

Using the Virtual Computer

Also known as “VDI” (Virtual Desktop Interface) or VMWare (publisher of virtual software)

Digital Learning Center

Ed Cunningham, Digital Learning Center Manager

Objectives

After viewing this presentation, you will be able to:

- Define VIRTUAL COMPUTER
- Download and install the appropriate VMware Horizon client for your computer (recommended)
- Log in and access the virtual computer using the VMWare client OR using a browser
- Save, upload, or share your files for future access.
- Properly log off the virtual computer.
- Get support, if needed, from the Digital Learning Center

Note:

- The acronym “VDI” is synonymous with “Virtual Computer” You may also hear it referred to as “Virtual Machine” (VM)*
- The words “VMware Horizon Client” and “Client” refer to the software interface used to access the virtual computer.*
- Images in this presentation were taken on a PC running Windows 10 and Chrome browser.*

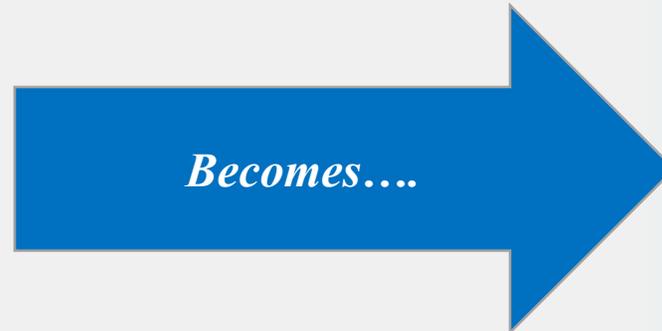


What is the “virtual computer”

A virtual computer is “a computer that runs inside another computer”

Using the virtual computer

Your **Windows 7** system



A Windows 10 system





What is the “virtual computer”

A virtual computer is “a computer that runs inside another computer”

Using the virtual computer

Your **Mac** system



A Windows 10 system



Using the virtual computer you can:



If you don't have Windows 10 on your computer, you can experience and learn Windows 10



Using your own computer, you can use the software that is installed on the Montgomery College virtual computer: Office 2019, Matlab, etc.

Microsoft Office 2019

- Access
- Excel
- PowerPoint
- Project
- Publisher
- Visio
- Word

Math Software

- Matlab R2020b
- Maple 2020
- Minitab 19
- R Studio
- Graph
- MathType
- Putty
- Geogebra
- TI 83/84 emulation
- Wolfram player

- A.D.A.M. Interactive
- Chemistry of Life
- Chem Draw
- Scientific Viwer
- Tracker
- Vlab

- Microsoft Visual Studio
- Microsoft SQL Server
- Oracle SQL Developer

In this presentation, we will cover:

Two ways to access the Virtual Computer

- ❑ Install the VMware Horizon Client (recommended) and then launch the virtual computer.

Or

- ❑ Use the link (URL) to the virtual computer using your computer's web browser.

Whether you are installing the VMWare Horizon Client, or you want to use the virtual computer using your web browser...



Navigate to:

desktop.montgomerycollege.edu

- Do not enter "http" "https" or "www" before the link

VMware Horizon

desktop.montgomerycollege.edu

VMware Horizon

You can connect to your desktop and applications by using the VMware Horizon Client or through the browser.

The VMware Horizon Client offers better performance and features.

[Install VMware Horizon Client](#)

[VMware Horizon HTML Access](#)

Check here to skip this screen and always use HTML Access.

Windows taskbar: Type here to search, 87°F, AQI 56, 2:44 PM 7/5/2021

Click on the access options you wish to use.

VMware Horizon

desktop.montgomerycollege.edu

VMware Horizon

You can connect to your desktop and applications by using the VMware Horizon Client or through the browser.

The VMware Horizon Client offers better performance and features.

 Install VMware Horizon Client

 VMware Horizon HTML Access

Check here to skip this screen and always use HTML Access.

Install the Vmware client

Access the virtual computer with a browser

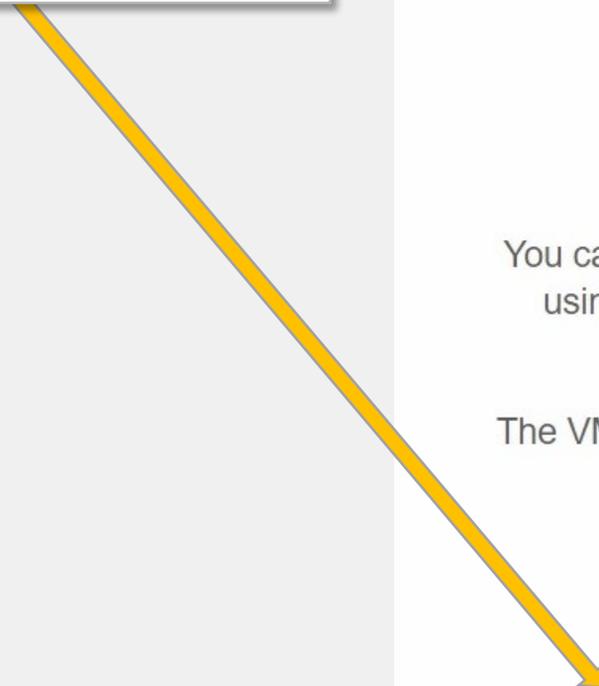
Starts on the next slide

Starts on slide #46

Type here to search

87°F AQI 56 2:44 PM 7/5/2021

Install VMWare Horizon Client



VMware Horizon

You can connect to your desktop and applications by using the VMware Horizon Client or through the browser.

The VMware Horizon Client offers better performance and features.



Install VMware
Horizon Client



VMware Horizon
HTML Access

Check here to skip this screen and always use HTML Access.

After you click on “Install VMWare Horizon Client” the following screen appears.

Note – this shows the top third of the screen. You can scroll down to see the available clients.

Download VMware Horizon Client

my.vmware.com/en/web/vmware/downloads/info/slug/desktop_end_user_computing/vmware_horizon_clients/horizon_8#win64

Important Information before upgrading to VMware Horizon 8 - Components related to local printer functionality have changed in VMware Horizon 8. VMware recommends contacting your IT Administrator before upgrading to this version.

vmware CUSTOMER CONNECT Products and Accounts Knowledge Communities Support Learning Register Login

Home / VMware Horizon Clients

Download VMware Horizon Clients

Select Version:

HORIZON 8

VMware Horizon Clients for Windows, Mac, iOS, Linux, Chrome and Android allow you to connect to your VMware Horizon virtual desktop from your device of choice giving you on-the-go access from any location.

[Click here](#) for a list of certified thin clients, zero clients, and other partner solutions for VMware Horizon.

[Read More](#)

Product Resources

- [View My Download History](#)
- [Product Info](#)
- [Documentation](#)
- [Horizon Mobile Client Privacy](#)
- [Horizon Community](#)

Product Downloads Drivers & Tools Open Source Custom ISOs OEM Addons

Product	Release Date	
VMware Horizon Client for Windows		
VMware Horizon Client for Windows	2021-03-23	GO TO DOWNLOADS

Type here to search

87°F AQI 52 5:29 PM 7/5/2021

This is the middle of the VMWare client install page. As you can see, there are clients for Windows, Mac, Linux, iOS

Select the VMWare client that is compatible with **your** computer.

The screenshot shows the VMware Horizon Client download page. The browser address bar shows the URL: my.vmware.com/en/web/vmware/downloads/info/slug/desktop_end_user_computing/vmware_horizon_clients/horizon_8#win64. A blue banner at the top contains important information about upgrading to VMware Horizon 8. Below the banner is a navigation menu with links for Products and Accounts, Knowledge, Communities, Support, Learning, Register, and Login. The main content area displays a table of VMware Horizon Client products.

Product	Release Date	
VMware Horizon Client for Windows		
VMware Horizon Client for Windows	2021-03-23	GO TO DOWNLOADS
VMware Horizon Client for Mac		
VMware Horizon Client for macOS	2021-03-23	GO TO DOWNLOADS
VMware Horizon Client for Linux		
VMware Horizon Client for 32-bit Linux	2021-01-07	GO TO DOWNLOADS
VMware Horizon Client for 64-bit Linux	2021-03-23	GO TO DOWNLOADS
VMware Horizon Client for Linux tarball version	2021-03-23	GO TO DOWNLOADS
VMware Horizon Client for iOS		
VMware Horizon Client for iOS devices	2021-03-23	GO TO DOWNLOADS
VMware Horizon Client for Android		

If you have a Windows computer

If you have a Mac computer

This is the bottom of the VMware client install page. You see clients for Android and Chrome devices as well.

If you need help for mobile devices, please contact us at the Digital Learning Center.

Download VMware Horizon Client

my.vmware.com/en/web/vmware/downloads/info/slug/desktop_end_user_computing/vmware_horizon_clients/horizon_8#win64

Important Information before upgrading to VMware Horizon 8 - Components related to local printer functionality have changed in VMware Horizon 8. VMware recommends contacting your IT Administrator before upgrading to this version.

vmware® CUSTOMER CONNECT | Products and Accounts | Knowledge | Communities | Support | Learning | Register | Login

VMware Horizon Client for Linux tarball version	2021-03-23	GO TO DOWNLOADS
VMware Horizon Client for iOS		
VMware Horizon Client for iOS devices	2021-03-23	GO TO DOWNLOADS
VMware Horizon Client for Android		
VMware Horizon Client for Android 32-bit x86-based devices	2021-06-08	GO TO DOWNLOADS
VMware Horizon Client for Android 64-bit x86-based devices	2021-06-08	GO TO DOWNLOADS
VMware Horizon Client for Android 32-bit ARM-based devices	2021-06-08	GO TO DOWNLOADS
VMware Horizon Client for Android 64-bit ARM-based devices	2021-06-08	GO TO DOWNLOADS
VMware Horizon Client for Android devices from Google Play store	2021-06-08	GO TO DOWNLOADS
VMware Horizon Client for Kindle Fire in Amazon Appstore for Android	2021-06-08	GO TO DOWNLOADS
VMware Horizon Client for Chrome		
VMware Horizon Client for Chrome devices	2021-03-23	GO TO DOWNLOADS

https://my.vmware.com/en/web/vmware/home

Type here to search

87°F Cloudy 5:31 PM 7/5/2021

If you have a Chromebook

It is important that you select the client that is compatible with your computer!

Here, the user has a **Windows** computer. Select download “Vmware Horizon Client for **Windows**”

It does not matter if your computer is Windows 10, 8, 7 or even Windows XP – just as long as it’s “Windows”

The screenshot shows a web browser window displaying the VMware Customer Connect website. The address bar shows the URL: my.vmware.com/en/web/vmware/downloads/details?downloadGroup=CART22FQ1_WIN_2103&productId=1027&rPId=68140. The page title is "Download Product" for "VMware Horizon Client for Windows".

The page features a navigation bar with the VMware logo and "CUSTOMER CONNECT" text, followed by links for "Products and Accounts", "Knowledge", "Communities", "Support", and "Learning". There are also "Register" and "Login" buttons.

The main content area includes a breadcrumb trail: "Home / VMware Horizon Client for Windows". Below this is the "Download Product" section, which has a "Select Version" dropdown menu set to "2103". Other details include "Documentation" (Release Notes), "Release Date" (2021-03-23), and "Type" (Product Binaries).

To the right, there is a "Product Resources" section with links for "View My Download History", "Product Info", "Documentation", "Horizon Mobile Client Privacy", and "Horizon Community".

Below the main content is a "Product Downloads" section with tabs for "Product Downloads", "Drivers & Tools", "Open Source", "Custom ISOs", and "OEM Addons". The "Product Downloads" tab is active, showing a table with the following information:

File	Information
VMware Horizon Client for Windows	DOWNLOAD NOW
File size: 238.57 MB	
File type: exe	

The Windows taskbar is visible at the bottom, showing the search bar, task view, and various application icons. The system tray shows the date and time as 5:32 PM on 7/5/2021, along with weather and network icons.

It is important that you select the client that is compatible with your computer!

Here, the user has a **Mac** computer. Selected download “Vmware Horizon Client for **macOS**”

It does not matter if your computer is mac version Big Sur, Catalina, Mojave, High Sierra, Sierra, Snow Leopard, etc. As long as it's a Mac!

The screenshot shows a web browser window displaying the VMware Customer Connect website. The browser's address bar shows the URL: `my.vmware.com/en/web/vmware/downloads/details?downloadGroup=CART22FQ1_MAC_2103&productId=1027&rPid=68141#product_downloads`. The website header includes the VMware logo and navigation links: Products and Accounts, Knowledge, Communities, Support, Learning, Register, and Login. The main content area is titled "Download Product" and features a "Select Version" dropdown menu set to "2103". Below this, there are links for "Notes" (Documentation), "Documentation" (Release Notes), and "Release Date" (2021-03-23). The "Type" is listed as "Product Binaries". On the right side, there is a "Product Resources" section with links for "View My Download History", "Product Info", "Documentation", "Horizon Mobile Client Privacy", and "Horizon Community". At the bottom, there is a "Product Downloads" navigation bar with options: Product Downloads, Drivers & Tools, Open Source, Custom ISOs, and OEM Addons. The main content area has a dark blue header with "File" and "Information" tabs. Under the "File" tab, the product name "VMware Horizon Client for macOS" is displayed, along with "File size: 54.65 MB" and "File type: Mac disk image". A prominent blue "DOWNLOAD NOW" button is located to the right of this information. The Windows taskbar at the bottom shows the search bar, task view, and several application icons, including Chrome and File Explorer. The system tray indicates a temperature of 87°F, cloudy weather, and the time is 5:33 PM on 7/5/2021.

**User has selected
Vmware client
for Windows
download.**

Clicked on
DOWNLOAD NOW
button

Client file
downloads (very
fast); the
downloaded file
appears at
bottom.

vmware CUSTOMER CONNECT | Products and Accounts | Knowledge | Communities | Support | Learning | Register | Login

Home / VMware Horizon Client for Windows

Download Product

Select Version: 2106

Documentation: [Release Notes](#)

Release Date: 2021-07-15

Type: Product Binaries

Product Resources

- [View My Download History](#)
- [Product Info](#)
- [Documentation](#)
- [Horizon Mobile Client Privacy](#)
- [Horizon Community](#)

Product Downloads | Drivers & Tools | Open Source | Custom ISOs | OEM Partners

File	Information
VMware Horizon Client for Windows	
File size: 299.35 MB	
File type: exe	

DOWNLOAD NOW

VMware-Horizon-....exe

Type here to search | 90°F Partly sunny | 5:01 PM 7/26/2021

(Chrome browser is illustrated)

After download is complete, double-click on the downloaded file.

*If you don't know where the file downloaded to, you can search for the file name **VMware Horizon Client**.*

We can help you with file search at the Digital Learning Center

The screenshot shows a Chrome browser window displaying the VMware Customer Connect website. The address bar shows the URL: my.vmware.com/en/web/vmware/downloads/details?downloadGroup=CART22FQ2_WIN_2106&productId=1027&rPid=69707. The page title is "Download VMware Horizon Client". The main content area is titled "Download Product" and includes a "Select Version" dropdown menu set to "2106". Below this, there are links for "Documentation" (Release Notes), "Release Date" (2021-07-15), and "Type" (Product Binaries). A "DOWNLOAD NOW" button is prominently displayed. To the right, there is a "Product Resources" sidebar with links for "View My Download History", "Product Info", "Documentation", "Horizon Mobile Client Privacy", and "Horizon Community". At the bottom of the page, a Windows search bar is open, showing the file name "VMware-Horizon-....exe".

(Chrome browser was used for this illustration)

The client download will run very fast! What is being downloaded is a type of software called a “client.” In this case, the “Vmware client”

A client software allows a networked computer to access a service made available by a remote computer called a “server”.

See www.computerhope.com/jargon/c/client.htm



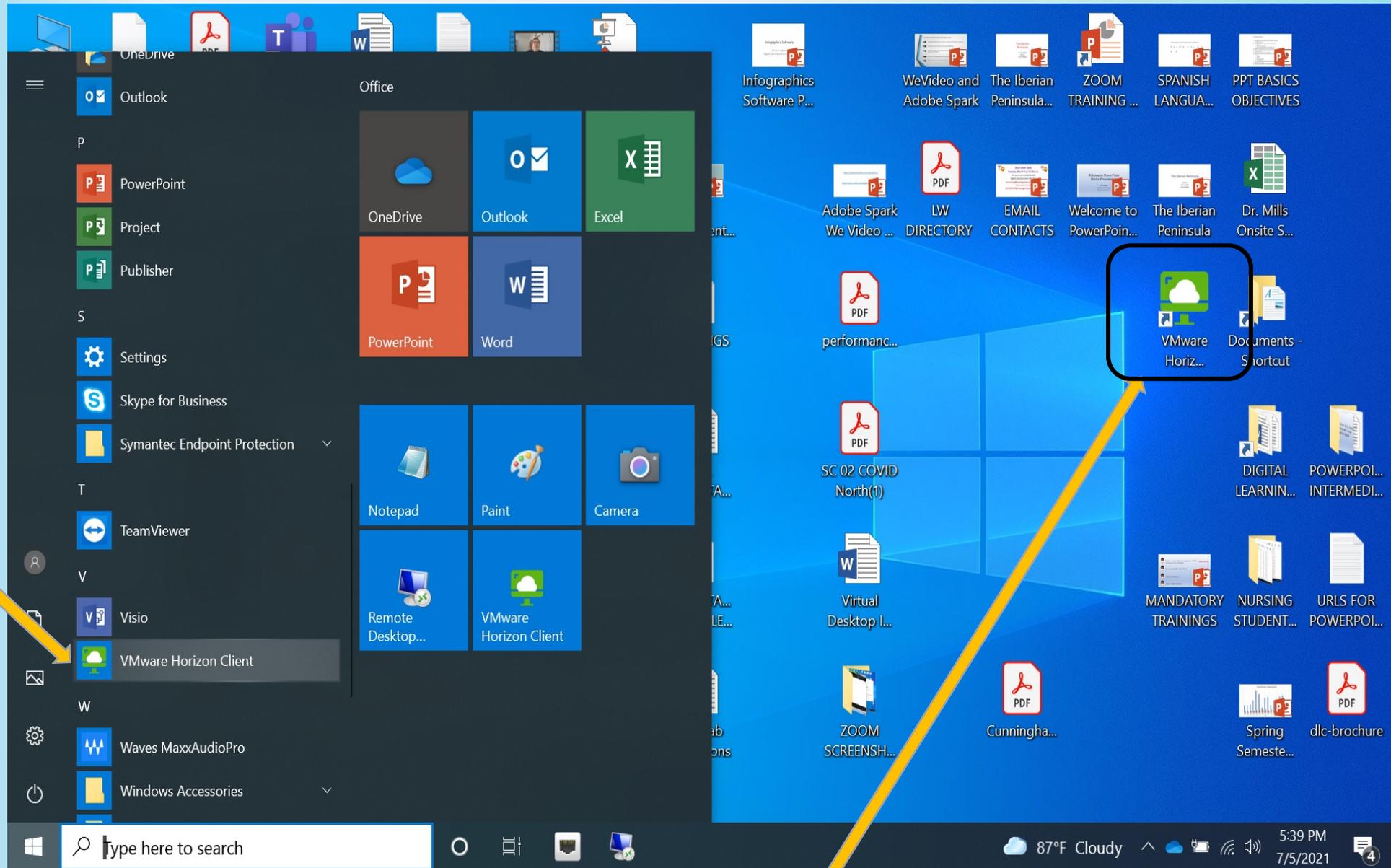
If your computer is connected to the internet, then it is “networked”



The service that Vmware provides are “virtual computers”

The client has been installed.

