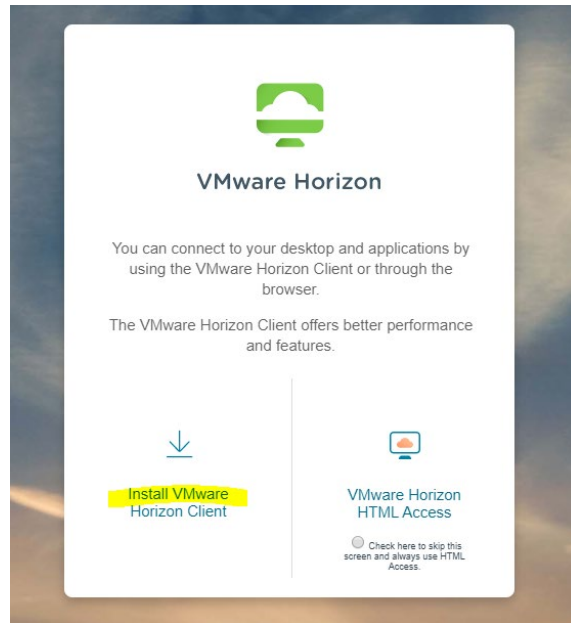


# How to save work when using VDI

While using a virtual desktop (VDI), you should never save to the actual virtual desktop. We have 3 different ways you can save work while using any of the PVAMU Virtual Desktops.

1. Local USB
2. Local drive (save to your personal computer)
3. Save to your PVAMU Home drive (also known as H drive)

In order to save your work, start by downloading the client from here: <https://mydesktop.pvamu.edu>



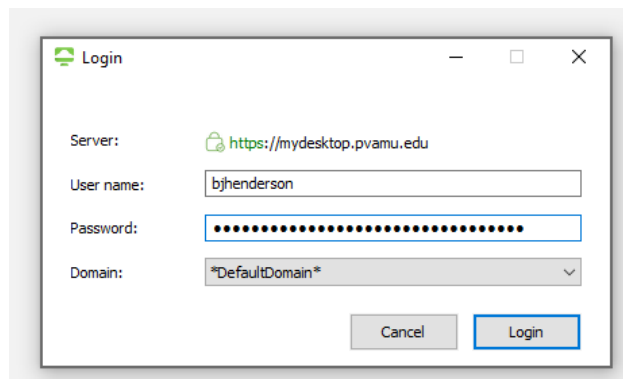
You will need to install the latest client for your OS. This SOP is made for the WINDOWS OS. But the process should be similar for MAC OS.

If you already have the client installed, ensure it is updated. You can find instruction at the bottom of this process to update your installed client.

## Mapping a Drive to Save to

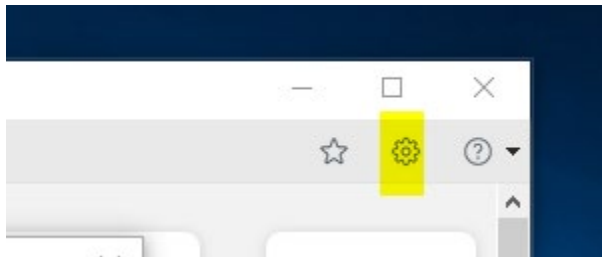
### Step 1

- Log into your desktop client as normal.



