

## Using the Virtual Desktop Infrastructure (VDI)

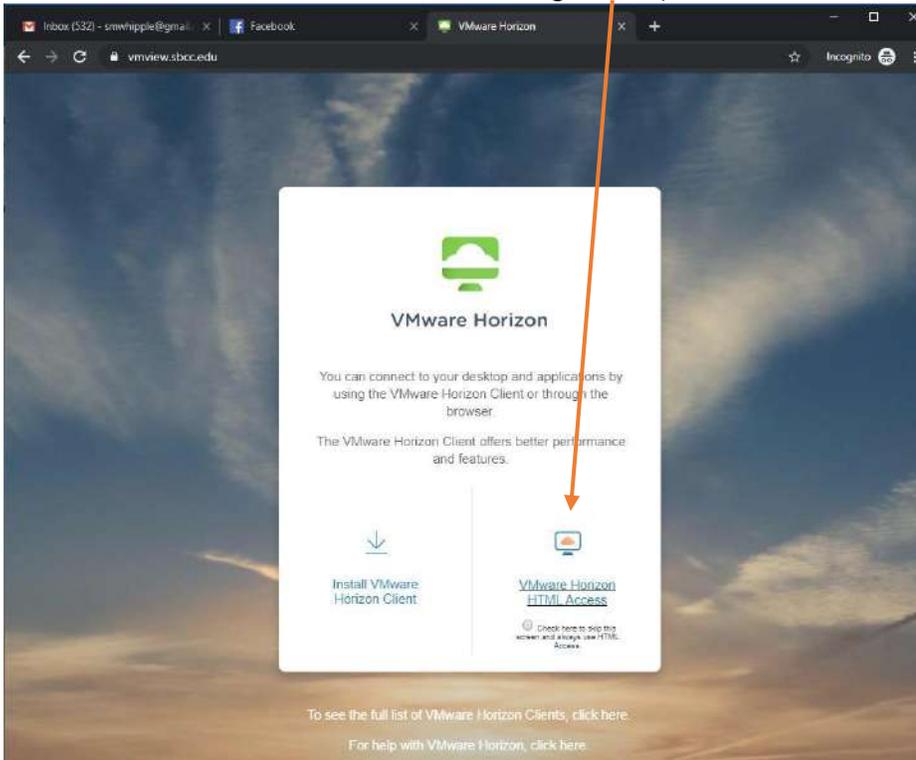
### Reason to use the VDI

If you don't have the software needed for the class, are using a Chromebook, or on a MAC and you want the screen to look like Windows 10. If you have the correct software, on your computer, there is no need for you to use VDI.

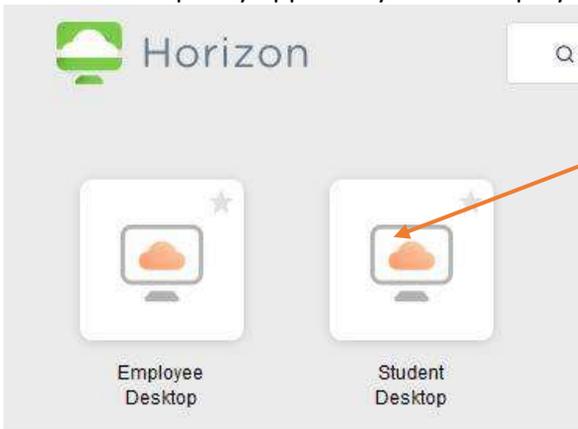
### How to into a Virtual Machine

Click on the link - <http://vmview.sbcc.edu/> or type the web address into the address bar of your browser. Chrome, Firefox, or Safari works well – Edge does not work well.