After the install, the client is one of the items on the START menu



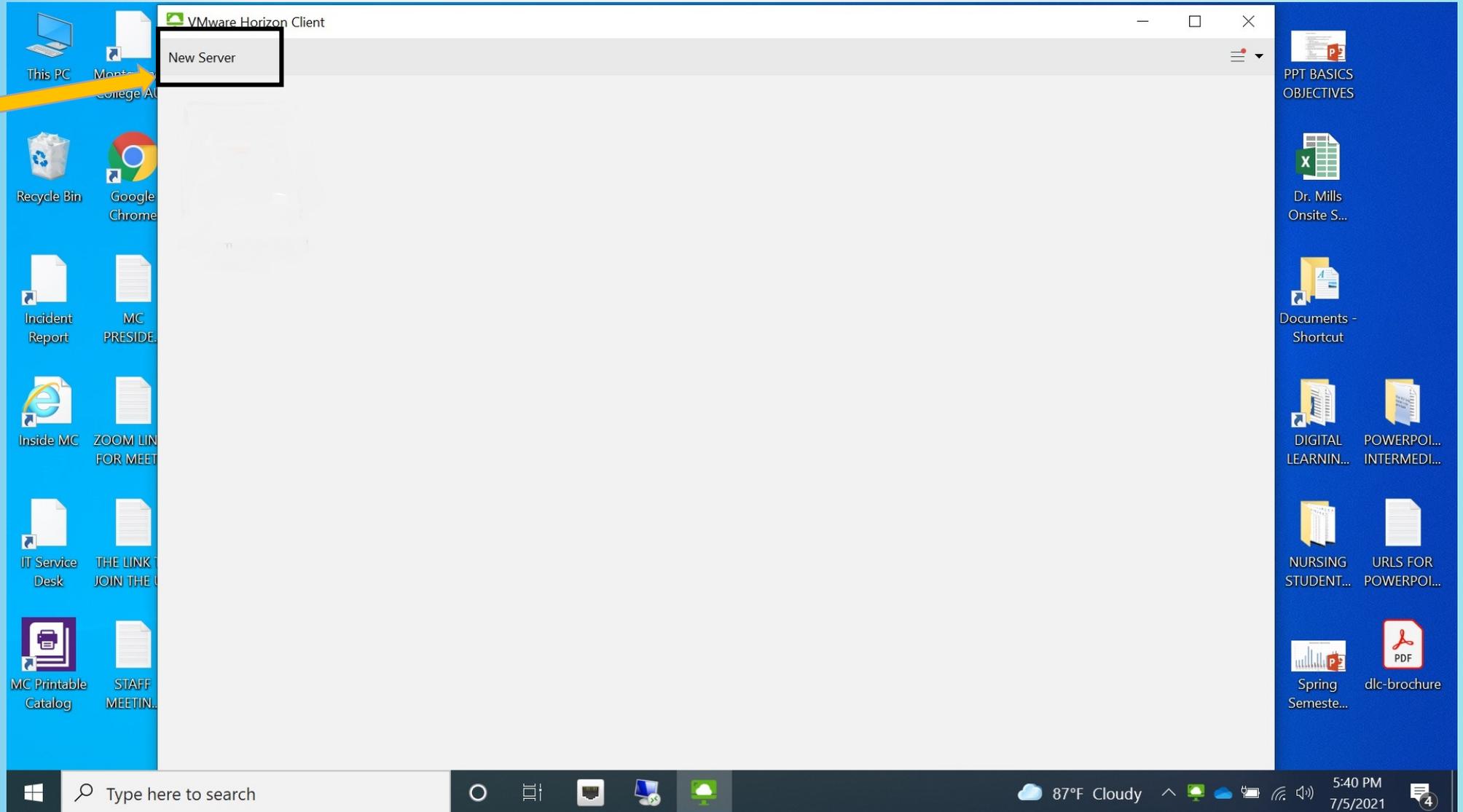
And the user has created a desktop shortcut to the client—that's just for convenience.

(this illustration is from a Windows 10 computer)

First time that the user clicks on “VMWare Horizon Client” Nothing to look at!

That’s because you have to specify a server to connect to. Click on “New Server”

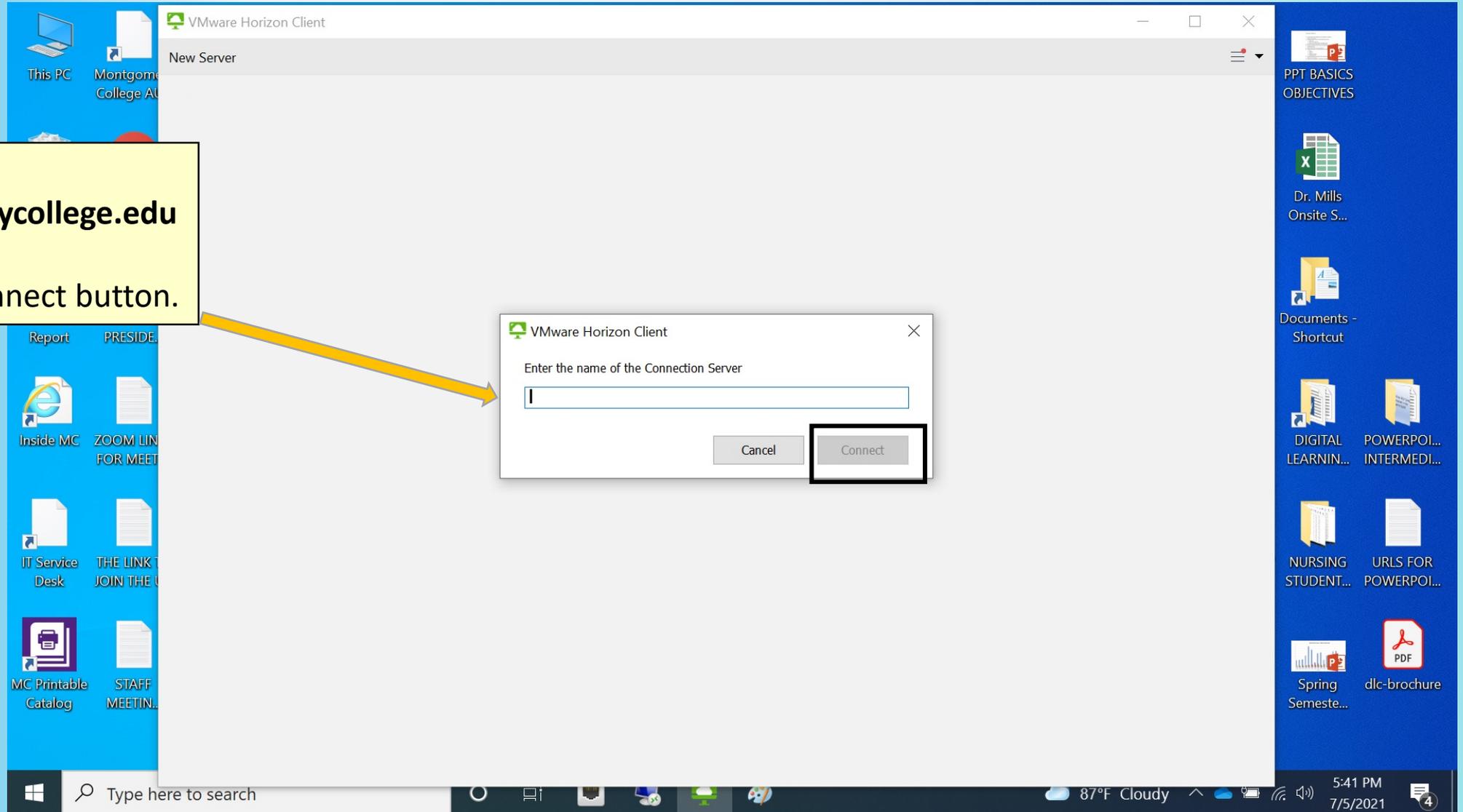
Double click
on New Server



User double clicked on New Server. The prompt asks the user to enter a server name.

The server name is **desktop.montgomerycollege.edu**

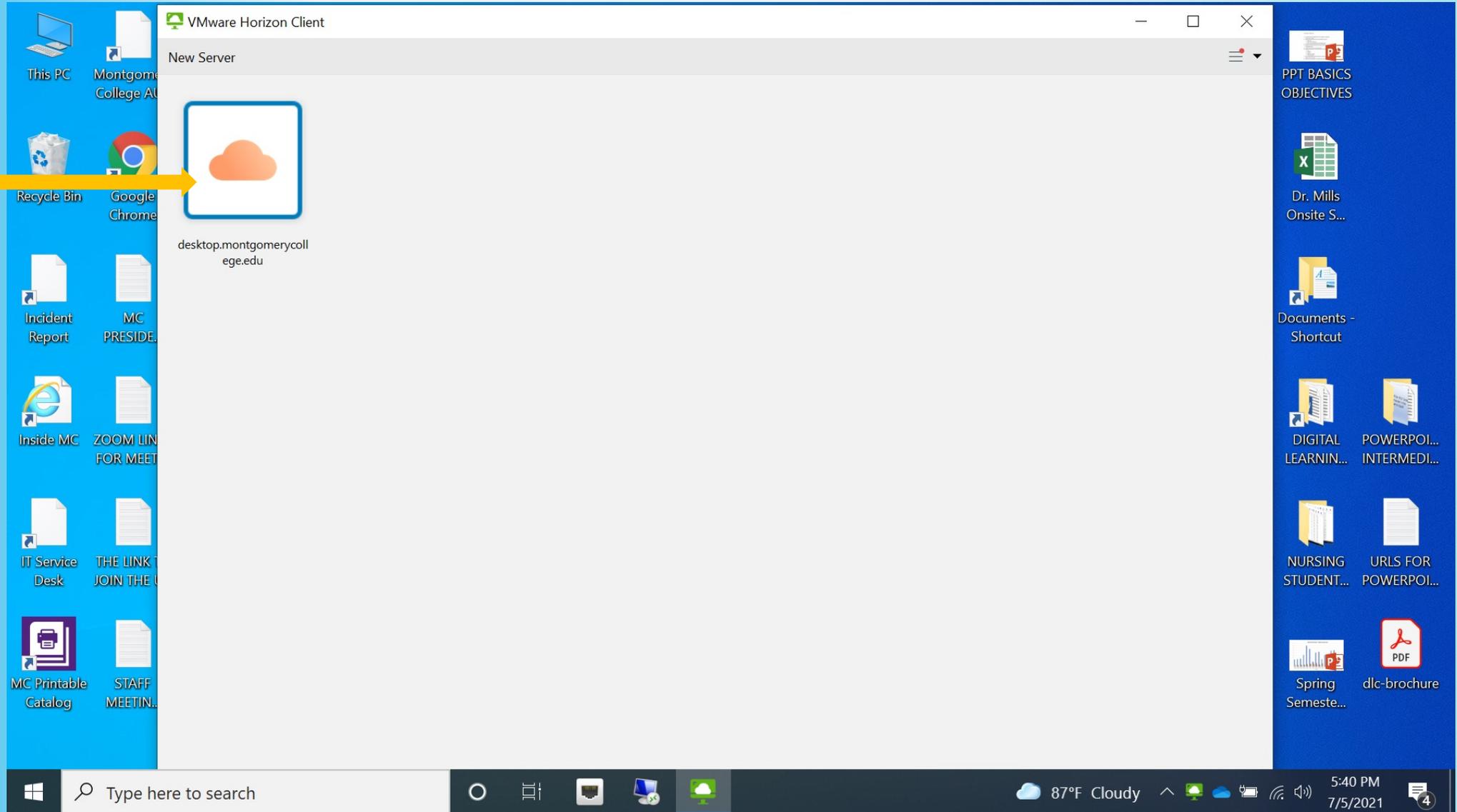
Type in
desktop.montgomerycollege.edu
Then click on the Connect button.



You won't have to enter the server name each time you start VMware client. Once you have specified the server name, the client screen will open with our MC server specified as shown.

Double-click on the icon desktop.montgomerycollege.edu

Double click on the icon



Once the connection to **desktop.montgomerycollege.edu** is established, the user has to login.

The login user name and password is your MyMC login and password. Enter your login information, then click the login button.

The "Domain" is always MC – it's set already, but should you need to know it!

Enter your user name

Enter your password

(Domain is always MC)

Click Login after entering your login information

VMware Horizon Client

Cancel

Server: <https://desktop.montgomerycollege.edu>

User name:

Password:

Domain: MC

Cancel Login

This PC Recycle Bin Google Chrome Incident Report MC PRESIDE... Inside MC ZOOM LINK FOR MEET... IT Service Desk THE LINK TO JOIN THE U... MC Printable Catalog STAFF MEETIN...

PPT BASICS OBJECTIVES

Dr. Mills Onsite S...

Documents - Shortcut

DIGITAL LEARNIN... POWERPOI... INTERMEDI...

NURSING STUDENT... URLS FOR POWERPOI...

Spring Semeste... dlc-brochure

Type here to search

87°F Cloudy 5:43 PM 7/5/2021



Remember, once the client is installed on your computer, and it has been set to open `desktop.montgomerycollege.edu`. All you have to do is double click on the client.

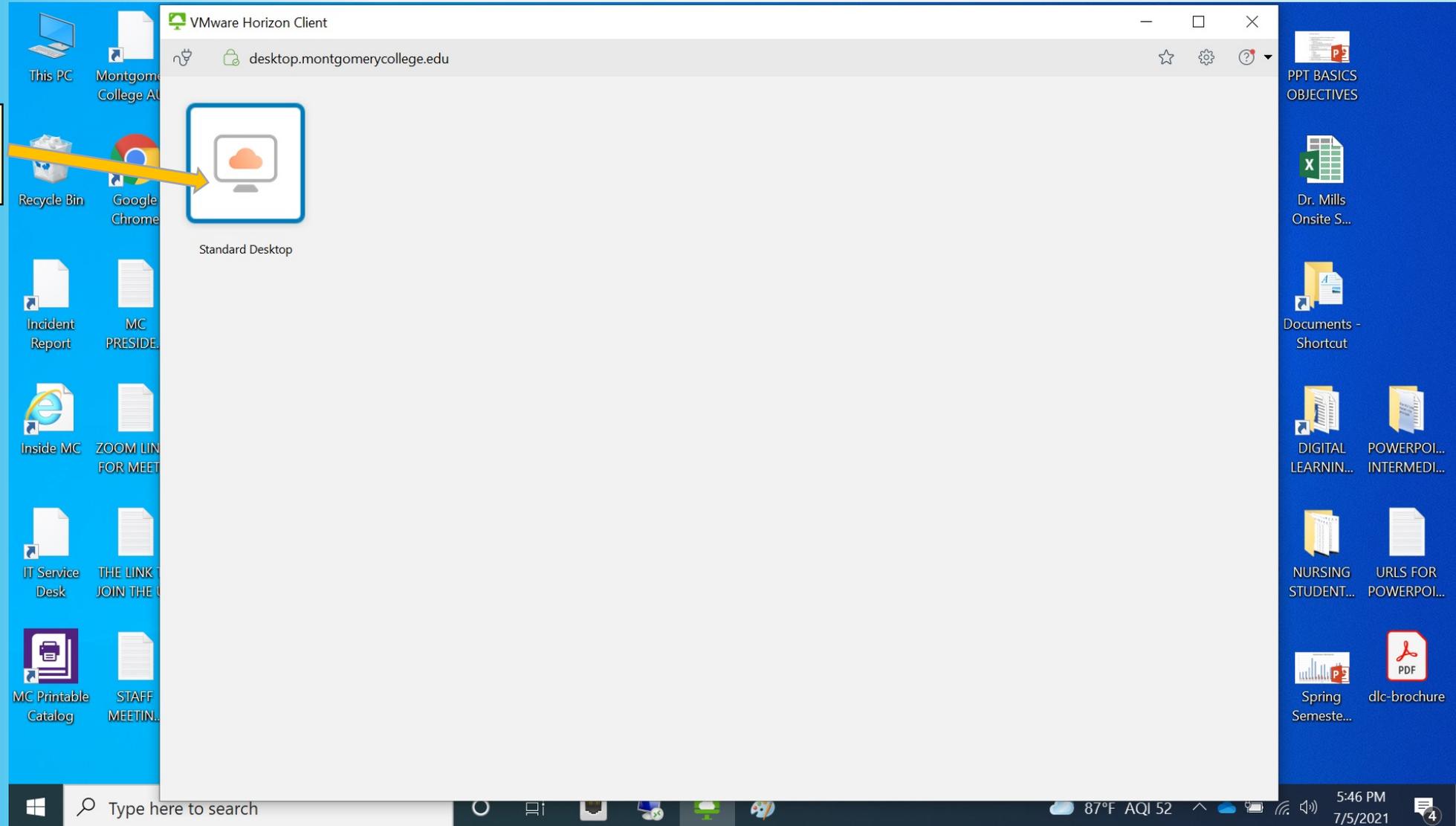
The screenshot shows a Windows desktop environment. In the center, a window titled "VMware Horizon Client" is open, displaying a "Login" dialog box. The dialog box contains the following fields:

- Server: <https://desktop.montgomerycollege.edu>
- User name:
- Password:
- Domain:

At the bottom of the dialog box are "Cancel" and "Login" buttons. A yellow callout box on the right side of the desktop points to the VMware Horizon Client icon with the text "Click on client icon". Another yellow callout box points to the "Login" dialog box with the text "Login screen appears". The desktop background is blue and features various icons, including "This PC", "Recycle Bin", "Incident Report", "Inside MC", "IT Service Desk", "MC Printab Catalog", "SPANISH LANGUA...", "PPT BASICS OBJECTIVES", "PTF Conference ...", "The Iberian Peninsula", "Dr. Mill Onsite S", "Documents - Shortcut", "PIX", "Onsite Su...", "LEAR", "PTF Conference ...", "NURSING STUDENT...", "URLS FOR POWERPOL...", "MANDATORY TRAININGS", "Spring Semeste...", and "dlc-brochure". The taskbar at the bottom shows the Windows logo, a search bar with "Type here to search", and system tray icons for network, volume, and date/time (5:21 PM, 8/25/2021).

