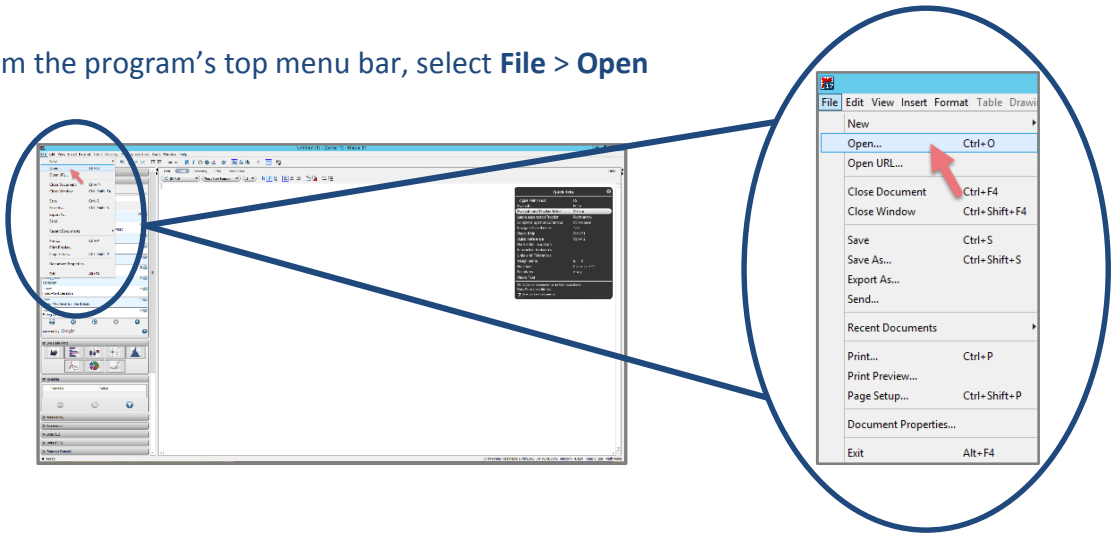
Virtual Lab: Usage Guide

Opening Files

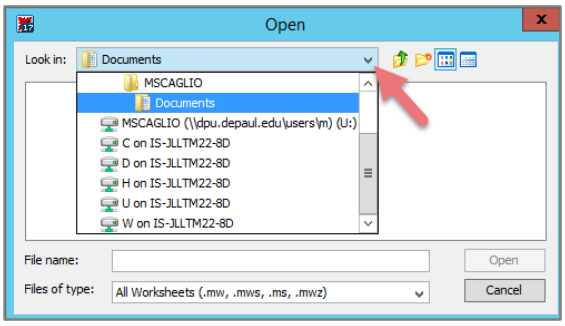
While connected to the Virtual Lab, you may work with any files stored on your computer or network drives. However, because you are connected to a "virtual machine," the locations on your drives will look slightly different.

These instructions assume you are already connected to https://vlab.depaul.edu.

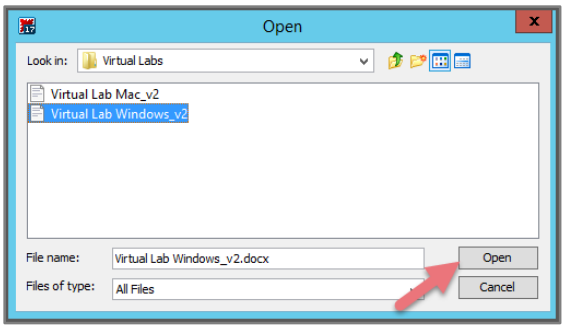
1. From the program's top menu bar, select **File** > **Open**



2. Click the Look In dropdown arrow. The list of available drives is displayed. The additional drives represent drives on your local computer.