Click "VMware Horizon HTML Access", the right icon (Do NOT install software use the HTML site)

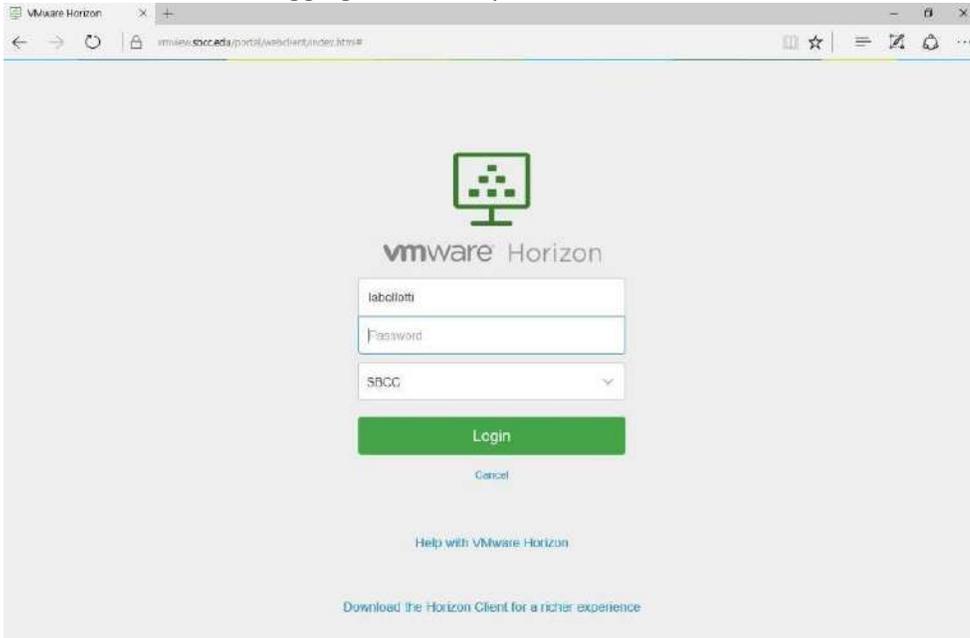


**Note:** This step only applies if you are employee **AND** student. Click on Student Desktop.

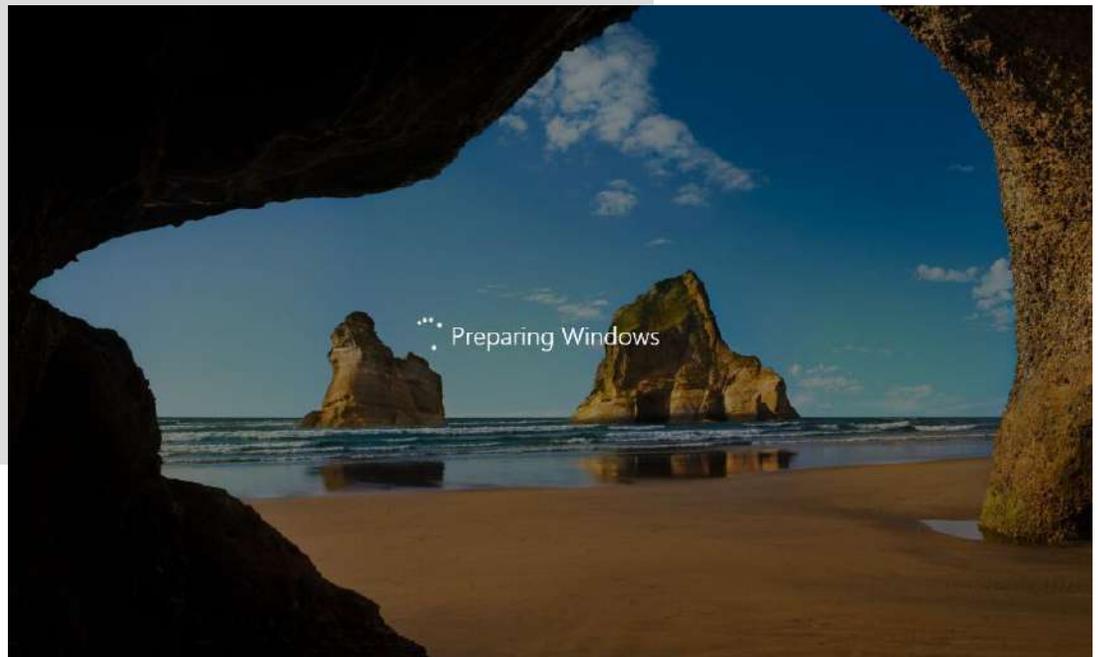