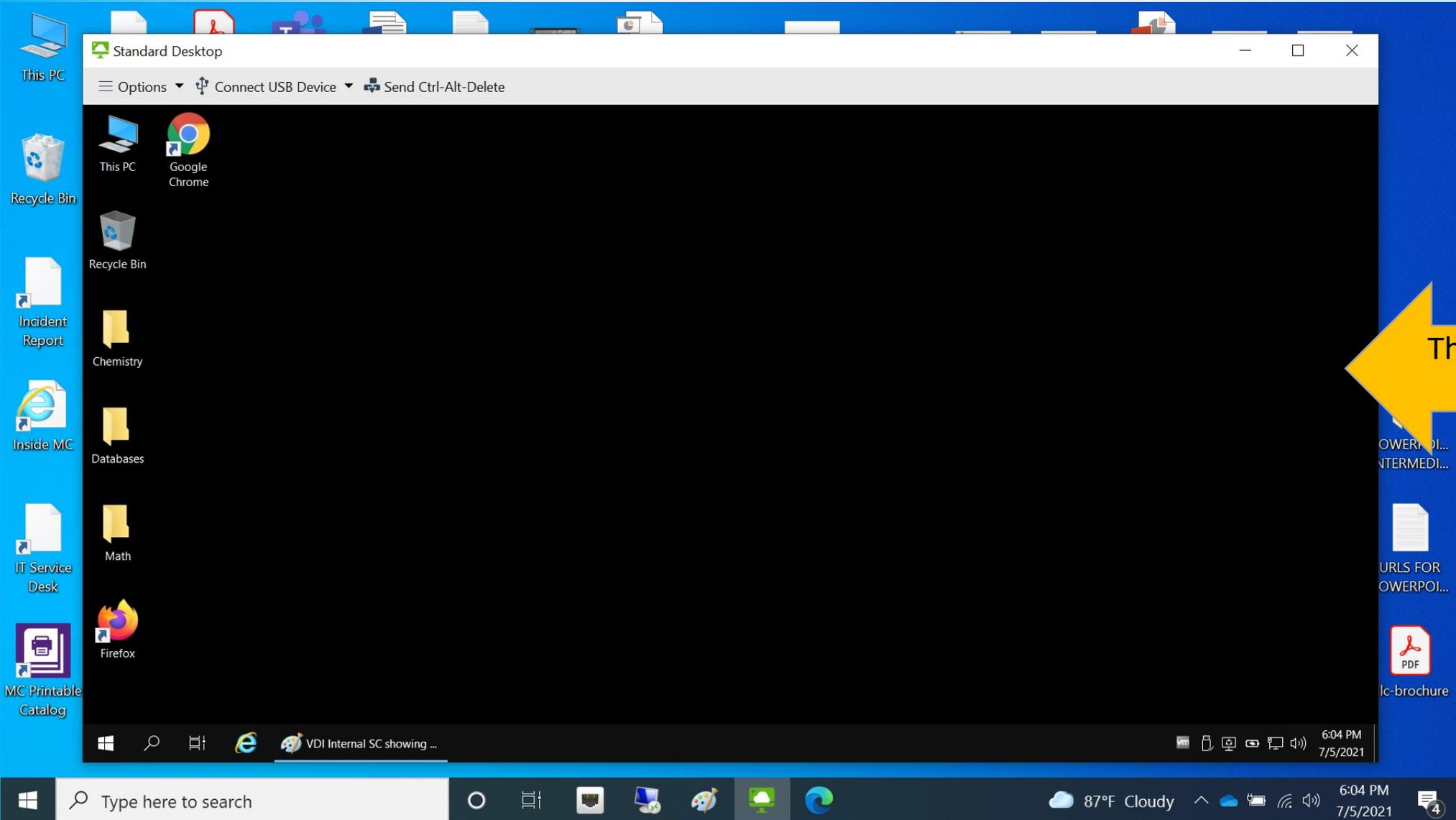
After you have logged in correctly, the screen will change.

Double-click on “**Standard Desktop**” and the virtual computer will launch!



The virtual computer has launched! In this view, the virtual computer shows as a ***window on top of your own computer.***

But you can maximize the virtual computer and it will cover your entire desktop

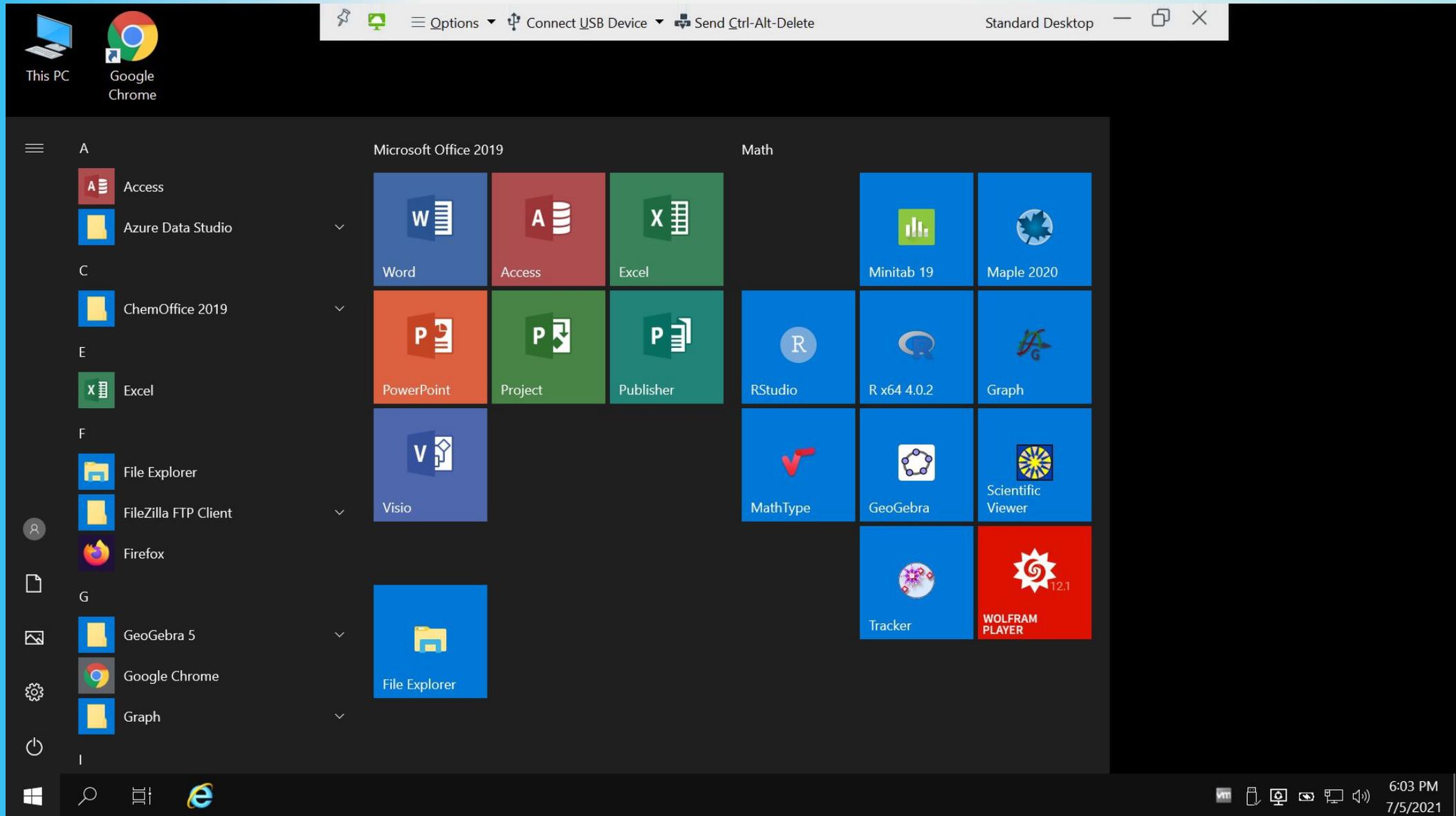


This is your computer

This is the virtual computer

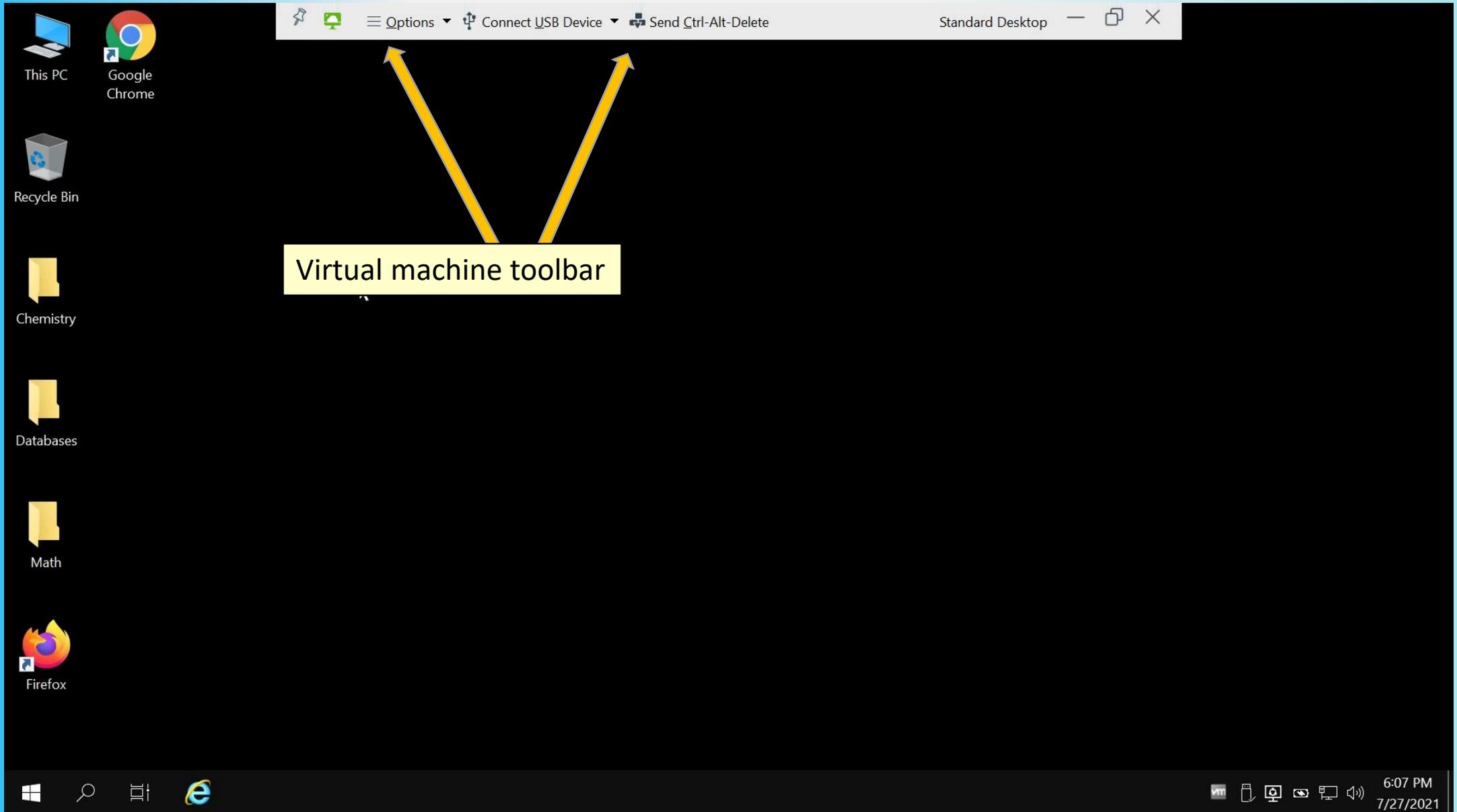
In this view, the virtual computer has been maximized to fill the whole desktop of the client computer.

The virtual computer is Windows 10. This view shows some of the software tiles that are available.



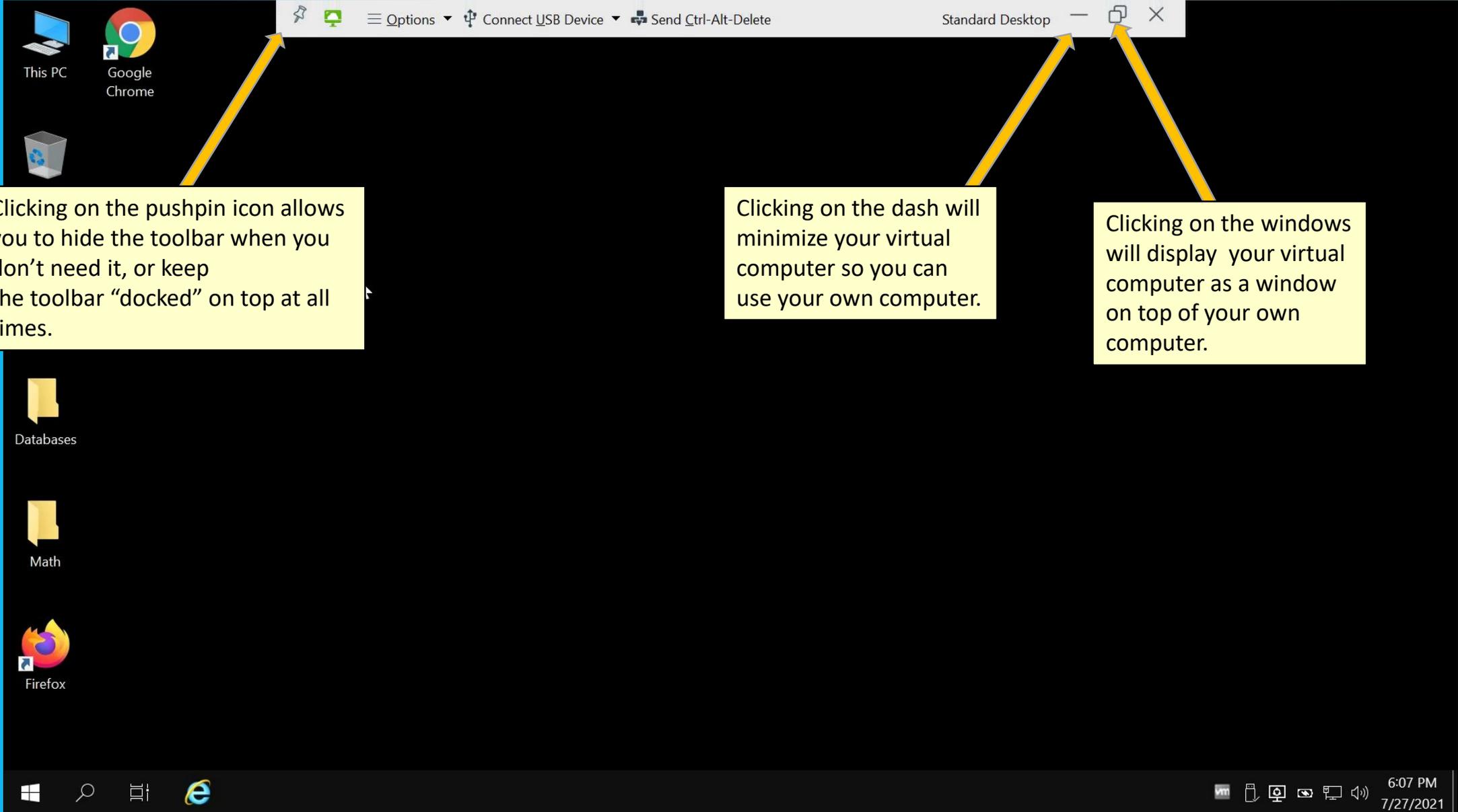
The virtual computer features a toolbar, which allows you to apply settings to your virtual computer.

The slides that follow show the toolbar controls.



Simple toolbar settings

A single left click toggles the setting:



Clicking on the X will disconnect your virtual computer

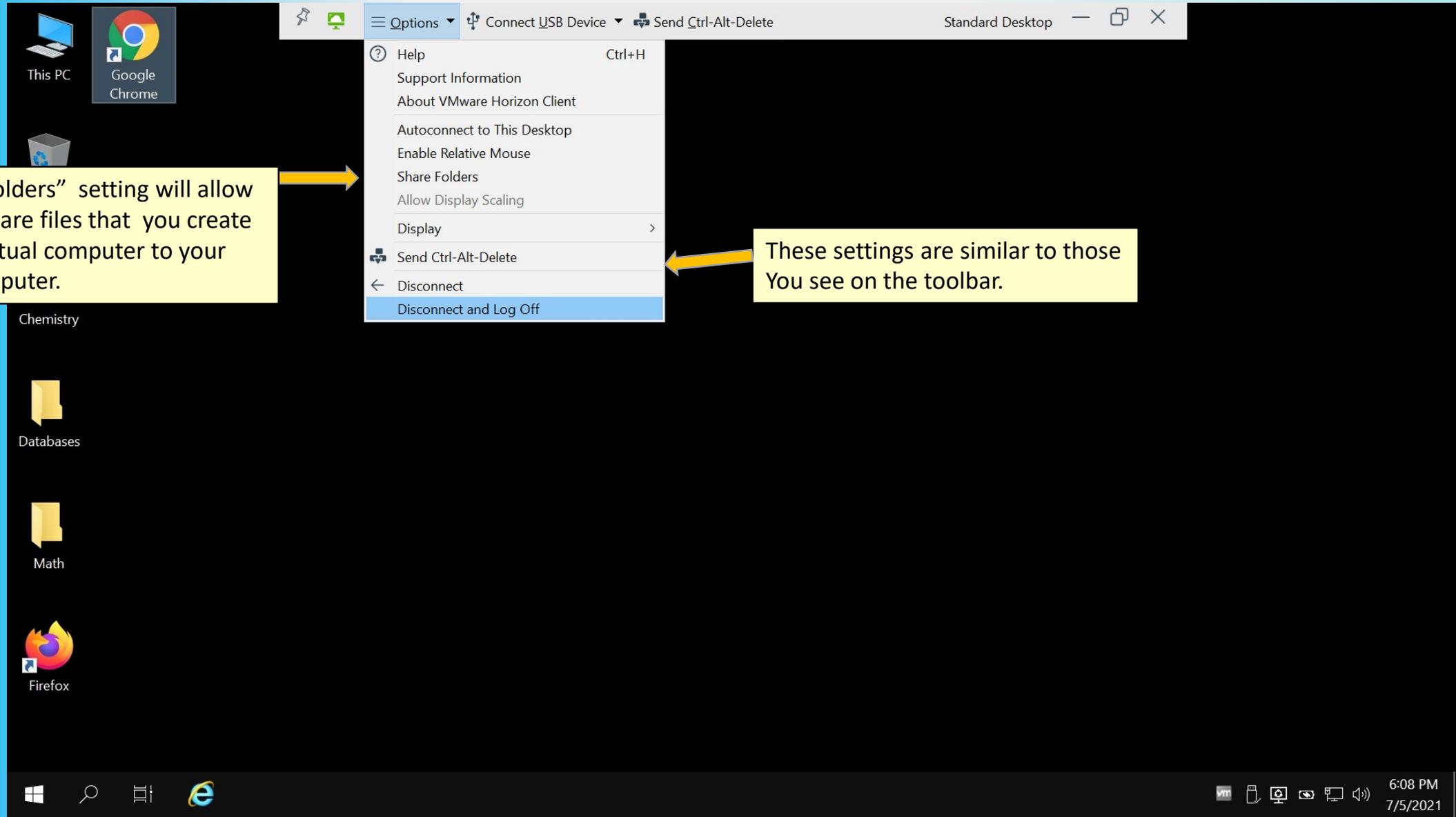
Clicking on the pushpin icon allows you to hide the toolbar when you don't need it, or keep the toolbar "docked" on top at all times.

