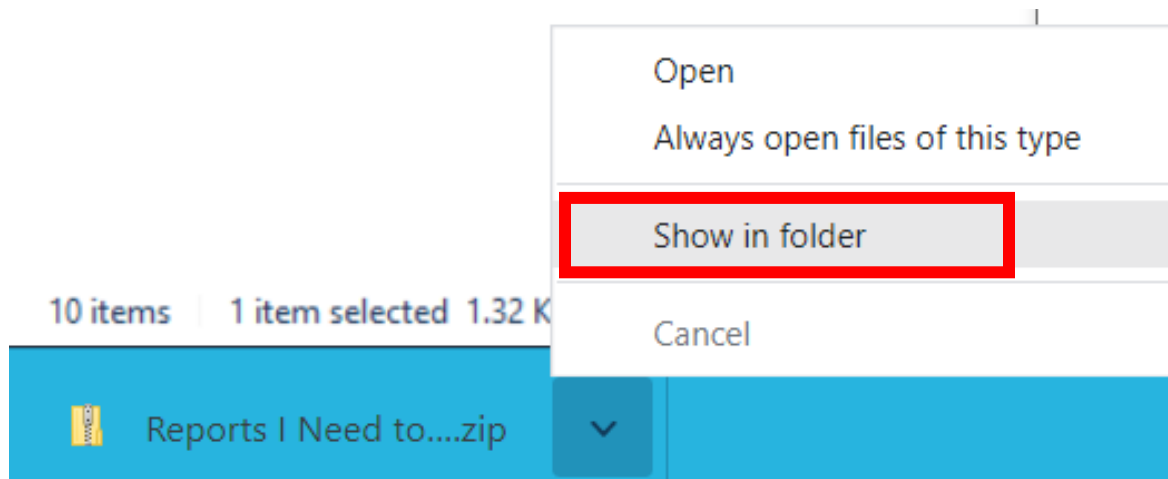
21. Right-click the .zip file in your local computer's file explorer and choose Extract All…
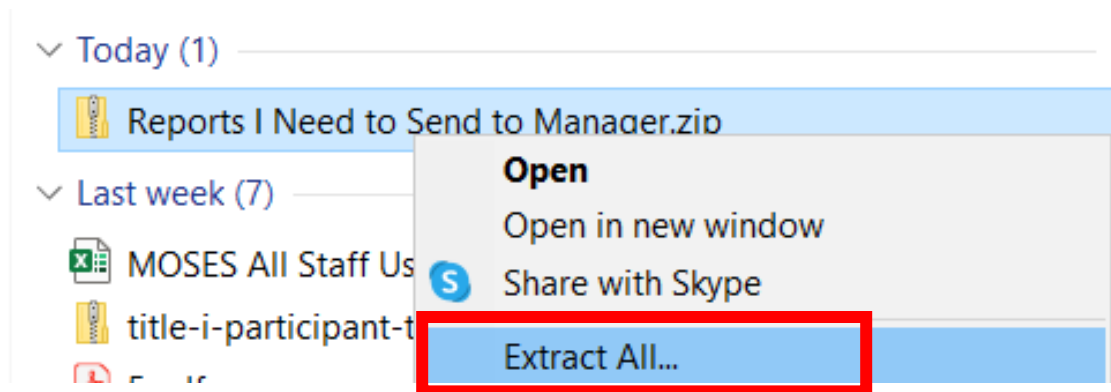
22. A new window will open – you don't need to change anything there, just click "Extract" in the bottom-right
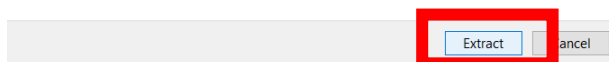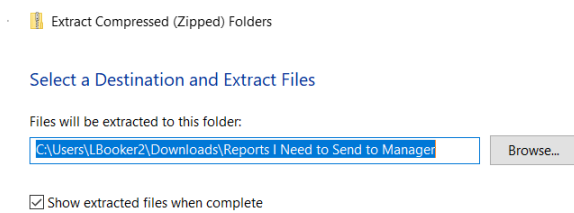
23. A new folder will be created with your files contained within.