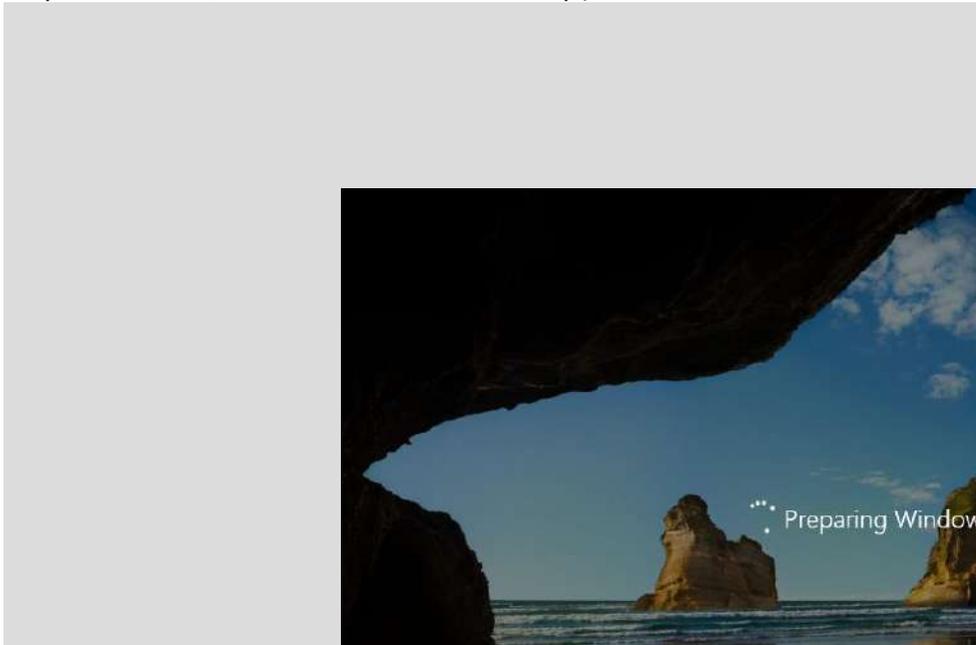


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Login using your Pipeline username and password. If you have taken computer classes at the Wake before, it's the same information as logging into a computer.