Clicking on the dash will minimize your virtual computer so you can use your own computer.

Clicking on the windows will display your virtual computer as a window on top of your own computer.

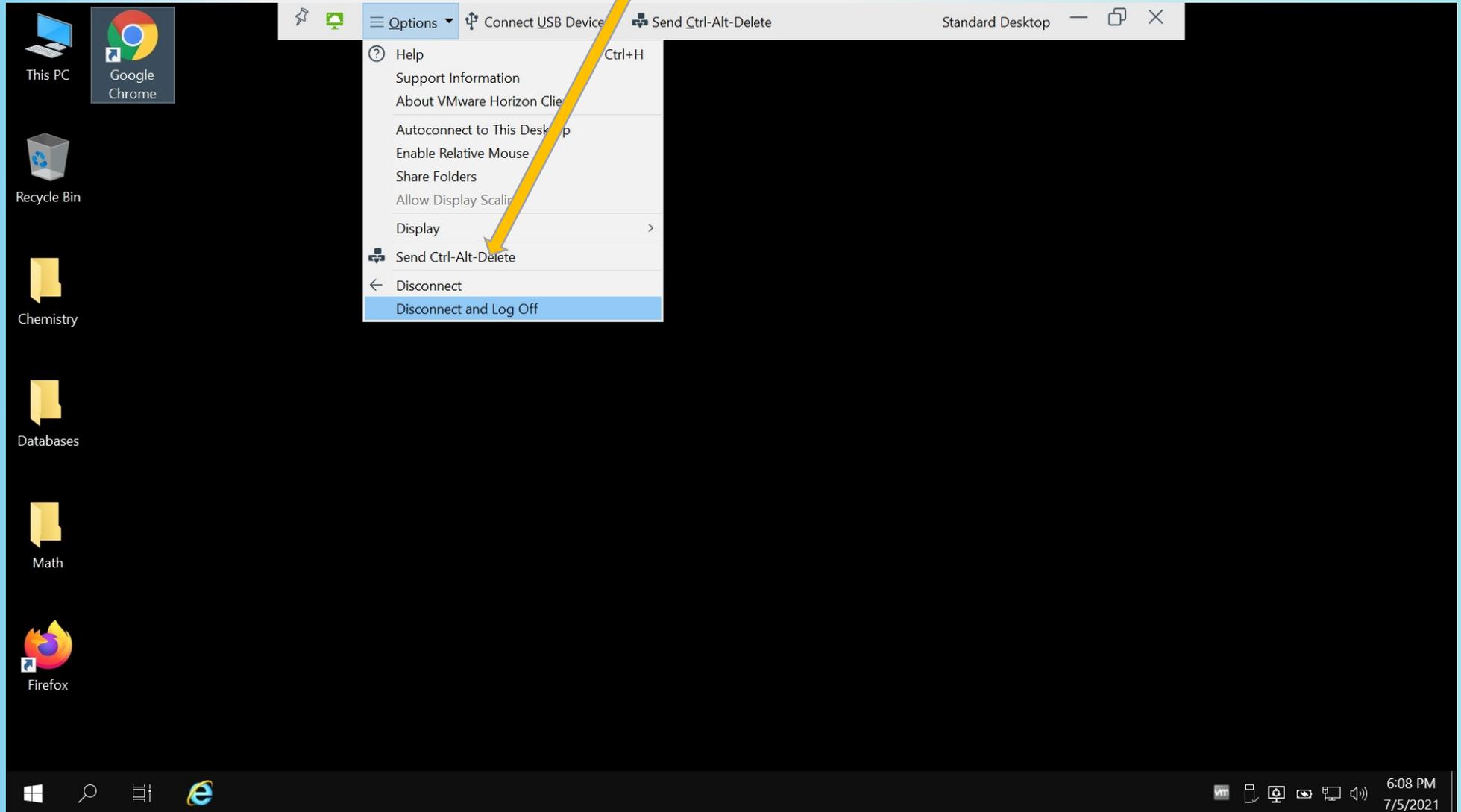
Clicking on **Options** displays a drop down box, where you can apply specific settings to the virtual computer that you are using.

Note: *Get familiar with the settings first. You will find that default settings are fine. Digital Learning Center can help you apply settings.*



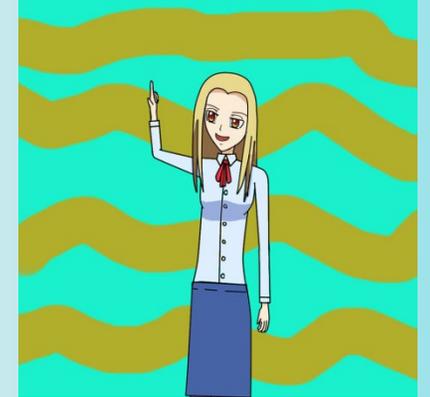


What's so special about "Send Ctrl-Alt-Delete" (?) It's on the options menu and on the toolbar....



On a Windows computer, pressing the **Ctrl-Alt-Del** keys together switches the desktop to a menu that allows you to:

- Lock the computer
- Switch users
- Start the task manager (helps to stop software that has locked up)
- Log out



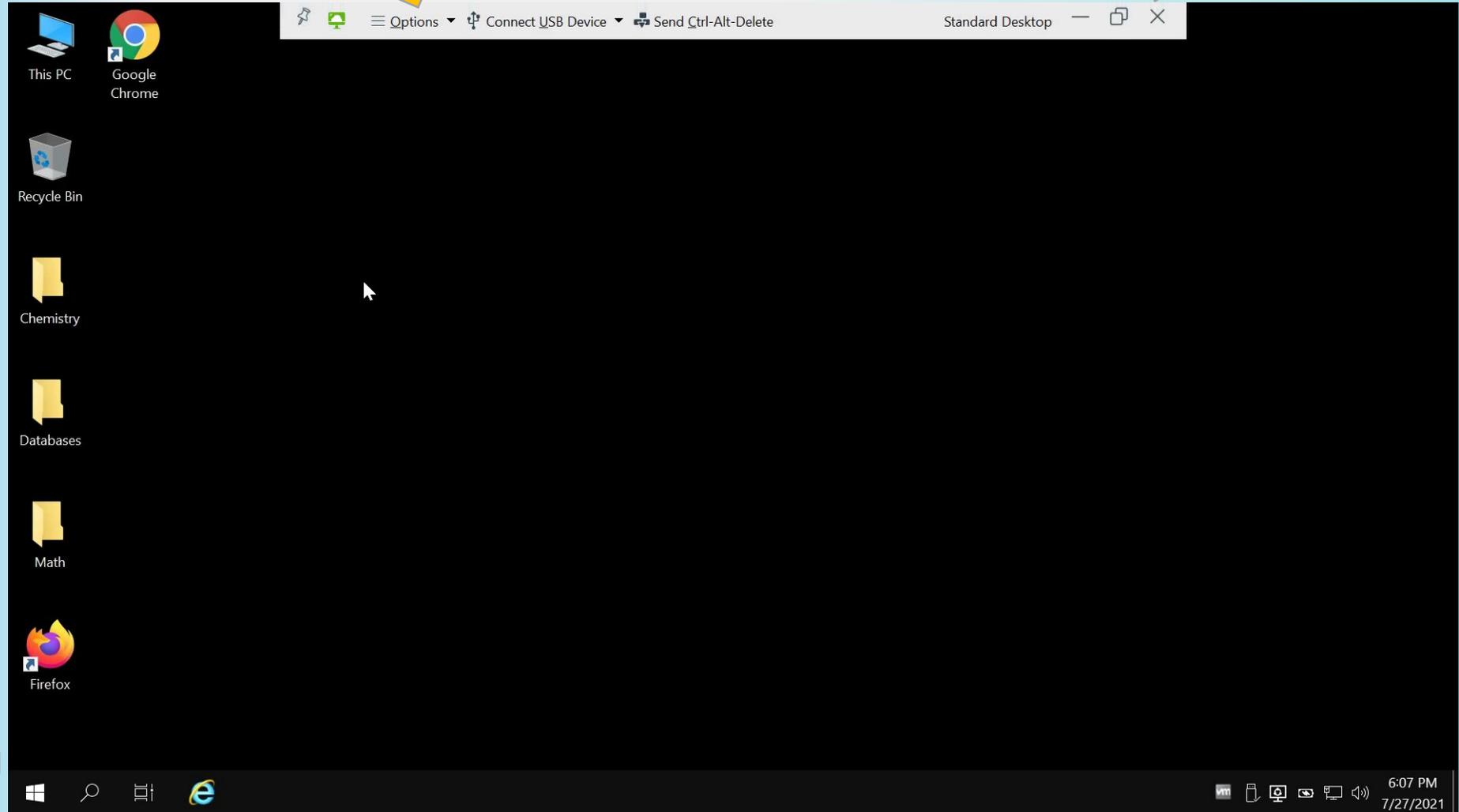
When you are running the virtual computer, if you press **Ctrl-Alt-Del** keys, your own computer will respond.

But if you want to send Ctrl-Alt-Del to the virtual computer, you need to use the command on the menu bar or on the options menu.

Ending your virtual computer session is as simple as logging out or just disconnecting!

Using options menu

Or click on the X

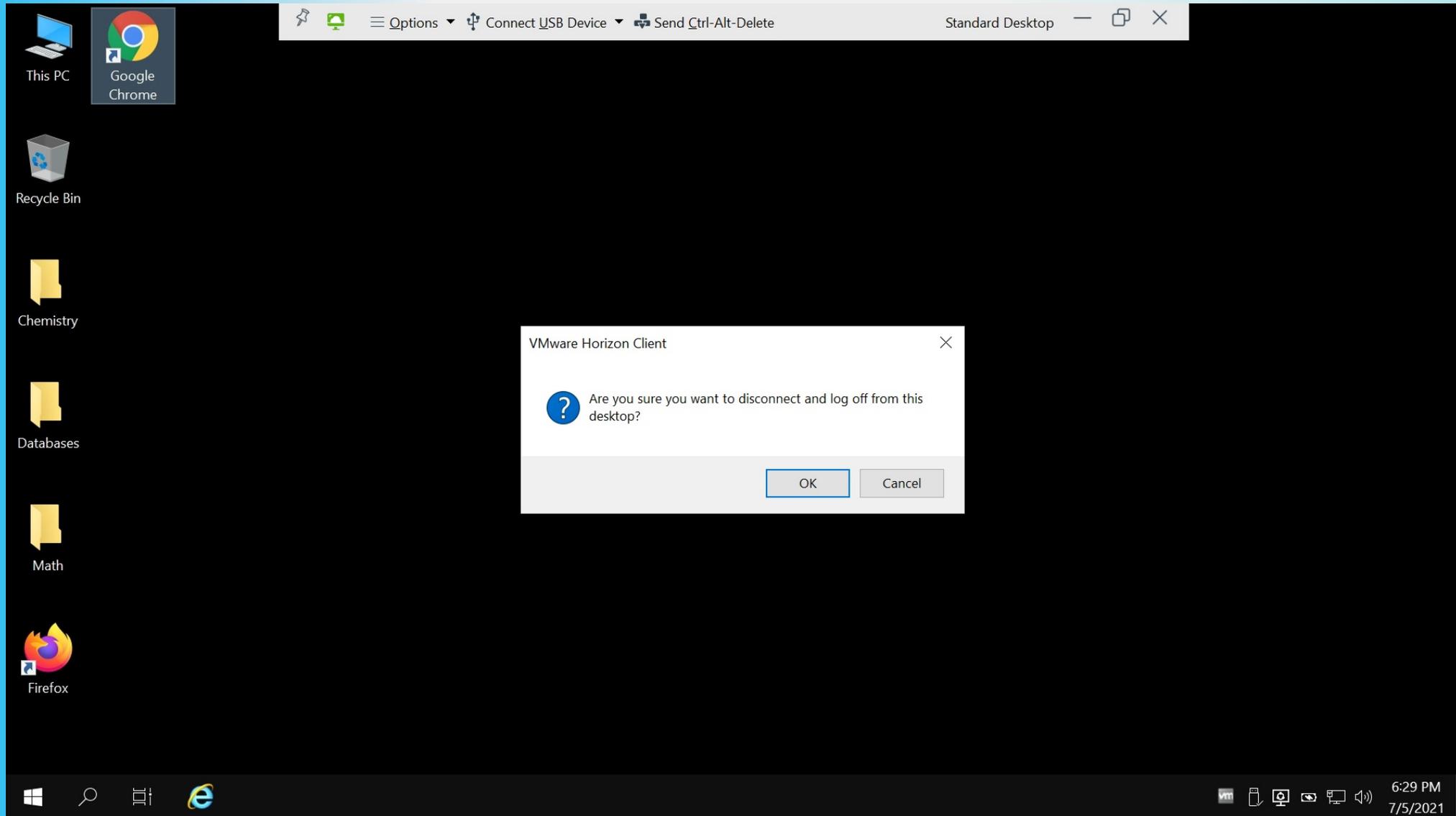


Or click on the START Icon and select "log out"

If you select **disconnect and logout**, the following prompt appears. Click on OK.

If you just select **disconnect**, the virtual computer will just shut off.

Either way, you will return back to your own computer.



Important! Save your files!

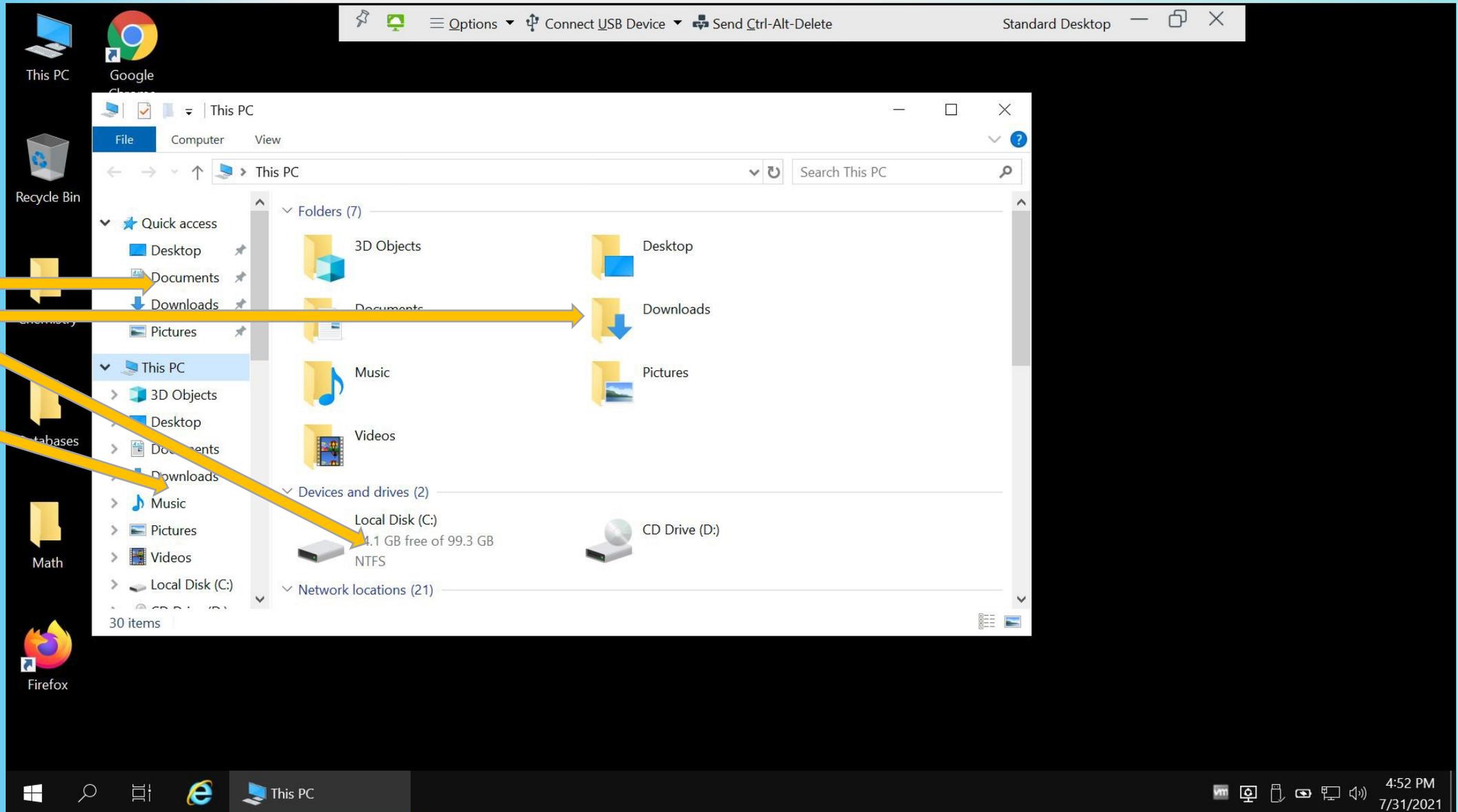
*When using the virtual computer, the most important feature to know is **saving your file**....*

How do you save your files on the virtual computer?



When you launch **This PC** or **File Explorer** on the virtual computer, the folders and “C” drive are contained on the virtual computer. **Any files you save in the virtual computer will be gone once you disconnect.**

These locations are all on the virtual computer!