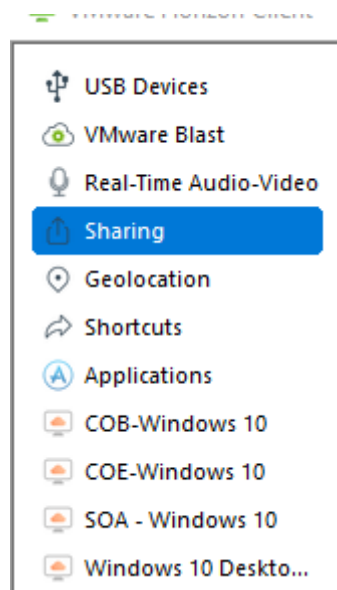
## Step 2

- At the top of the client, click the Settings Button



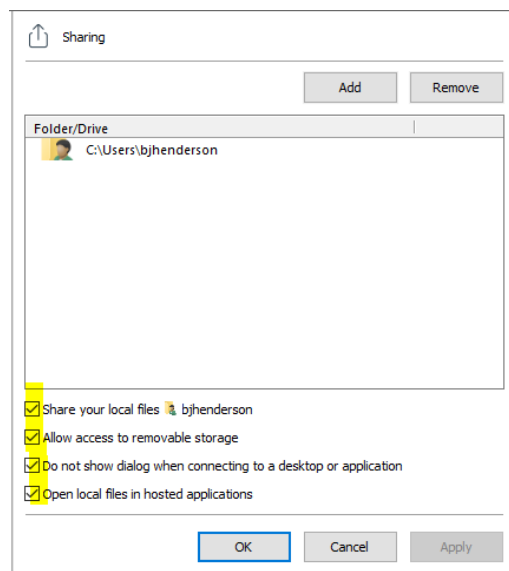
## Step 3

- Click Sharing in the drop down menu



## Step 4

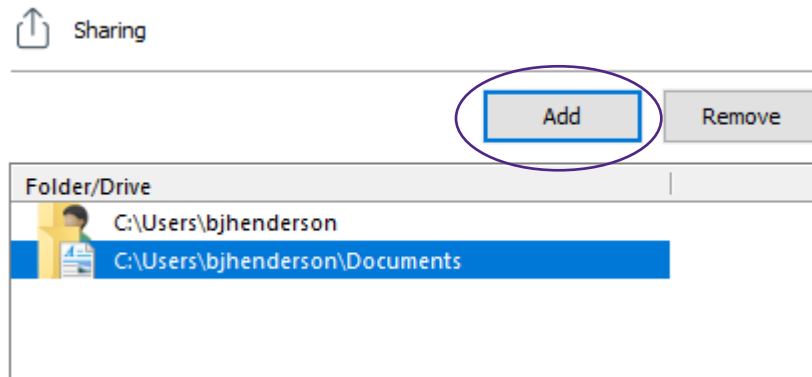
- Once you open the Sharing menu, ensure the following are checked



- This is enables your client to be able to see your local files, USB and removable storage etc.

### Step 5

- Click Add: You can add the folders you want your VDI to be able to access. For example I have word docs on my personal labtop saved in two places on my local computer, and I want to work on both of them while inside my VDI.
  - I would have to ensure that my folders are added as so.
  - Based on this configuration, I will have two network shares mapped to my VDI. One for C:\users\bjhenderson and one for C:\users\bjhenderson\documents



### Step 6

- Click ok, and launch your VDI.