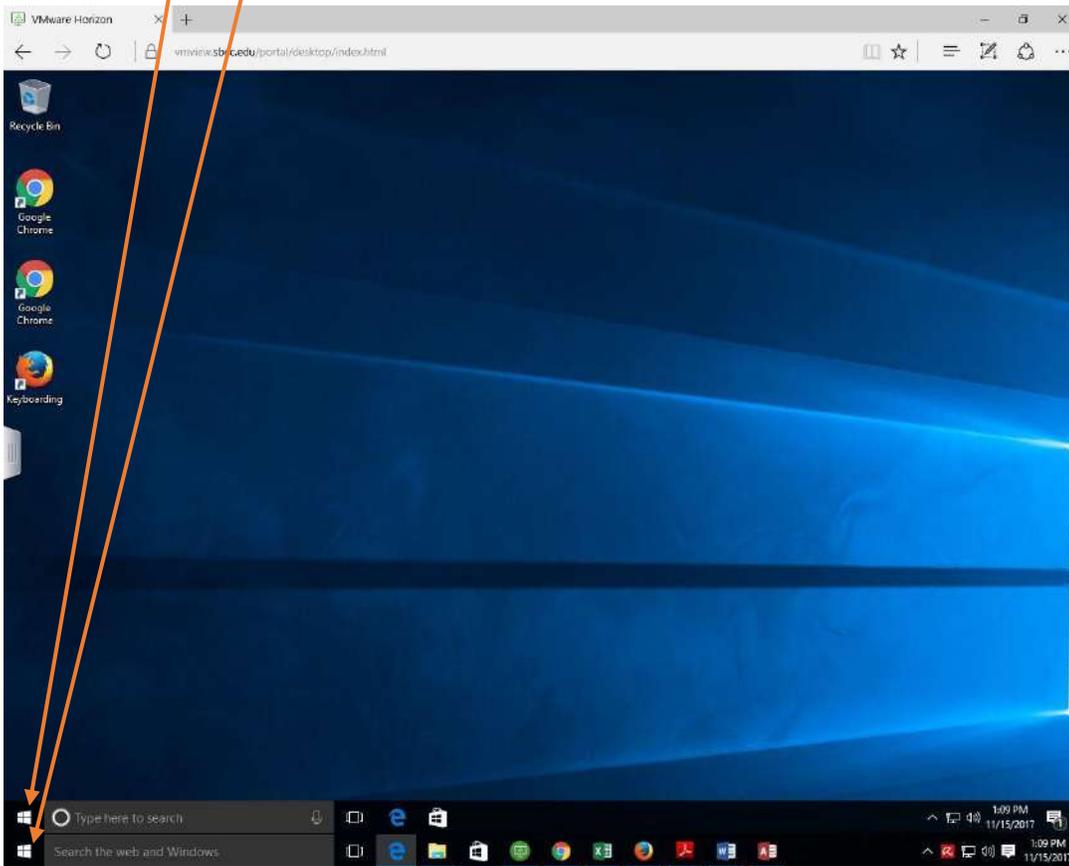


Once you sign in, the window may go to a blank gray window, be patience and wait, then it goes to “Preparing Windows” screen. When done, it should appear to open to the desktop. (This may take a few minutes depending on your Internet, but it should load eventually.)



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When the “Welcome” screen finishes loading it will take you to your virtual desktop. If you are using a Mac, you will be able to see easily. If you are on a Windows PC, you can tell because now you have 2 Windows search boxes and task bars at to bottom. We will use the top task bar this class.



(This will look slightly different if you are on a Mac – the dock shows in the bottom - or on a Chromebook – the shelf shows at the bottom.)

*Just a reminder VDI will NOT work on iPad or iPhone. But you can view/attend the class via Zoom on these devices.*

## Locating Software

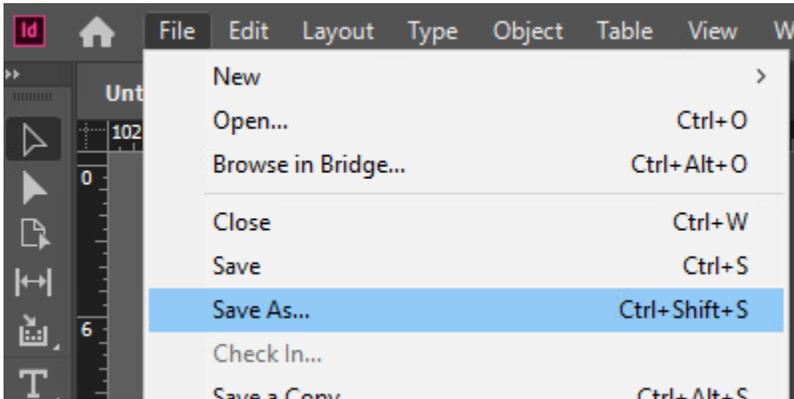
To locate the software you want to use, go to the lower, left corner and click on the Windows icon. (Remember, if you are already using a Windows PC, it will be the top icon.) After clicking, a menu of software will open. You can either click on the name of the software you want to use or just start typing the name of it in your keyboard and then click on the software name.



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## How to Save the Files You Create to Google Drive

If you save to the Desktop or Documents folder in VDI, it may not be there the next time you log into the VDI, so let's learn how to save so you can access your files later. To do this with the file you have worked on, go to **File > Save As**.



Then click on "Google Drive" in the left-hand navigation bar and double click on "My Drive", if given the choice, to enter this folder. From here, organize your folders as best suits your needs. Also, remember to name your document in the "File name:" box.