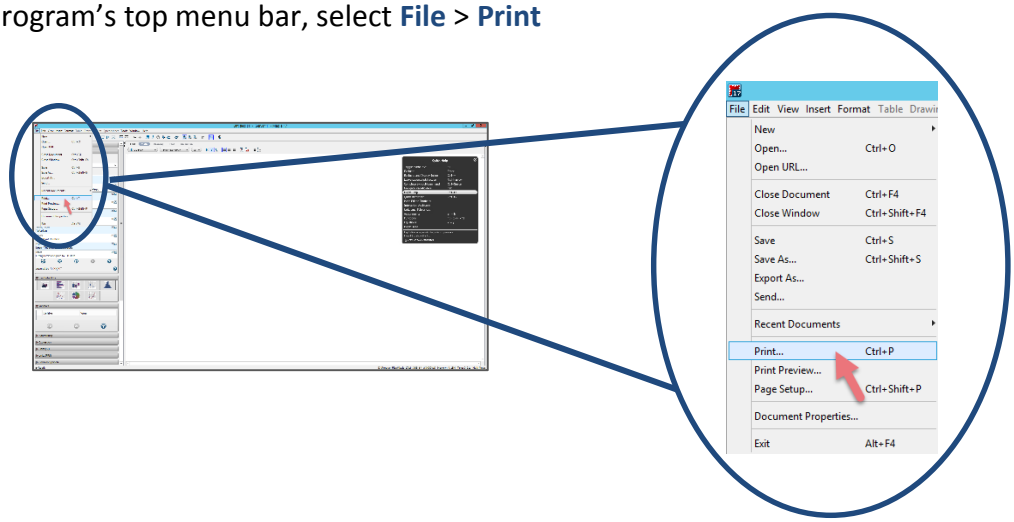
3. You can now see the files inside each location you select. Click the location to view the files inside. Once located, highlight the correct file and click **Open**.



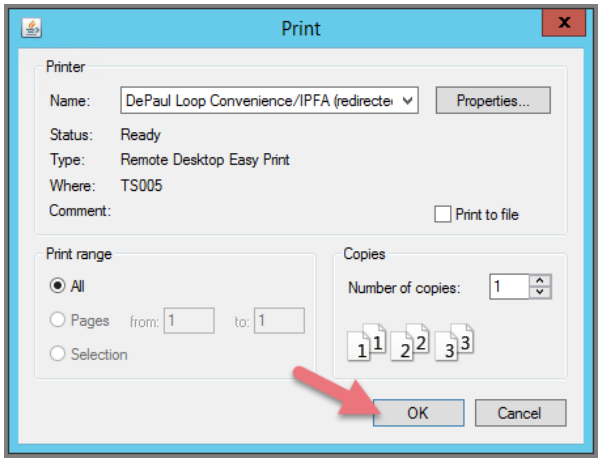
Printing Files

While connected to the Virtual Lab, you may print your files to the Intelliprint system. If you would like to print to a lab printer from your personal computer you must use the IPrint from Anywhere software (IPFA). For the IPFA Installation Instructions please visit: http://offices.depaul.edu/is/services/labs-classrooms/Pages/iprint-from-anywhere-instructions.aspx

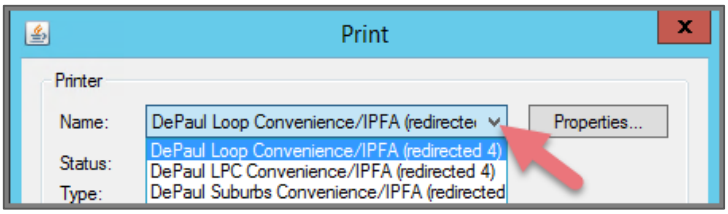
1. From the program's top menu bar, select **File** > **Print**