## Saving to a USB

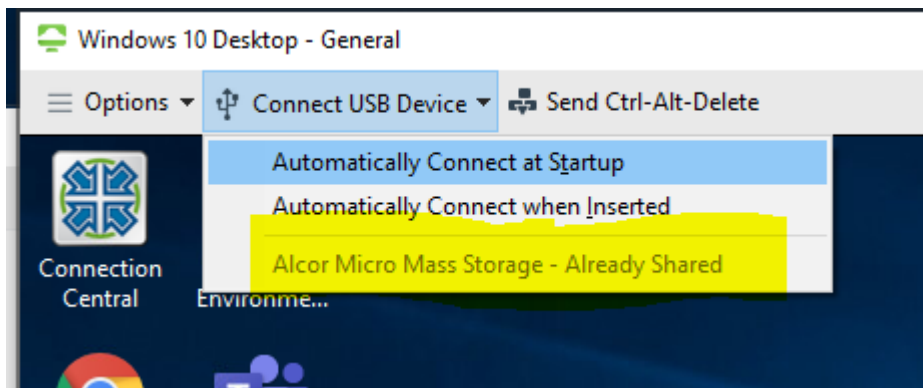
### Step 1

- Insert USB
- At the top of your VDI, you will see connect USB device



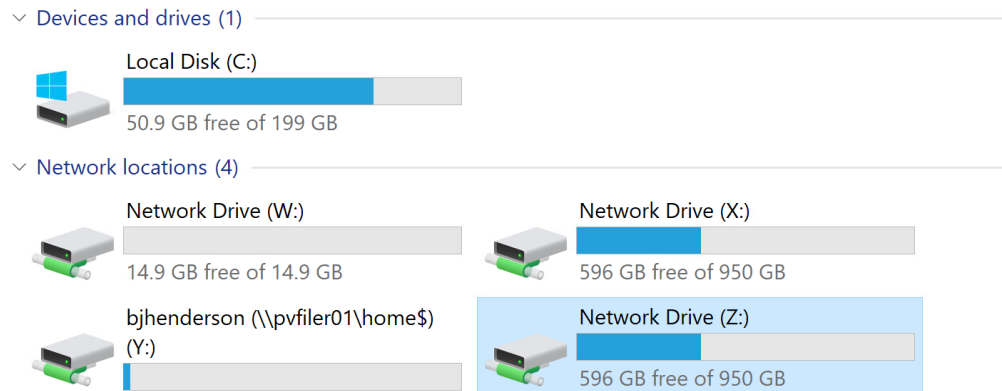
### Step 2

- You should see your USB shared



### Step 3

- Within the VDI navigate to your listed drives, by clicking the folder icon on your task bar and then click this PC. You should see the following drives

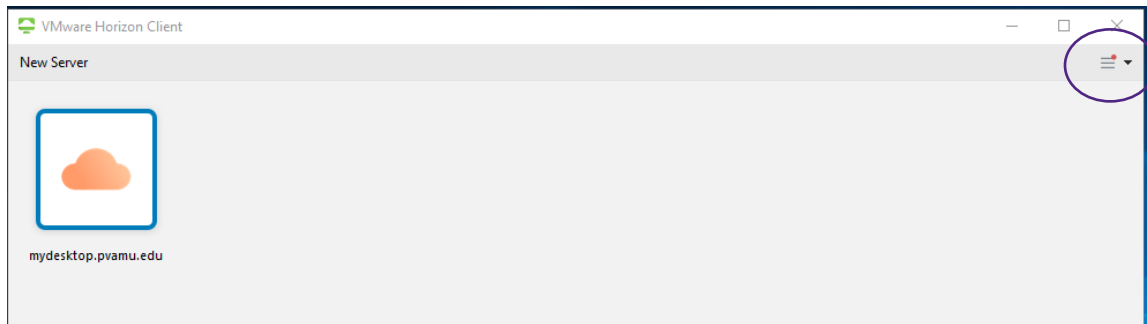


- The first Local Disk (C:) is the local disk of the VDI. **You never want to save there.** Once the VDI is restarted all of your work will be deleted.
- The drive with your username followed by [\\pvfiler01\home\\$](#), is your home drive. This share drive follows you on any PVAMU device you log on to while connected to the domain.
  - Saving here allows you to save and access your work from any PVAMU domain computer. Space is limited to around 3GB so you want to ensure you do not save anything long term or you may run out of space when you need it most.
- The other network drives you see listed, are automatically mapped based on the USB or Shared
- Folders you configured in the previous steps. If you save there it will store your files locally to the specified locations.
  - In this example, my local USB is mapped to network Drive W. I know this because the 14.9 GB storage limit displayed.
- The other two network drives listed for X and Z, are mapped to my local computer. So when I save inside my VDI to one of those locations, the file will be saved on my actual computer and not just within my VDI.

# How to ensure my client is updated?

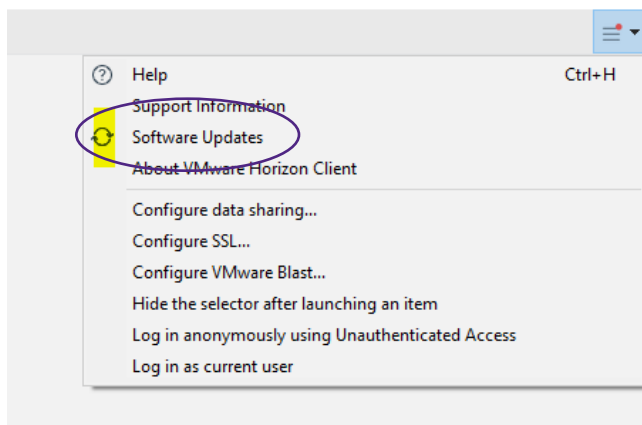
## Step 1:

- Click menu button here



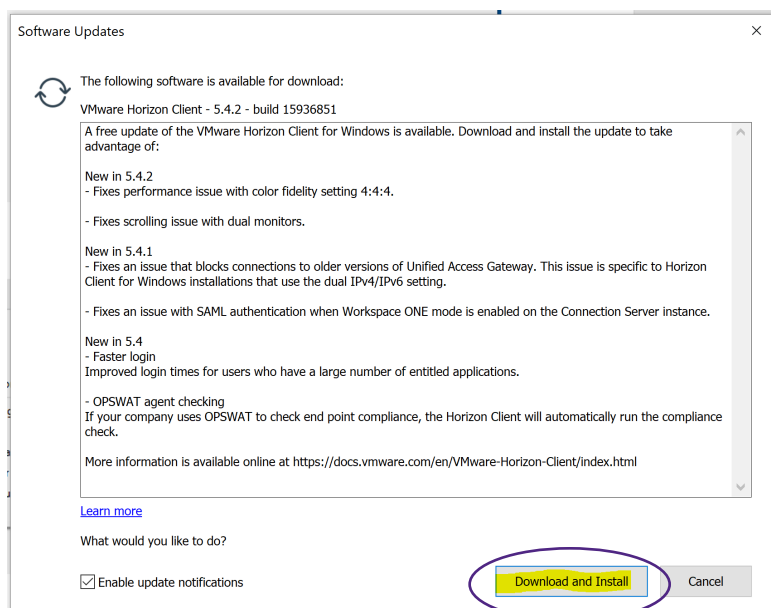
## Step 2:

- Click software updates

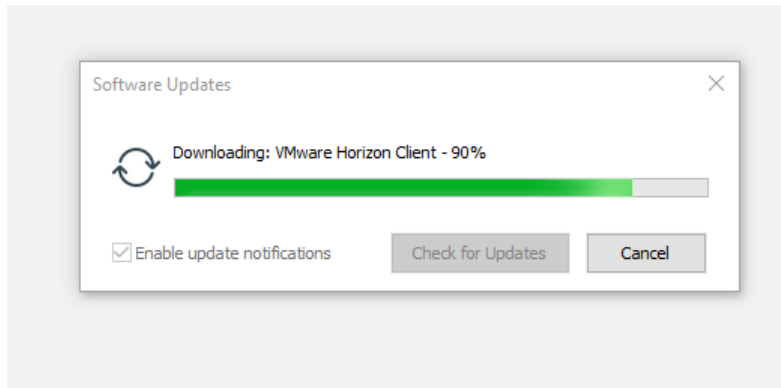


## Step 3:

- Click Download and Install

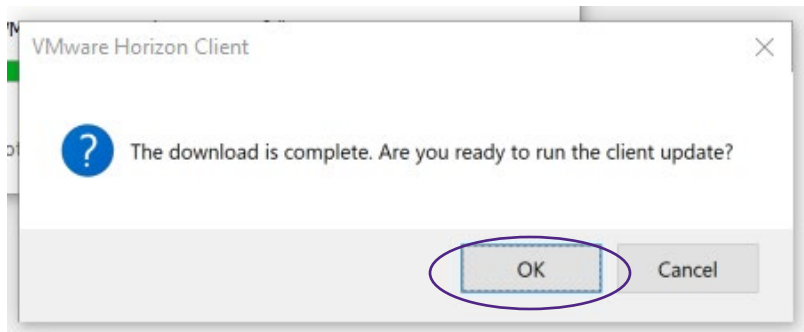


- Allow downloads to complete



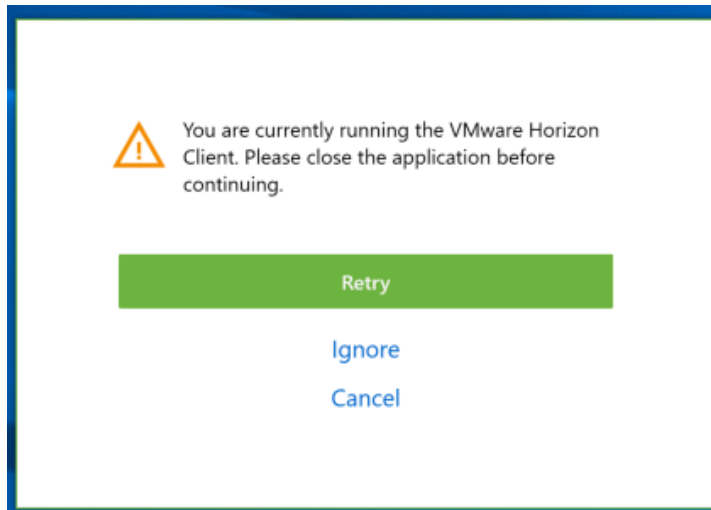
Step 4:

- Click OK



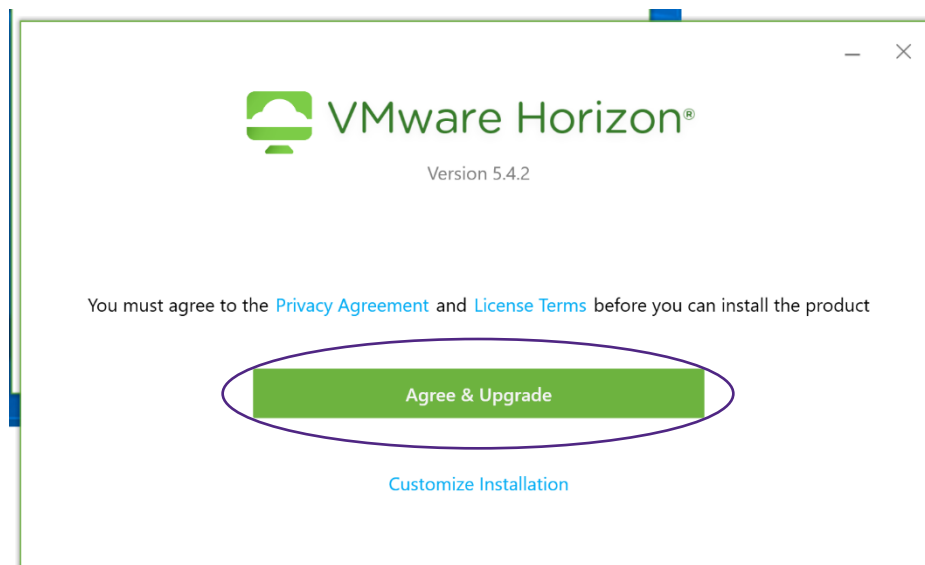
Possible Error:

- If this pops up, simply close the client and click retry



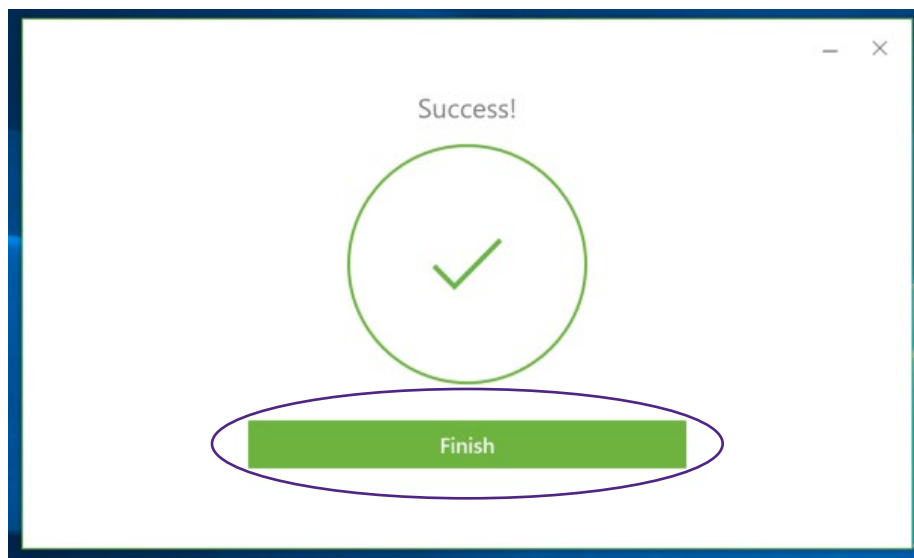
Step 5:

- Agree and upgrade



Step 6:

- Click Finish



- Restart your system when prompted.