- 1. Open a web browser.
- 2. Go to the site https://vdesktop.wm.edu/
- 3. Click on the Public Computer Lab start button.

WILLIAM & MARY CHARTERED 1693		(=		
Virtual Desktop Service Welcome to W&M's Virtual Desktop Service. Select from the options below to launch your desktop. You may not have access to all displayed options.				
YOU M2	y be prompted for your password again as par process.	t of the startup		
Public Computer Lab	Faculty and Staff Tools	IT Technicians		
The standard public access computer lab image. Start here if you're not sure what you need. Start	A desktop with administrative software.	Tools for IT Technicians. Start		

4. You will be directed to the Microsoft sign in process. Enter your full W&M email address (ex: myid@wm.edu).

- WICIOSOT	
Sign in	
username@wm.edu	
Can't access your account?	
	New

- 5. Click on the Next button.
- 6. You will be directed to enter your password. This password is the same as you would you for email.

jcmolloy	
Enter password	
Password	
Forgot password?	

7. You will be directed to the Dui two-factor authentication page. You can set up Duo by going to the web site https://2f.wm.edu/.



8. Microsoft will ask if you want to stay signed in. This is your choice.

Microsoft		
jcmolloy@wm.edu		
Stay signed i	n?	
Do this to reduce the to sign in.	number of time	es you are asked
Don't show this a	again	

9. You will see a message "Your session is being prepared. The session should be available in less than xx:xx".



10. Once the session has been prepared, you will be required to sign in again with your password.

Password		
	Sign in	

11. You will see the following message with your username. This process can take several minutes.



12. Once you see the desktop, you are ready to use the virtual desktop!



13. Notice the controls at the top. These give some file access controls as well as settings to control how the virtual desktop displays. File Explorer opens the typical explorer window, My Files provides access to your OneDrive storage, Copy Local/Remote allows transfer to and from the remote session, and fullscreen makes the virtual desktop full screen. The other settings should be used with caution.

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File Explorer	Switch Windows	My Files	Copy Local/ Remot	Settings e	FullScreen	Toggle Monitors

14. If you need to use one of the special keyboard keys or function keys in the list shown below, you can do so by clicking on the Fn dropdown on the right side of the window. The dropdown with the symbol of a person has an end session option that should be used to end your virtual desktop.





15. Start using the Windows virtual desktop!