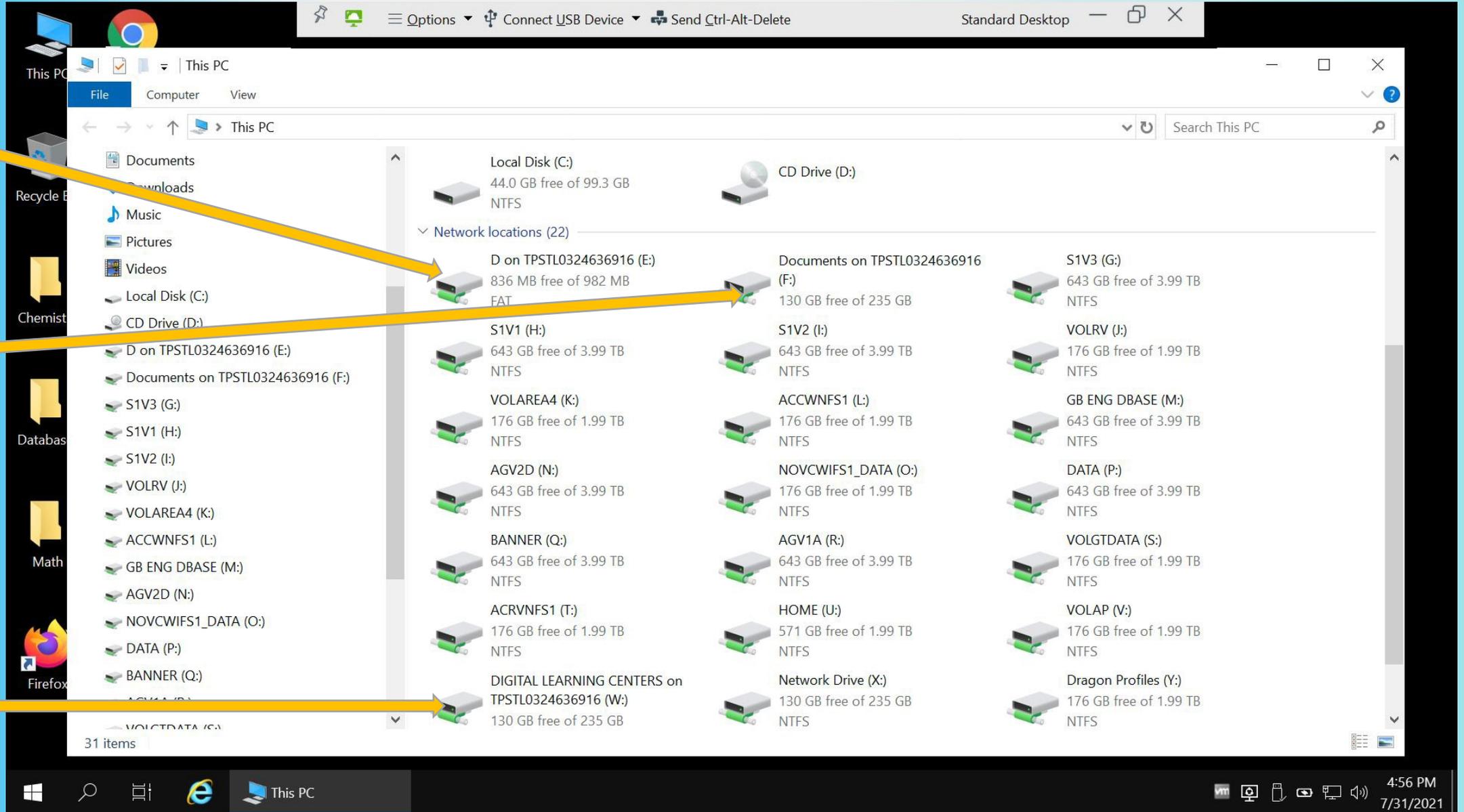


In this illustration, the virtual computer's "This PC" shows several containers that are located on my own computer. These containers were set up using the VMWare client

USB stick attached to my computer.

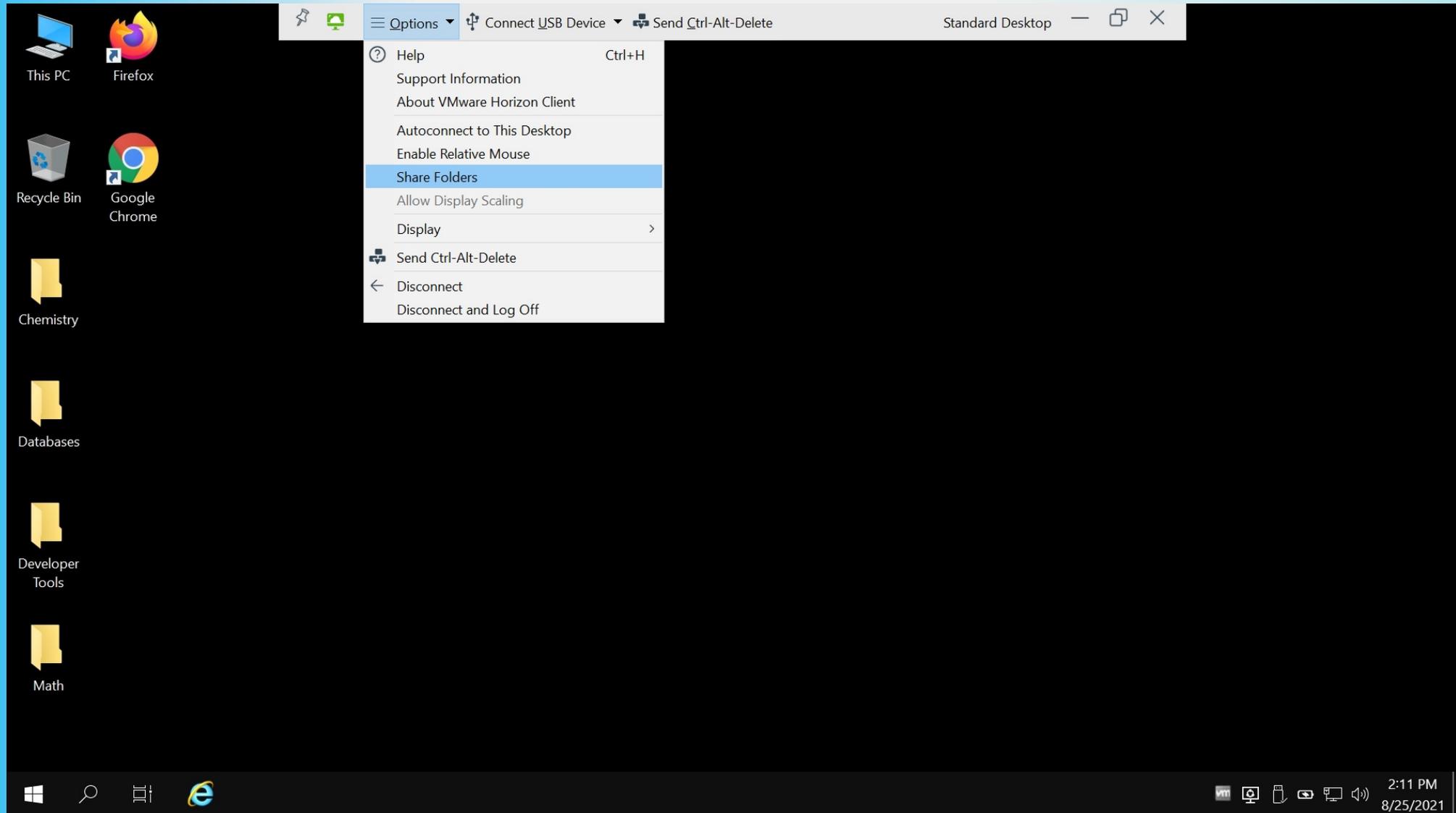
MyDocuments folder on my own computer.

Another shared folder on my own computer.

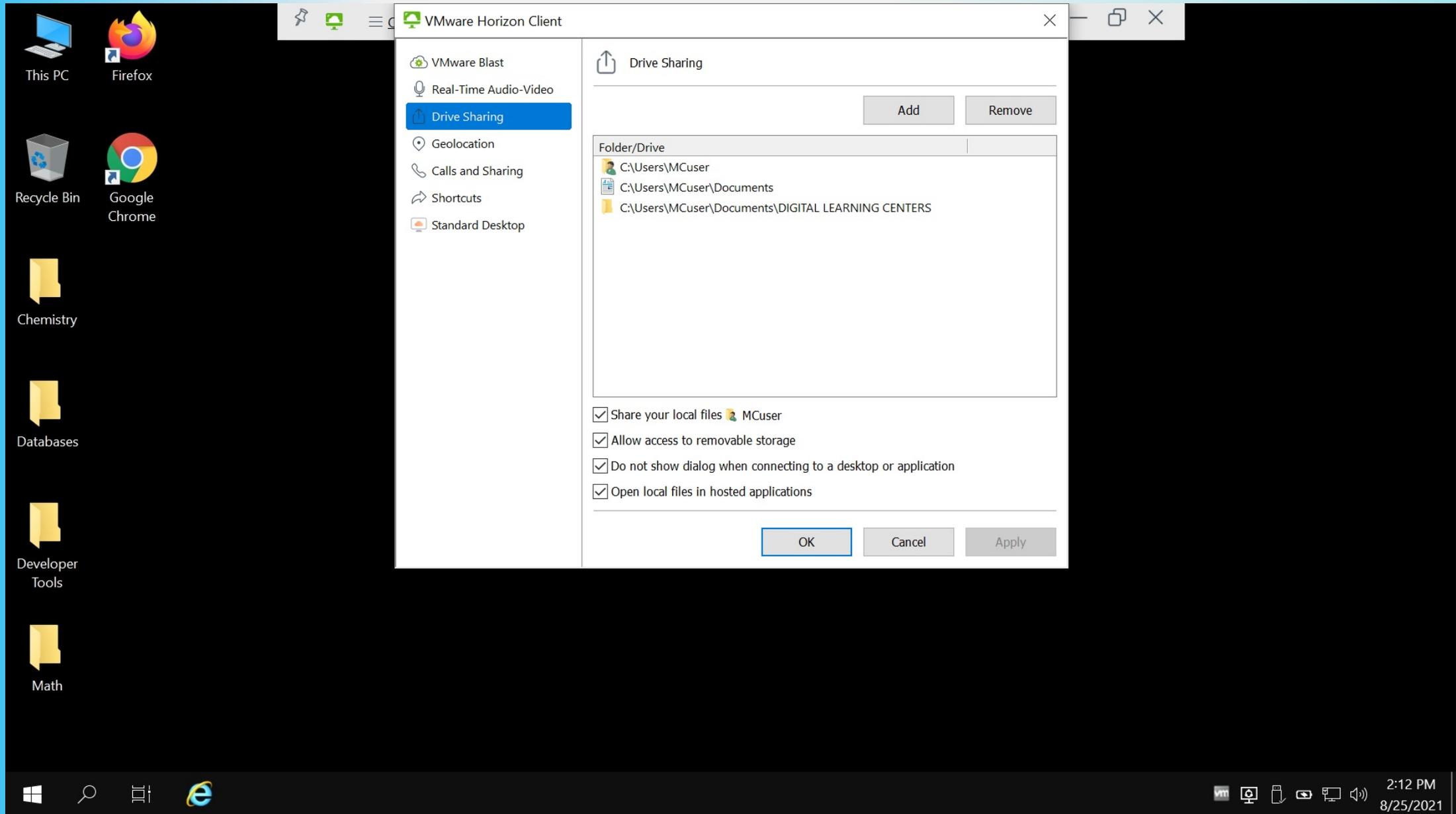


To share folders between the virtual computer and your own computer.

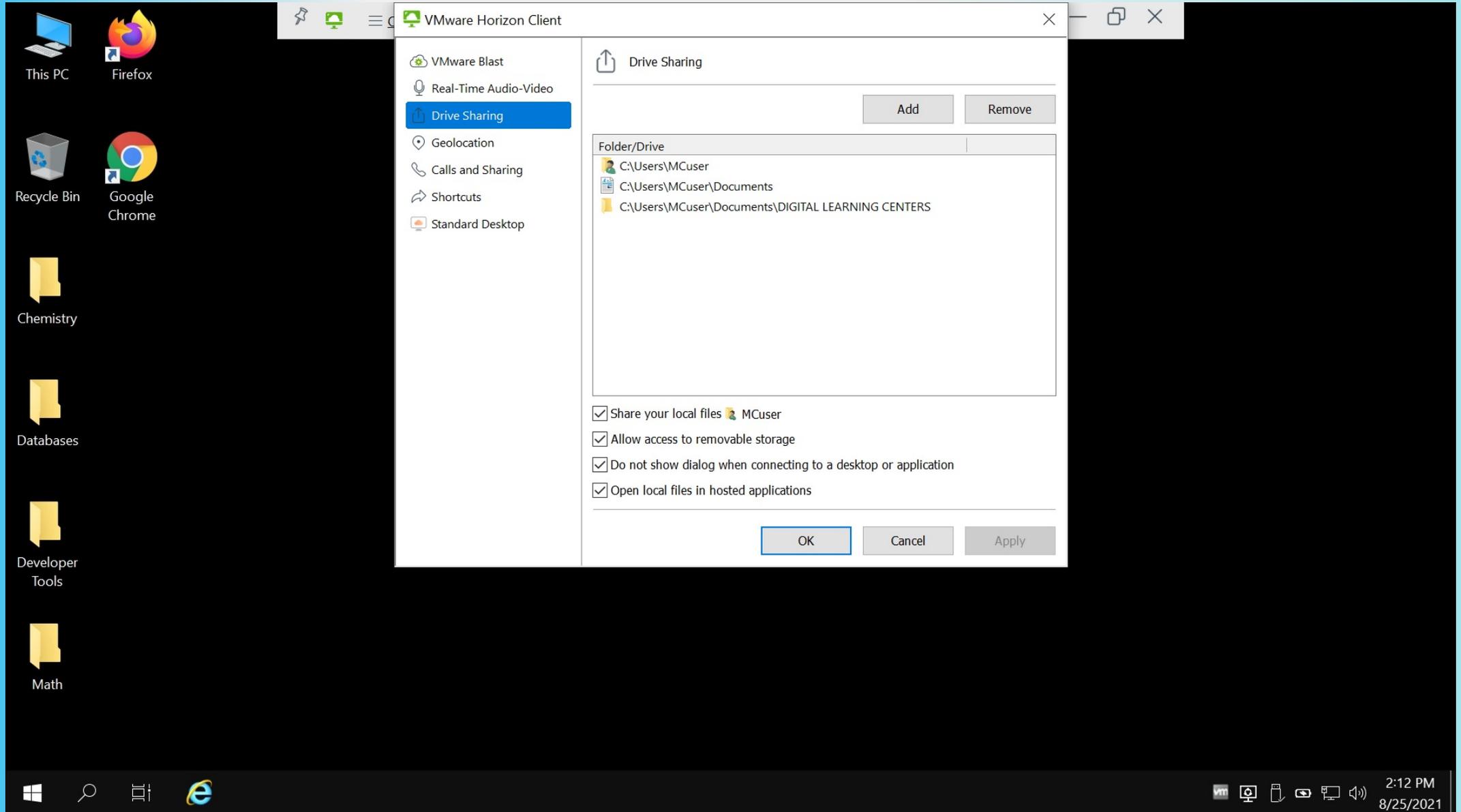
Open “Options” on the toolbar and select “Share Folders”



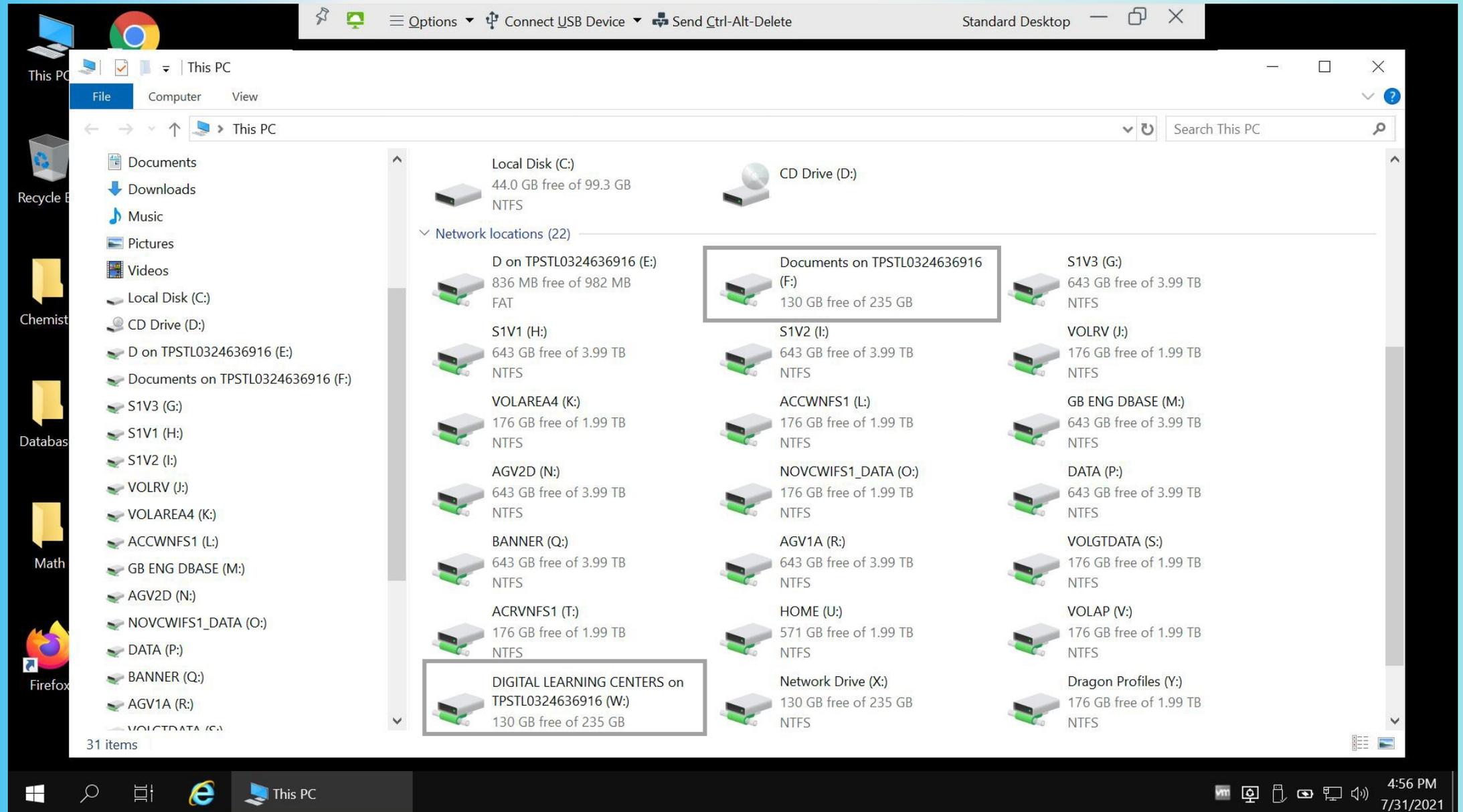
Dialog box opens, select "Drive Sharing"



Two folders have been set to share between the virtual computer and my own computer.



