

## Logging into GVSU's Windows Virtual Lab Computers

- Navigate to <https://winlab.gvsu.edu/> and log in with your GVSU username and password

## Starting a Windows Lab Session

Once logged in you will see that there are two options available to access a Windows Lab computer:

1. Browser (HTML5)
  - To start a session directly within your preferred web browser, click "Connect" under "Windows Lab – Opens in Browser"
2. RDP Client
  - To start a session using a local RDP client application installed on your computer, click "Connect" under "Windows Lab – Using Local RDP Client"
  - An RDP file will be download locally to your device; open that file
    - Mac users: If you receive this error message when attempting to open the RDP file, "There is no application set to open the document 'leostream.rdp'", please download and install the Microsoft Remote Desktop app from the App Store and try again: <https://apps.apple.com/us/app/microsoft-remote-desktop/id1295203466?mt=12>
  - The local Remote Desktop application will start. You can safely ignore any warnings and select the check box "Don't ask me again for connections to this computer" and click "Connect"
  - If you are prompted for your password, enter your password and click "OK"

## "Windows Lab – Opens in Browser" Basics

- Uploading & Downloading Files
  - Uploading a File to the Windows Virtual Lab computer
    - Simply drag and drop a file from your local machine to the Windows Lab Computer
  - Downloading a File from the Windows Virtual Lab computer
    - On the Windows Lab computer, open the "File Explorer" application
    - Click "This PC"
    - Double-click on the folder labeled "Guacamole Filesystem on Guacamole RDP"
    - Drag and drop (or copy and paste) any files you want to download to the "Download" folder; this will start a download to your local machine
- Printing a File from the Windows Virtual Lab Computer
  - Print to PDF (to print from your local PC)
    - Navigate to File > Print (just like you would on your local PC)
    - Select "Guacamole Printer"
    - Click "Print"; this will start a download to your local machine
    - Once the file is downloaded, open and print the file from your local PC
  - Print to GVPRINT
    - Navigate to File > Print
    - Select the appropriate GV Printing option

- Click “Print” to print your document
- Visit any print release station on campus within 24 hours to print your document
  - Print release station locations can be found at <https://www.gvsu.edu/it/gvprint-locations-176.htm>

## “Windows Lab – Using Local RDP Client” Basics

- Uploading & Downloading Files (not supported by all RDP clients)
  - Uploading a File to the Windows Virtual Lab computer
    - Simply drag and drop a file from your local PC to the Windows Lab Computer, if supported
    - If not supported, we recommend emailing the file to yourself and downloading it within the Windows Virtual Lab computer
  - Downloading a File from the Windows Virtual Lab computer
    - Simply drag and drop the file from the Windows Virtual Lab computer to your local PC, if supported
    - If not supported, we recommend emailing the file to yourself and downloading it on your local PC
  - Accessing Local PC Drives
    - Some local RDP clients support local drive redirection; you will see your local computer’s drives within the Windows Lab computer’s File Explorer application, if supported
- Printing a File from the Windows Virtual Lab Computer
  - Printing directly to your local printer
    - Some local RDP clients support redirection to local printers; if yours does, local printers will appear as a printer option with the Windows Virtual Lab computer’s print dialog box
    - Navigate to File > Print
    - Select your local printer from the list
    - Click “Print” to print your document directly to your local printer
  - Print to PDF (to print from your local PC)
    - Navigate to File > Print
    - Select “Microsoft Print to PDF”
    - Click “Print”; this will start a download to your local machine; save the .pdf file
    - Once the file is downloaded, open and print the file from your local PC
  - Print to GVPRINT
    - Navigate to File > Print
    - Select the appropriate GV Printing option
    - Click “Print” to print your document
    - Visit any print release station on campus within 24 hours to print your document
      - Print release station locations can be found at <https://www.gvsu.edu/it/gvprint-locations-176.htm>