2. Your default local printer will be displayed, if this location is correct click **OK**.

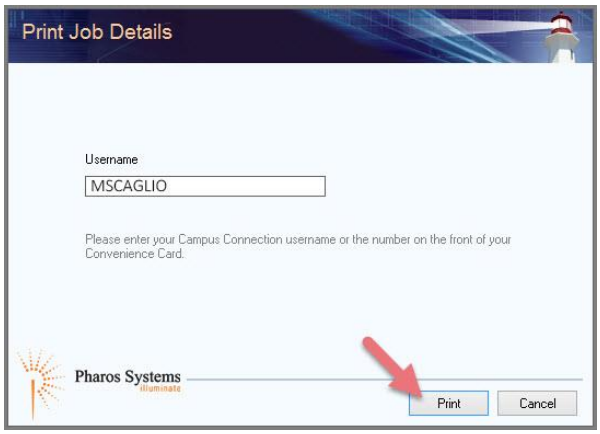


Note: If you would like to print to a lab printer, click the dropdown arrow and choose the IPFA DePaul campus location. Once selected click **OK**.

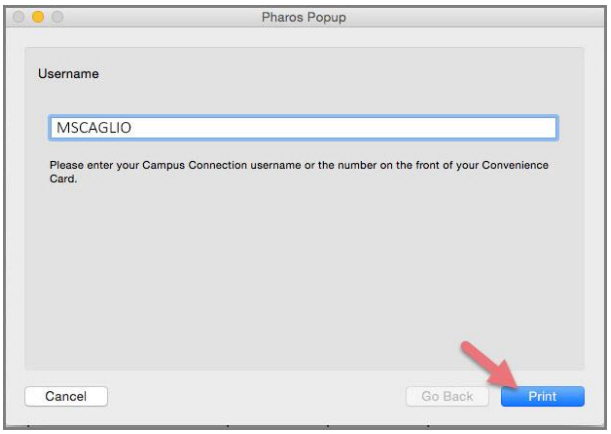


3. You will be prompted to enter your Campus Connection username or the number on the front of your Convenience Card. Enter in this information and click **Print.**

PC users will view this display:



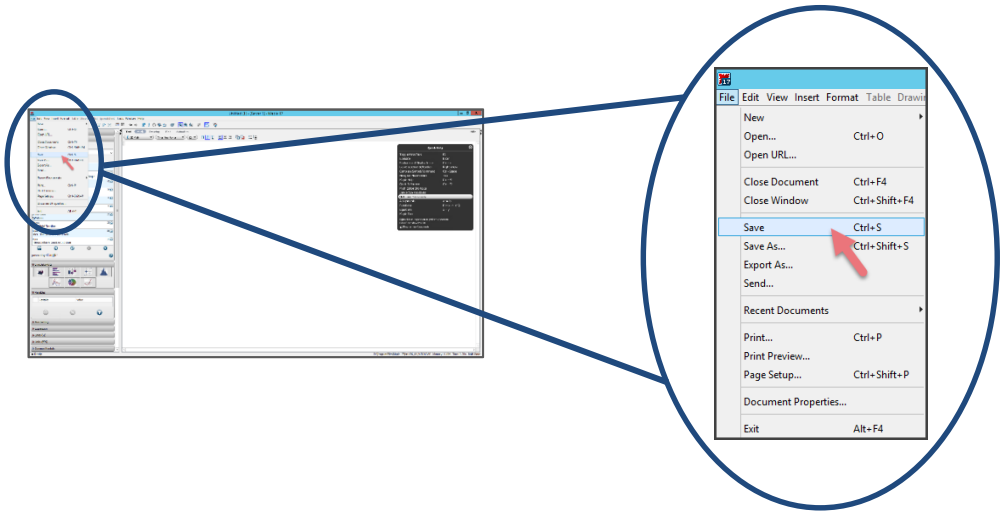
Mac users will view this display:



Saving Documents

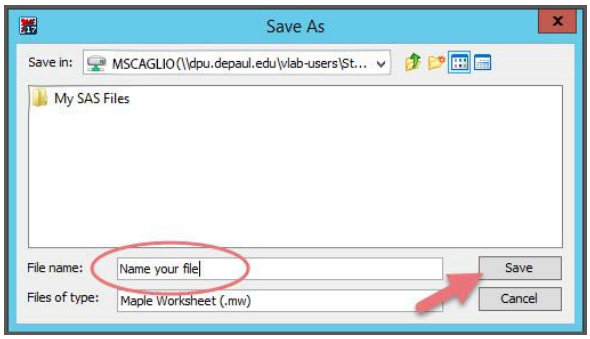
While connected to the Virtual Lab, you may save files to your network drives. However, because you are connected to a "virtual machine," the locations on your drives will look slightly different.