In the "This PC" view of the virtual computer, the two shared folders are shown. They are assigned drive letters F: and W:



To share your USB stick, select "Connect USB Device" on the toolbar

The screenshot shows a Windows File Explorer window titled "This PC" with a context menu open over the "Connect USB Device" icon in the top toolbar. The menu options are:

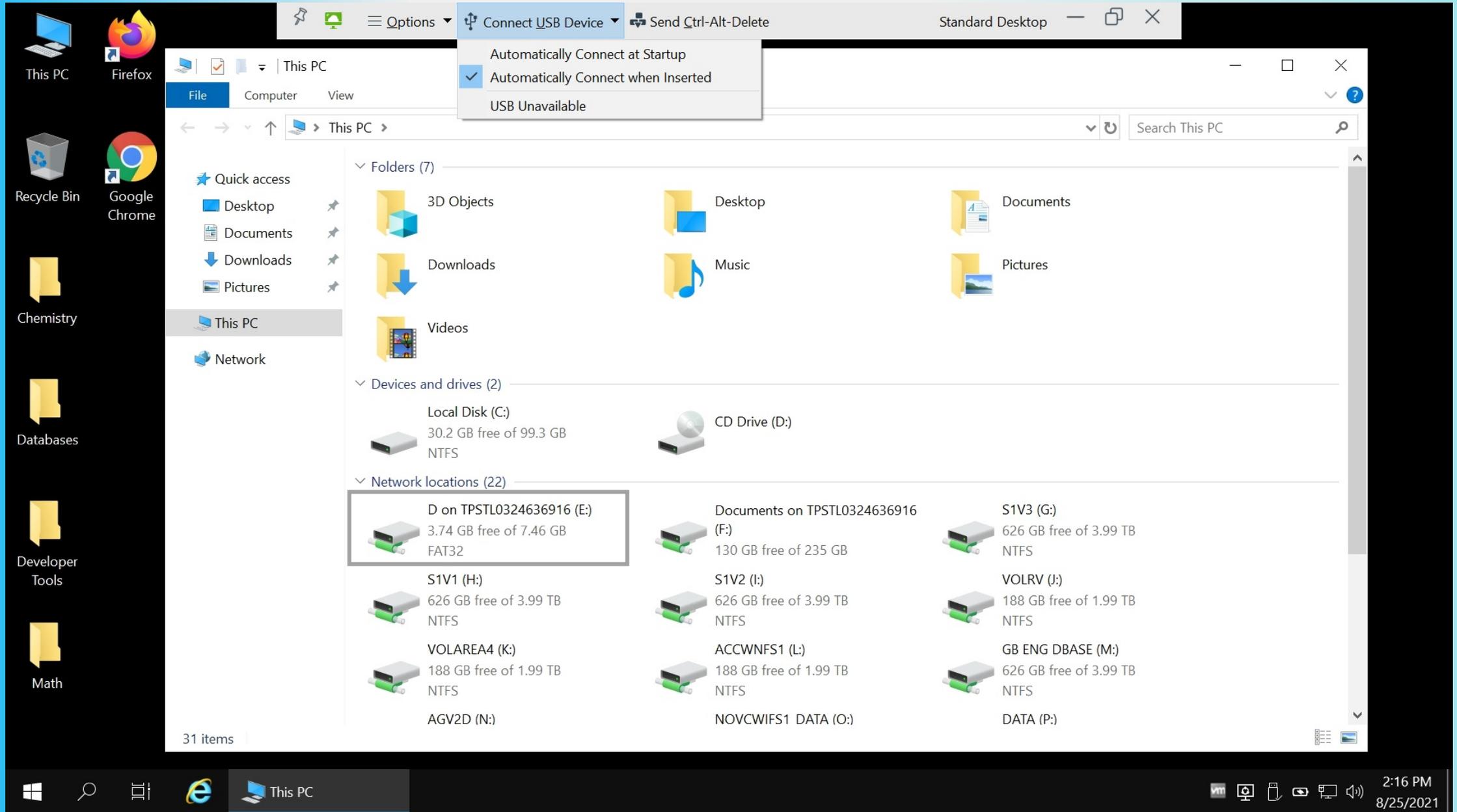
- Automatically Connect at Startup
- Automatically Connect when Inserted
- USB Unavailable

The File Explorer window displays the following content:

- Quick access:** Desktop, Documents, Downloads, Pictures, This PC, Network.
- Folders (7):** 3D Objects, Desktop, Documents, Downloads, Music, Pictures, Videos.
- Devices and drives (2):** Local Disk (C:) (30.2 GB free of 99.3 GB, NTFS), CD Drive (D:).
- Network locations (22):** D on TPSTL0324636916 (E:) (3.74 GB free of 7.46 GB, FAT32), Documents on TPSTL0324636916 (F:) (130 GB free of 235 GB), S1V3 (G:) (626 GB free of 3.99 TB, NTFS), S1V1 (H:) (626 GB free of 3.99 TB, NTFS), S1V2 (I:) (626 GB free of 3.99 TB, NTFS), VOLRV (J:) (188 GB free of 1.99 TB, NTFS), VOLAREA4 (K:) (188 GB free of 1.99 TB, NTFS), ACCWNFS1 (L:) (188 GB free of 1.99 TB, NTFS), GB ENG DBASE (M:) (626 GB free of 3.99 TB, NTFS), AGV2D (N:), NOVCWIFS1 DATA (O:), DATA (P:).

The taskbar at the bottom shows the Start button, search, task view, and several open applications including "This PC". The system tray on the right shows the time as 2:16 PM on 8/25/2021.

USB has been inserted. The virtual computer's "This PC" view shows the USB stick is assigned drive letter E:





As long as you are using the same computer to access the virtual machine, the drive shares you establish will stay defined. You don't have to recreate them again each time you use the virtual computer.

Let's take a look at access option 2, using your browser

Connect to the virtual computer without using the VMware client, just the browser on your computer.

What about the virtual computer that I can access just with my web browser?



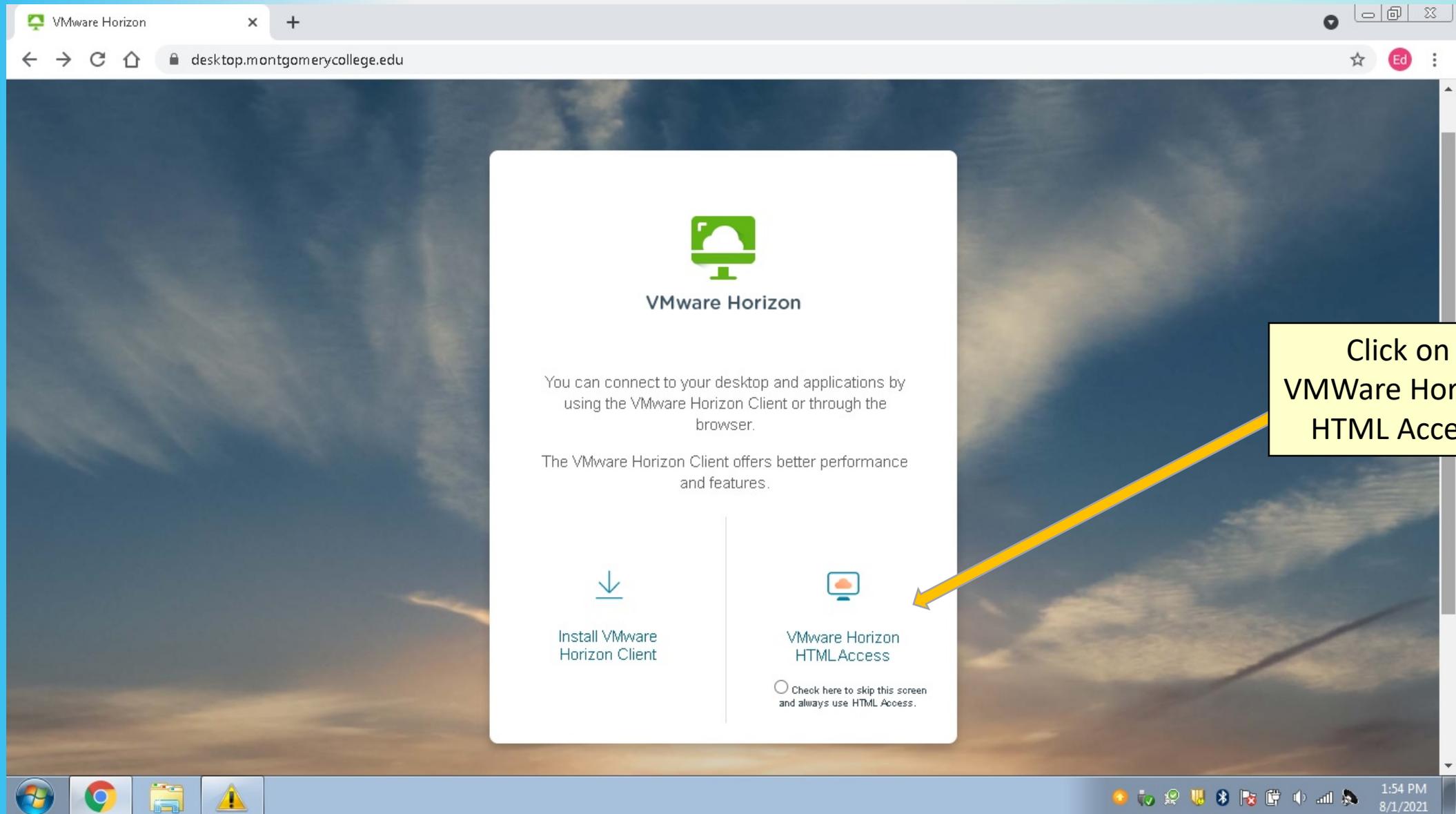
Yes! You can access the virtual computer using your computer's web browser.

- Start your web browser – Chrome is preferred, but any browser will work.
- Navigate to <https://desktop.montgomerycollege.edu>

Let's take a look!

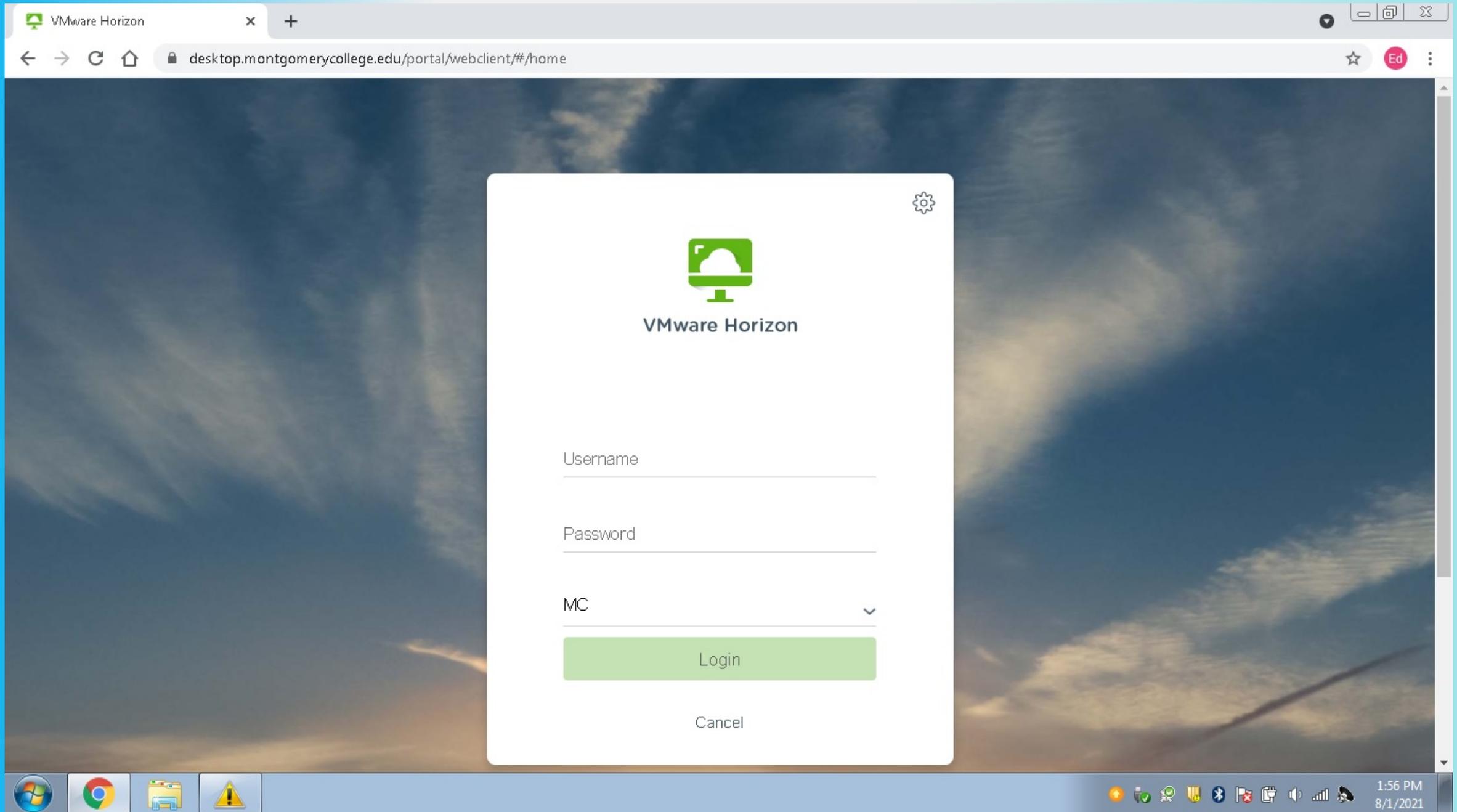
Chrome browser entered <https://desktop.montgomerycollege.edu>

This is the opening screen.



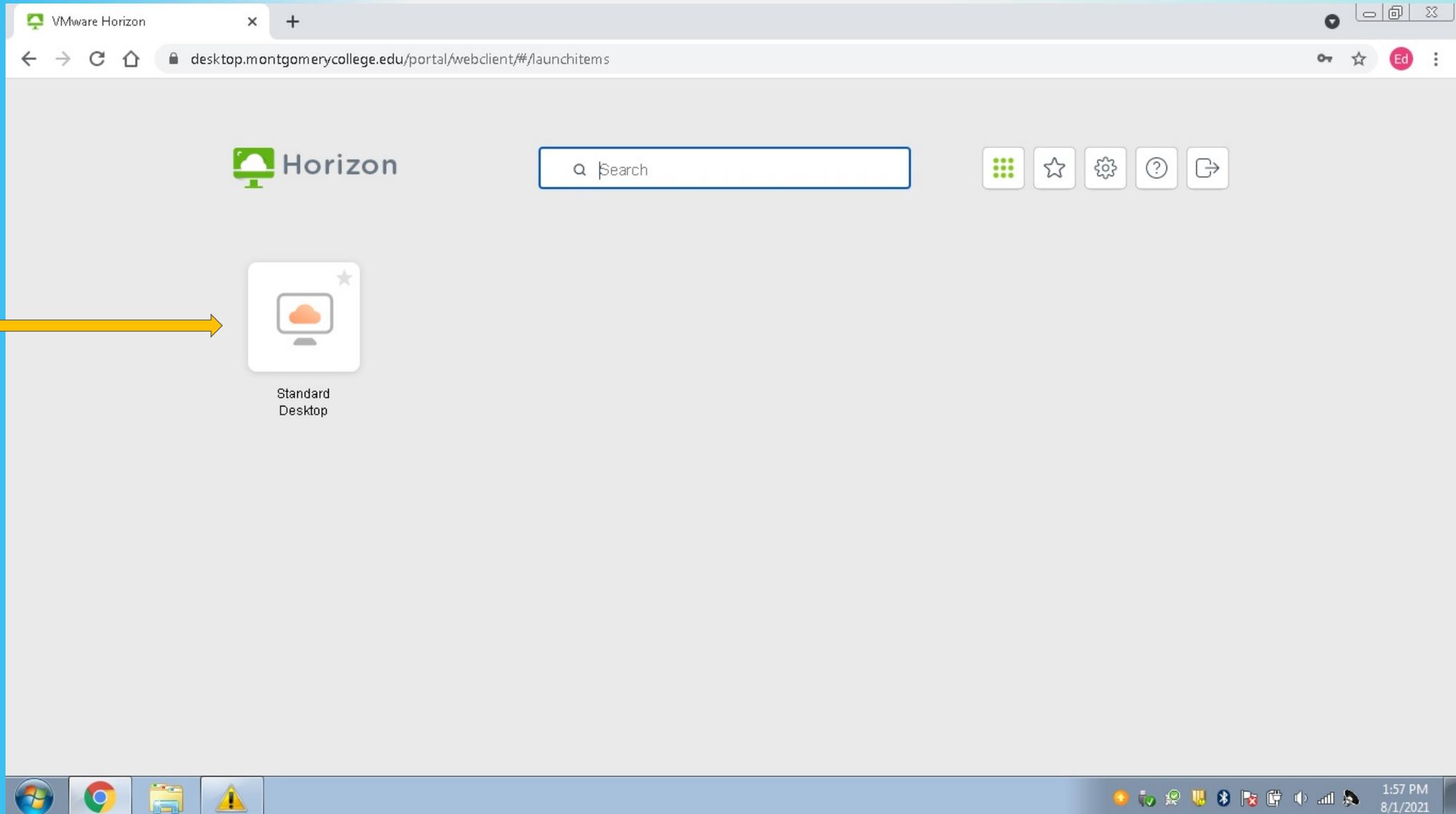
Click on
VMWare Horizon
HTML Access

You will be prompted to login. Your login is your MyMC login name and your MyMC password.



The image shows a web browser window with the address bar displaying `desktop.montgomerycollege.edu/portal/webclient/#!/home`. The browser tab is labeled "VMware Horizon". A white login dialog box is centered on the screen, featuring the VMware Horizon logo (a green monitor icon with a cloud) and the text "VMware Horizon". Below the logo are three input fields: "Username", "Password", and "MC" (with a dropdown arrow). A green "Login" button is positioned below the "MC" field, and a "Cancel" button is at the bottom of the dialog. The background of the desktop is a blue sky with clouds. The Windows taskbar at the bottom shows icons for the Start menu, Chrome, File Explorer, and a warning icon. The system tray on the right includes icons for network, volume, and power, along with the date and time: "1:56 PM 8/1/2021".

Once you have logged in, this screen appears. Click on **“Standard Desktop”** to launch the virtual computer.



The virtual computer is now running on my browser.

In this illustration, the Windows 10 virtual computer is running on Chrome browser of a Windows 7 laptop.

