

ACADEMIC VIRTUAL DESKTOP LABS

ACCESS VLABS FROM ANYWHERE USING THE VIEW CLIENT

Goal – Use View on personal devices to access Vlabs to academic applications.

- Apple devices (iPhone & iPad)
- Windows PC
- Apple desktop and MacBook
- Android devices (tablets & cell phones)

Tasks – Download the latest VMware client, add server and login

GENERAL INFORMATION

- Use a browser and visit **vlab.utoledo.edu** or **utlab.utoledo.edu** or go to an online store to install the VMware View client
- Download the appropriate VMware View Client for your device
- Server name for academic is:** vlab.utoledo.edu or utlab.utoledo.edu
- You will see Vlabs based upon your classes if you are a student. Access is granted mainly by each college. All students, faculty and staff have access to the UTOpen and Assistive Software Vlabs. Not all colleges have Vlabs. Software can be made available in UTOpen for general purposes if licensing is permitted.
- Printing is available in some Vlabs. Use the Print Selector that is available on the desktop.
- Files should be saved to the OneDrive. Find the shortcut on the desktop. Files saved locally are deleted more than likely upon logout. Most virtual machines are destroyed at logoff.
- Login with your username and password
- To report problems, call IT Help Desk at 419-383-2400 (open 24/7)**

VIEW CLIENT INSTALLATION INFORMATION

IPAD/IPHONE

- Go to App Store
- Search for and download VMware View and install
- Launch the VMware View Client Application
- Server: vlab.utoledo.edu
- Launch and Log in with your username and password in the appropriate fields

- f) Switch the domain below the password field to UTAD if necessary
- g) Future logins – find the VMWare icon on your desktop/start menu; double-click
- h) Click on the “Connect” button to launch your session
- i) Click on your choice of Vlabs available to you
- j) Access applications E.g. Maple 18, EndNote, Celtx. Some applications are on the desktop and some are on the start menu.
- k) To exit a Vlab click start and log off

WINDOWS PC

- a) Use internet explorer or other browser and go to vlab.utoledo.edu
- b) Follow the prompts to install the VMware View Client application for your OS type and architecture
- c) Add Server name of vlab.utoledo.edu
- d) Enter your UTAD username and password in the appropriate fields
- e) If necessary, switch the domain below the password field to UTAD
- f) Future logins – find the VMWare icon on your desktop/start menu; double-click
- g) Click on the “Connect” button to launch your session
- h) Click on your choice of Vlabs available to you
- i) Access applications E.g. Maple 18, EndNote, Celtx. Some applications are on the desktop and some are on the start menu.
- j) To exit a Vlab click start and log off

APPLE COMPUTER/MACBOOK

- a) Click here http://www.utoledo.edu/it/VLab/utlab_faq.html
- b) On the left column click on “Mac OSX Client” to download VMware View
- c) Follow the prompts to download
- d) Add Server: vlab.utoledo.edu
- e) Server Description leave blank
- f) Enter your UTAD username and password in the appropriate fields
- g) Domain should be UTAD
- h) Future logins – find the VMware icon on your desktop/start menu and double-click
- i) Click on the “Connect” button to launch your session
- j) Click on the Vlab of your choice
- k) To exit a Vlab click start and log off

ANDROID PHONE/TABLET

- a) Go to *Play Store*. Search for and download VMware.
- b) Open up the Applications menu on your Android device (All apps)
- c) Launch the Play Store
- d) Click on the magnifying glass icon in the upper right-hand corner of the Play Store to search
- e) Type VMware View in the search box and click the magnifying glass to search
- f) Choose and install the VMware View Client application
- g) Launch the VMware View Client Application
- h) Server name: vlab.utoledo.edu
- i) Enter your UTAD username and password in the appropriate fields
- j) Future logins – find the VMWare icon on your desktop/start menu; double-click
- k) Click on the “Connect” button to launch your session
- l) Click on your choice of Vlabs available to you
- m) Access applications E.g. Maple 18, EndNote, Celtx. Some applications are on the desktop and some are on the start menu.
- n) To exit a Vlab click start and log off