Accessing the Virtual Desktop Interface

- Open a browser and enter the following into the address bar: <u>https://virtuallab.pace.edu</u>. (Please review page 9 for supported browsers.)
- 2. Sign in with Pace credentials in the indicated areas.



3. Select the program you would like to use for your course.



Copying and Pasting in Programs

These are the instructions on copying and pasting values from a document or external site to a program on the VDI.

1. Copy the value.



2. Select the Menu.

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3. Select the Clipboard icon.



4. Paste the text into the clipboard and select Update.

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- 5. Close out of the clipboard box.
- 6. Select the cell or area you would like to Paste the information to. Right-click on the cell and select Paste.

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Saving Your Work

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2. Select Save As and then select Browse.



3. Select This PC and then select the U: drive under Network locations. The U: drive will be labeled as your respective pace username.

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4. Select Documents and then Open.

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5. Name the document under File name: and select Save.

Accessing Saved Files

1. Select File



2. Select Open.



Sample

Protect Workbook

Control what types of changes people can make to this workbook.

3. Select Browse.

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4. Select This PC and then select the U: drive under Network locations. The U: drive will be labeled as your respective pace username.

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Specifications for the Virtual Desktop Interface

Supported Browsers:

Apple Safari 7 or later Google Chrome 50 or later Microsoft Edge Microsoft Internet Explorer 11 Mozilla Firefox 35 or later

Supported Operating Systems:

Windows 10 Windows Phone 10 Windows 8.1 Windows 8 Pro and Enterprise (32-bit and 64-bit editions) Windows 7 Service Pack 1 (32-bit and 64-bit editions) Windows Server 2008 R2 Windows Server 2012 R2 Windows Server 2016 Mac OS X 10.8 and later iOS (latest version) Android (latest version)

Please contact Tom Miliano at <u>tmiliano@pace.edu</u> regarding any questions about the tools/programs.

Please contact the Helpdesk at 914-773-3333 to report issues while using Citrix or accessing the applications on the server.