

Setup vlab on home PC/Mac/Smartphone/Tablet

Goal – use personal devices, e.g. iphone, ipad, Android, smartphone, PC or personal Mac/Macbook to access:

- Access available UT software
- H-Drive
- Z-Drive (staff)

Task – Download the latest VMware software (FREE)

PORTABLE DEVICES & COMPUTERS



1. Home PC/Mac/Macbook

- a. Go online and use your utad username and password to log into myutaccount.utoledo.edu
- b. **UT Identifier:** Your Utad Username **Identifier Qualification** = Your Utad Password
- c. Click “Find Account” or hit enter
- d. Under “Software Downloads”, click the grey button labelled “**Download VMWare View Client**”
- e. Mac/Macbook: Click “Mac OSX” PC: Click “Windows X86”, unless yours is a 64 bit PC
- f. Once installed, type in the default Server: vlab.utoledo.edu
- g. Select and log into “**UT Open Lab**” using your utad username and password. Wait till it loads
- h. In the grey box, under “Off Campus”, select “I do not wish to print to a UT network printer”
- i. Double click “Computer” icon to access you z-drive and h-drive. Email: use Microsoft Outlook
- j. **To Exit:** On the lower left, select “Start” → “Log Off”

2. Ipad/Iphone - FREE app

- a. Go to your *App Store*: Search for “VMware”. Download “VMware Horizon View Client”
- b. Tap “VMware View”. Type in the connection Server: vlab.utoledo.edu
- c. Select and log into “**UT Open Lab**” using your utad username and password. Wait till it loads
- d. In the grey box, under “Off Campus”, select “I do not wish to print to a UT network printer”
- e. Double click “Computer” icon to access you z-drive and h-drive. Email: use Microsoft Outlook
- f. Tap the circular icon on your screen to pull up your virtual keyboard and navigation arrows
- g. **To Exit:** On the lower left, select “Start” → “Log Off”

3. Android phone/Tablet - FREE app

- a. Go to your *Play Store*. Search for “VMware”. Download “VMware Horizon View Client”
 - b. Tap “VMware View”. Type in the connection Server: vlab.utoledo.edu
 - c. Select and log into “**UT Open Lab**” using your utad username and password. Wait till it loads
 - d. In the grey box, under “Off Campus”, select “I do not wish to print to a UT network printer”
 - e. Double click “Computer” icon to access you z-drive and h-drive. Email: use Microsoft Outlook
 - f. Tap the circular icon on your screen to pull up your virtual keyboard and navigation arrows
- G. To Exit:** On the lower left, select “Start” → “Log Off”

WHAT ELSE YOU CAN DO IN VLAB

H-drive: *personal* share drive to save your files. If the computer hard drive crashes, you lose nothing

- ✦ IT backs up your h-drive files daily. Only you have access to your files
- ✦ To save: File→Save as→ [find and click the icon with your utad username]
- ✦ To access: double click the folder labeled “h-drive” on the desktop to view your saved files
- ✦ To use: h-drive files: e.g. office, hospital, clinic exam room, conference room, classroom, etc:
 - *Work computer* – double click “computer” icon and look for H-drive (has your username)
 - *Personal computer* – use vlab or go to files.utoledo.edu then log in using utad credentials
- ✦ To increase: If desired, call IT Help Desk to increase your default h-drive capacity from 1GB to 2GB

Z-drive: *departmental* share drive to save your files. Employees in your department can save/access files

- ✦ Create a folder with your name in the Z-drive and save all your files there
- ✦ Files are automatically backed up by IT. If your computer crashes, you lose nothing
- ✦ Note: anyone in your department with access to the drive can view your files (unless restricted)
- ✦ Access your Z-drive files from anywhere in the world through vlab or on files.utoledo.edu
 - Log into files.utoledo.edu using your Utad username and password
 - You can use any computer