Be aware of the toolbars you see

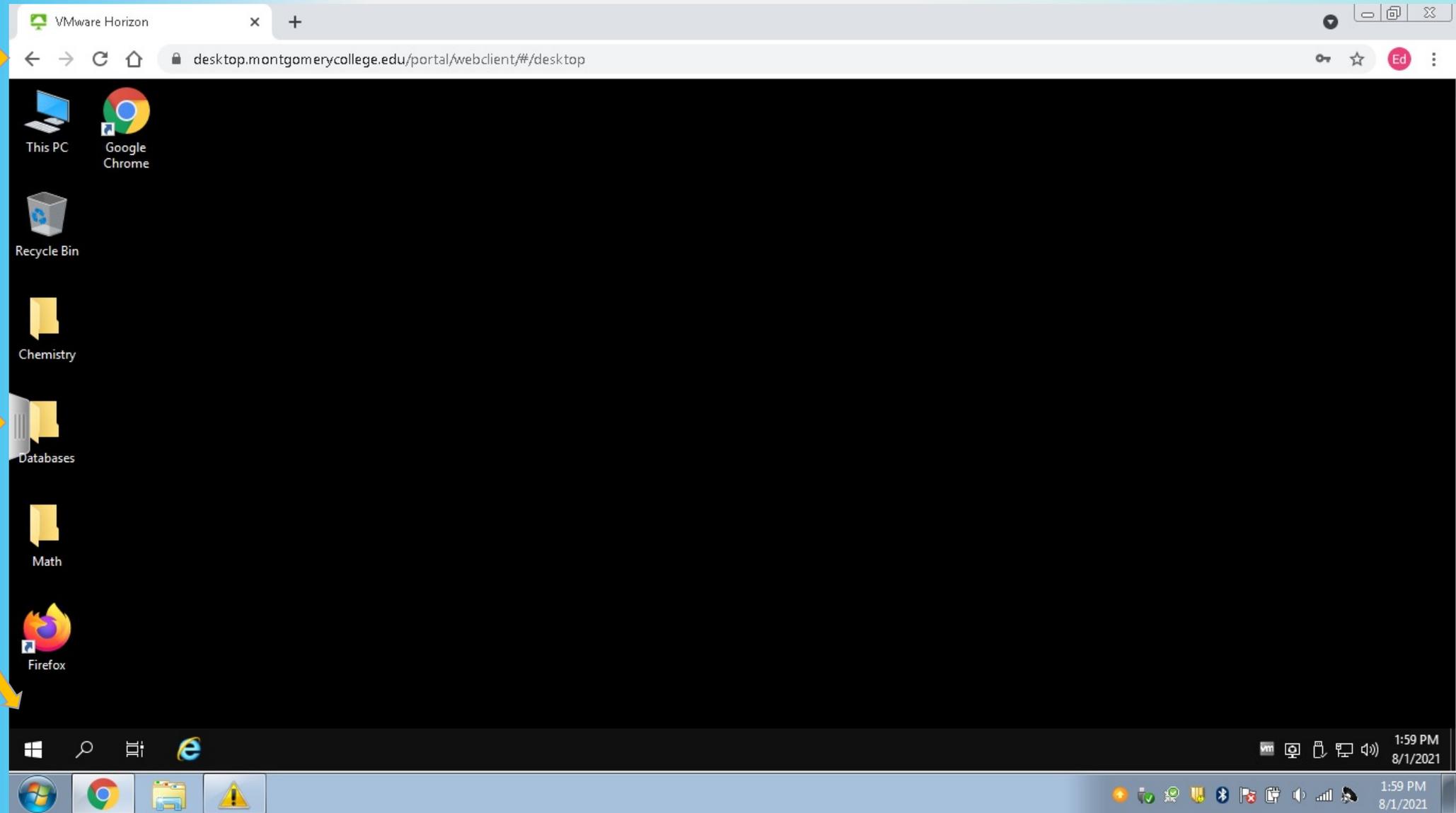
My own computer's controls

My own computer's Chrome toolbar

Left click to pull out this tab to disconnect

The virtual computer's taskbar

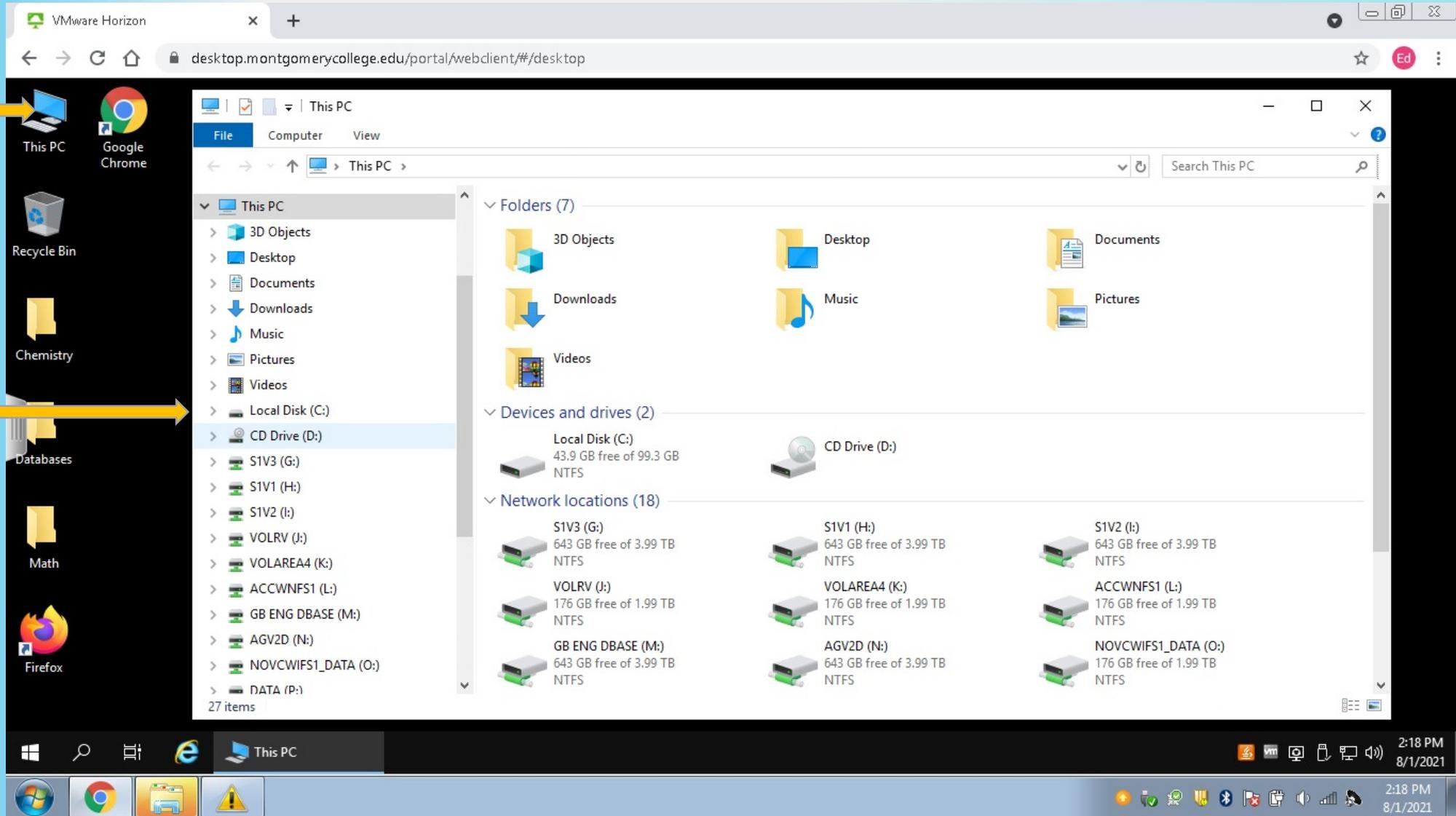
My own computer's taskbar



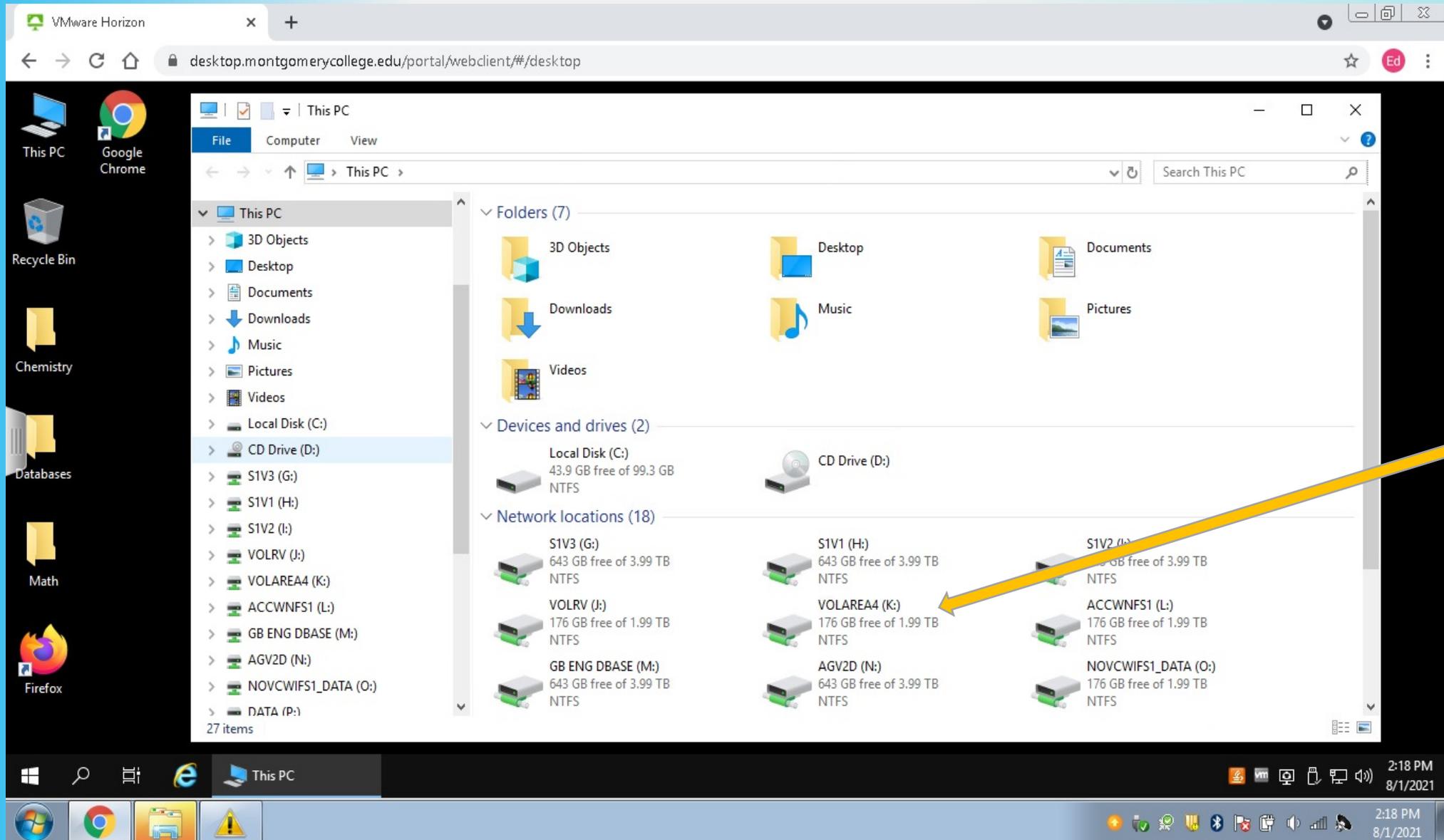
Running the virtual computer on your browser is quick and easy, but you have a limitation. **The virtual computer does not have any way to save files to your own computer's drive or USB stick.**

This PC refers to the virtual computer

All these folders, local Disk C belong to the virtual computer.



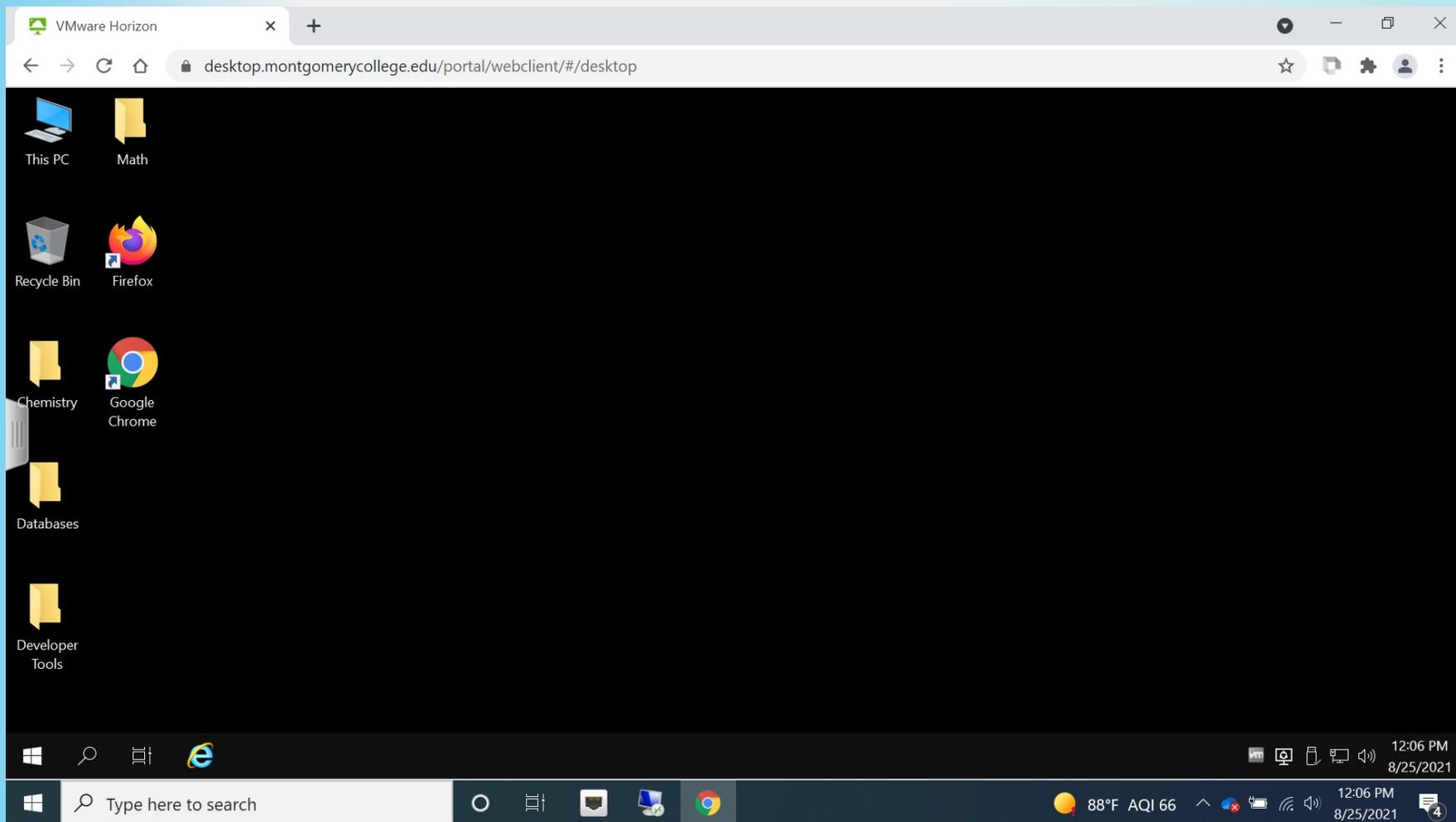
The virtual computer does connect to the College's academic network (K drive) which you can use to save files created with the virtual computer. (Faculty & staff can access their "home" network drive "U")



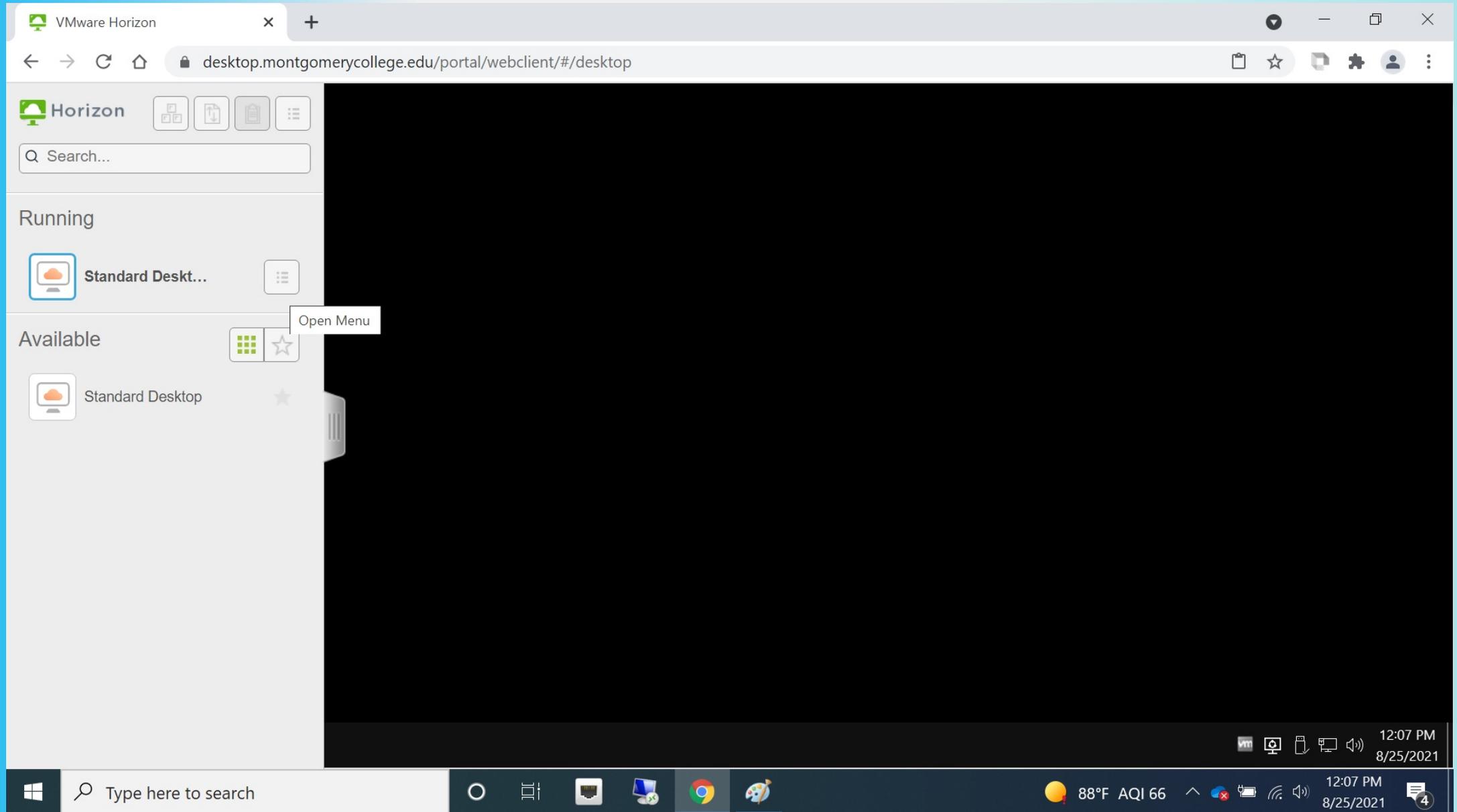
Network drives

If you are using your own computer's browser to log into the virtual computer, you can upload files from your computer to the virtual computer.