1. From the program's top menu bar, select **File** > **Save**

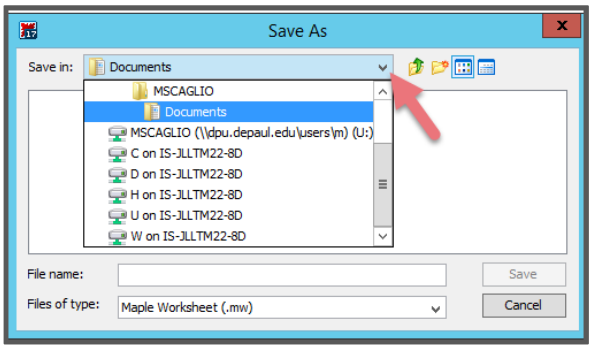


2. The default save location will be your student storage drive, simply name your file and click **Save**.

   You can retrieve items saved to your student storage drive by visiting: https://vlab.depaul.edu/sdrive



Note: If you would like to save to your local computer drives or attached USB drive, click the Save In dropdown arrow. Click the location to view the files inside. Once located, name your file and click **Save**.

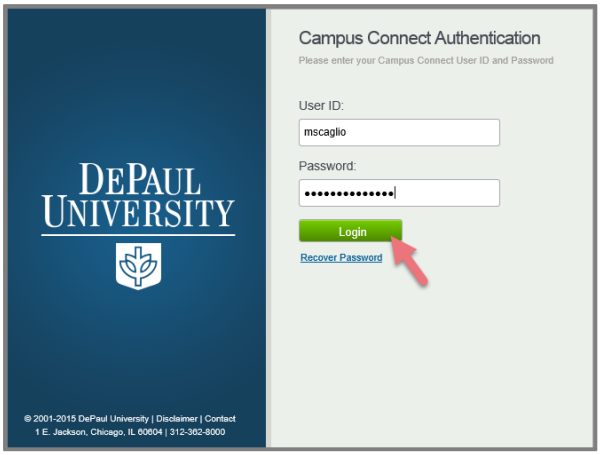


Accessing Storage

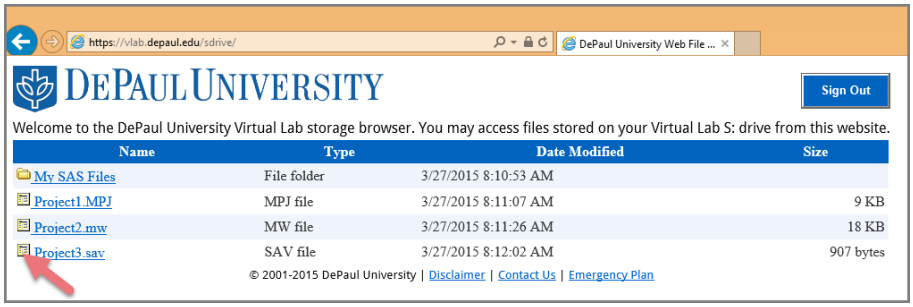
You can access your storage from any browser on any computer. Please note that you can only download documents, you cannot upload content to this drive.

1. Visit https://vlab.depaul.edu/sdrive

2. Enter in your Campus Connect User ID and Password.



3. Click on your files to download.



Please refer back to https://vlab.depaul.edu for additional materials. If you have questions, please contact the Technology Support Center at (312)-362-8765 or tsc@depaul.edu.