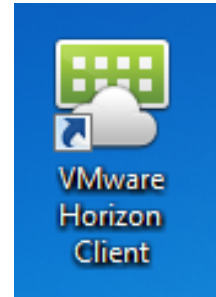


Setup vlab on home PC/Mac/Smartphone/Tablet

Goal – to access UT clinical applications on a Mac, at home/off site and on portable devices (tablet/cell)

- Clinical Portal (Launch **Athena** from Portal)
- WebESA (*Use the red “3M” icon on the desktop*)
- HEC/Tracking Board
- Deficiencies/HPF
- UT Email, H-drive and Z-drive
- API, Etime



PC/MAC/MACBOOK

- a. Click link below to download VMware Horizon Client for **Windows** (32-bit PC or 64-bit PC) and **Mac**:

https://my.vmware.com/web/vmware/info/slug/desktop_end_user_computing/vmware_horizon_clients/3_0

- b. Once installed, you are prompted to type in the default server: **vlabcl.utoledo.edu**
- c. Log into “**Clinical Live**” using your utad username and password
- d. **To report problems**, call IT Help Desk at 419-383-2400 (open 24/7)
- e. **To Exit:** Click “Start” → “Log Off” or at the top, click “options” then “disconnect and log off”

IPAD/IPHONE - FREE APP

- a. Go to your *App Store*: Search for “VMware”. Download “**VMware Horizon Client**”
- b. Touch “VMware View”. Type in the connection Server: **vlabcl.utoledo.edu**
- c. Log into “**Clinical Live**” using your utad username and password
- d. **To report problems**, call IT Help Desk at 419-383-2400 (open 24/7)
- e. Tap the circular icon on your screen to pull up your virtual keyboard and navigation arrows
- f. **To Exit:** Click “Start” → “Log Off” or at the top, click “options” then “disconnect and log off”

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: **vlabcl.utoledo.edu**

- c. Log into “**Clinical Live**” using your utad username and password
- d. **To report problems**, call IT Help Desk at 419-383-2400 (open 24/7)
- e. Tap the circular icon on your screen to pull up your virtual keyboard and navigation arrows
- f. **To Exit:** Click “Start” → “Log Off” or at the top, click “options” then “disconnect and log off”

WHAT ELSE YOU CAN DO IN VLAB?

Web-ESA: on the desktop, use the red “**3M**” “WebESA” icon

- Log in using your UTAD username and password.
- *Finalize using* your UTAD password



UT Email: use Microsoft Outlook’s full functionality like you would at work

SAVING FILES

Vlab is a temporary environment. Once you log off, anything saved on the desktop is deleted.

Save your files in the personal H-drive or shared Z-drive. You may also save to a usb/flash/jump/thumb drive

H-drive: Only you can save files here. If the computer hard drive crashes, you lose nothing

- To save: File → Save as → [select your utad username]
- If using non-UT PC or computer with no vlab, go to **files.utoledo.edu** then log in using utad credentials

Z-drive: *departmental* share drive to save your files. Anyone 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
- Access your Z-drive files from anywhere in the world through vlab or on **files.utoledo.edu**