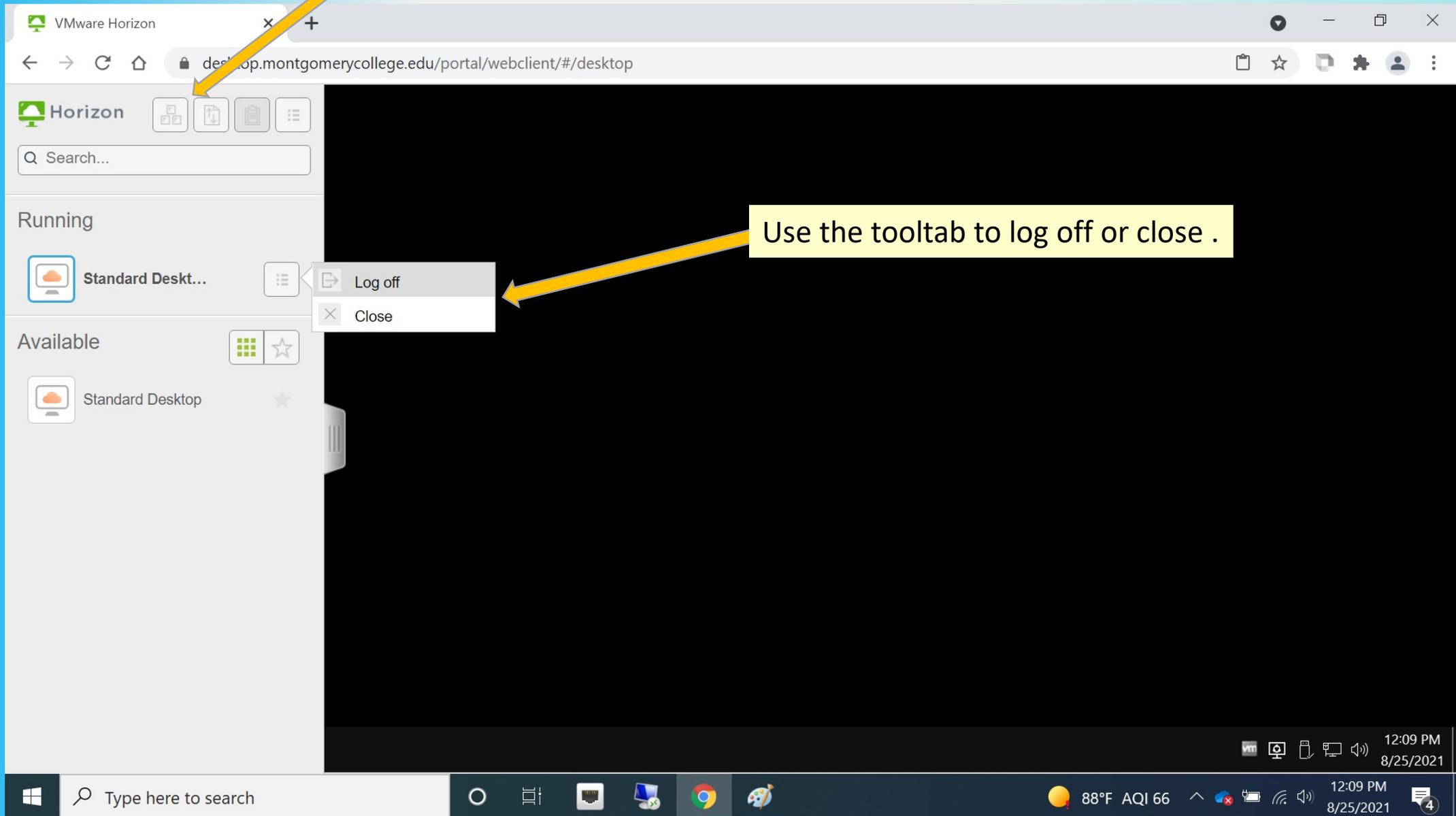
To upload, you need to open the virtual computer's tooltab that you see on the left side of the desktop



Tool tab is open.

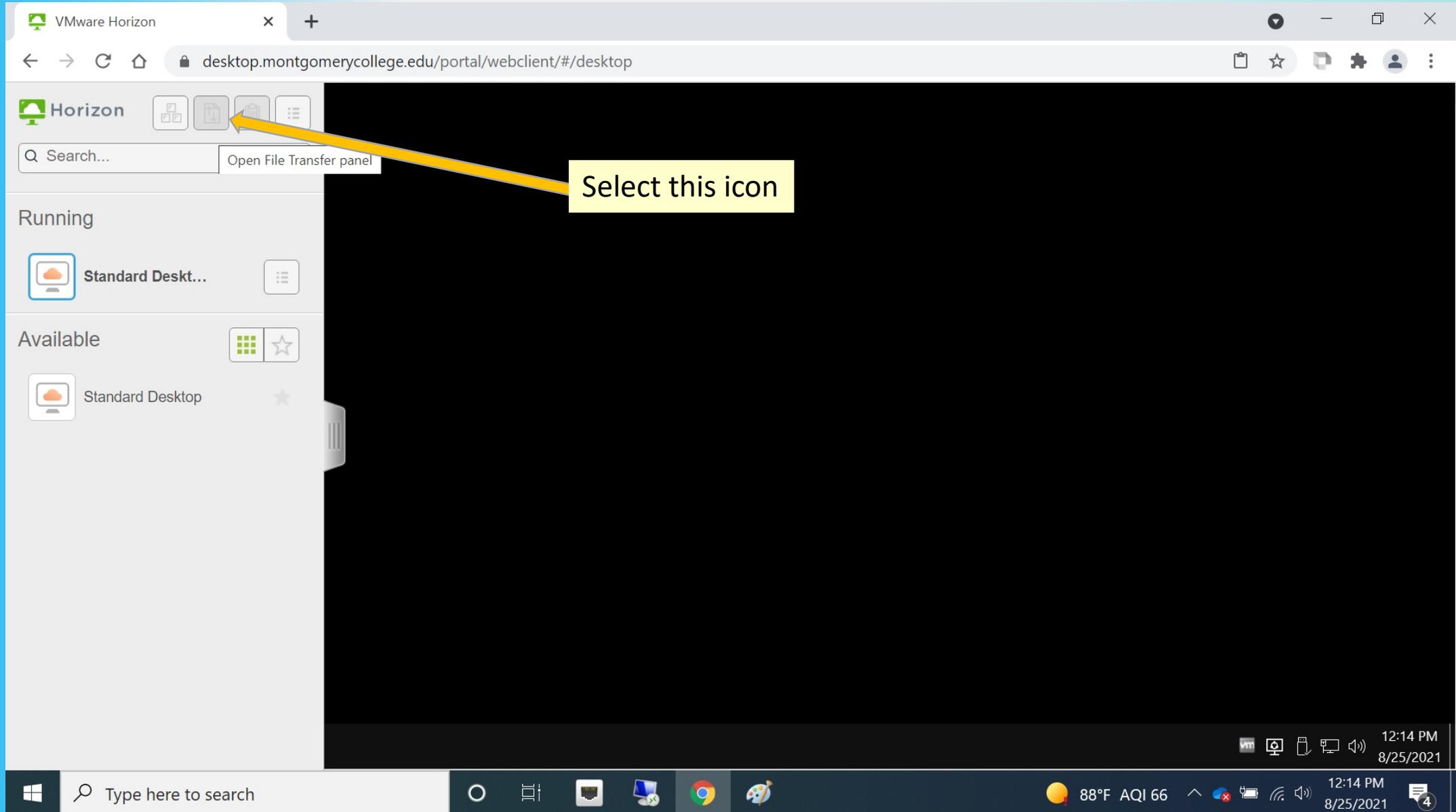


Click to send CTRL-ALT-DEL to the virtual computer.



Use the tooltab to log off or close .

Use the toolbar to upload files from your computer to the virtual machine.

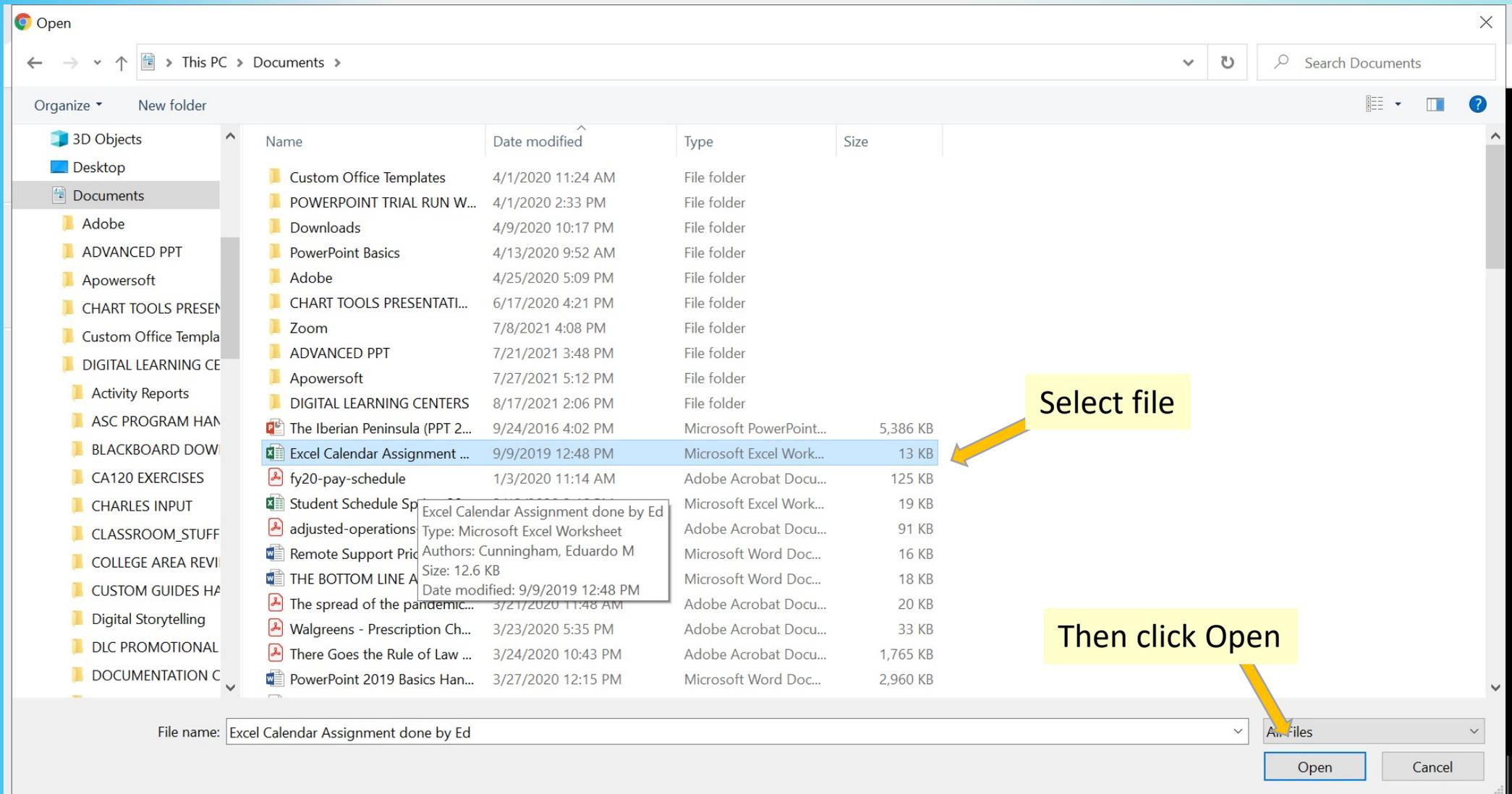


Transfer files dialog box opens.

The screenshot shows the VMware Horizon webclient interface. The browser address bar displays `desktop.montgomerycollege.edu/portal/webclient/#/desktop`. The interface includes a search bar, a 'Running' section with a 'Standard Desk...' desktop, and an 'Available' section with a 'Standard Desktop'. A 'Transfer Files' dialog box is open in the foreground, featuring an 'Upload' tab and a 'Choose Files' button. A yellow callout box points to the 'Choose Files' button with the text: "Click to choose the file(s) that you want to transfer FROM your computer to the virtual computer." The Windows taskbar at the bottom shows the search bar, task view, network, and system tray icons, including the date and time: 12:15 PM, 8/25/2021.

Locate the file you want to transfer from your computer to the virtual computer.

In this example, the file is in “Documents” folder



File has been transferred to the virtual computer.

Note: transferred files are located on the virtual computer's "Downloads" folder.

The screenshot displays the VMware Horizon web client interface. The browser address bar shows the URL `desktop.montgomerycollege.edu/portal/webclient/#/desktop`. On the left sidebar, there are sections for "Running" and "Available" desktops, both labeled "Standard Desk...". The main content area shows a "Transfer Files" dialog box with an "Upload" tab. A file named "Excel Calendar Assignment done by Ed..." (12.66KB) is listed. Below the file list is a button labeled "Add more files", which is highlighted by a yellow callout box containing the text "You can add more files". At the bottom left of the dialog is a "Clear List" link. The bottom of the image shows a Windows taskbar with the search bar, taskbar icons, and system tray showing the time as 12:19 PM on 8/25/2021 and weather as 88°F Partly sunny.

Name	Date modified	Type	Size
Excel Calendar Assignment ...	8/25/2021 12:19 PM	Microsoft Excel Work...	13 KB



If I'm using my computer's **browser** to log into the virtual computer but I can't save my files to my hard drive or to my USB stick...where can I save my work?

There are some options:

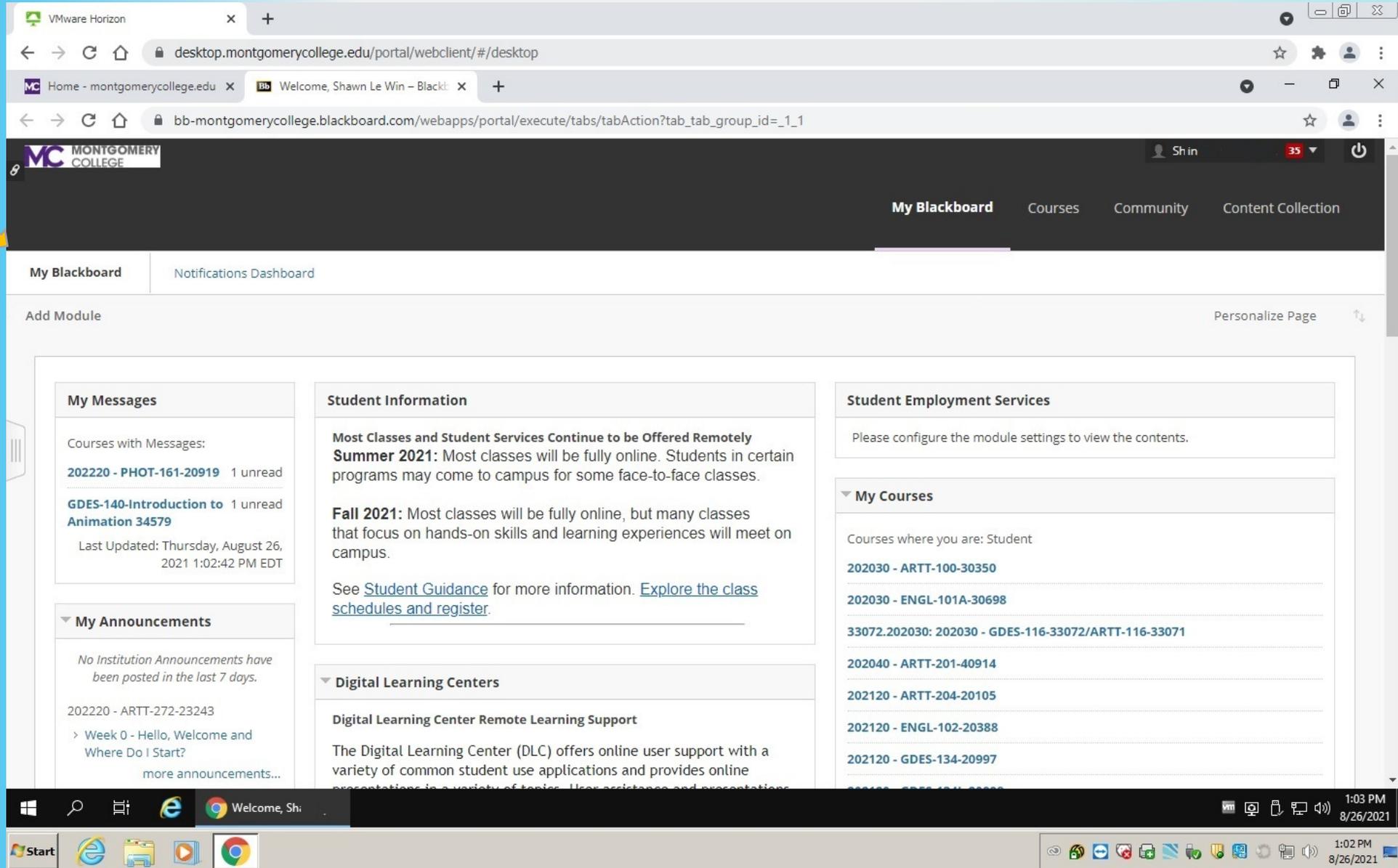
- You can connect to your "cloud" OneDrive or Google Drive from the virtual computer and save your files there .
- You can connect to your email from the virtual computer and attach your file.
- You can connect to Blackboard to submit your file.
- You can access the MC Academic network and save your file to K:\USERS\Students

If you need help, please contact us at the Digital Learning Center.

You can login to your Blackboard account from the virtual computer and submit your files

Here, a student using the virtual computer has started Chrome browser installed on the virtual computer, navigated to MyMC, and has logged into Blackboard

Virtual computer maximized. Blackboard started.



Student's own computer

Just remember....



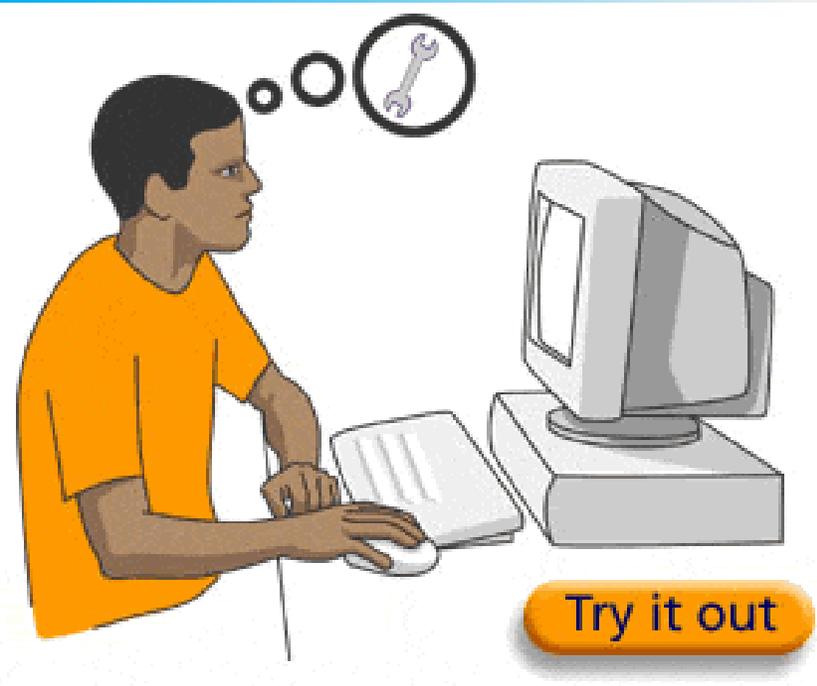
*Whether you log into the virtual computer using the VMWare client, or your browser; **the virtual computer does not keep copies of your files.***

When you disconnect, any files saved on the virtual computer are gone.

*Remember to save a copy of your work **on your own:***

- *Cloud drive (OneDrive, Google Drive)*
- *Network drive ("K" drive)*
- *Use email*
- *(If you use the client) – set up a shared folder area on your own computer to save your files.*
- *(If you use the client) – save your files to your USB stick.*

Now that you know about the virtual computer---try it out!



- Try out Windows 10 if your own computer doesn't have it.
- Try out Office 2019 and other software installed on the virtual computer
- Safe web browsing

The Digital Learning Center

Takoma Park

Room ST304

Room ST304

Takoma Park

Rockville

Room HU307

Room HU307