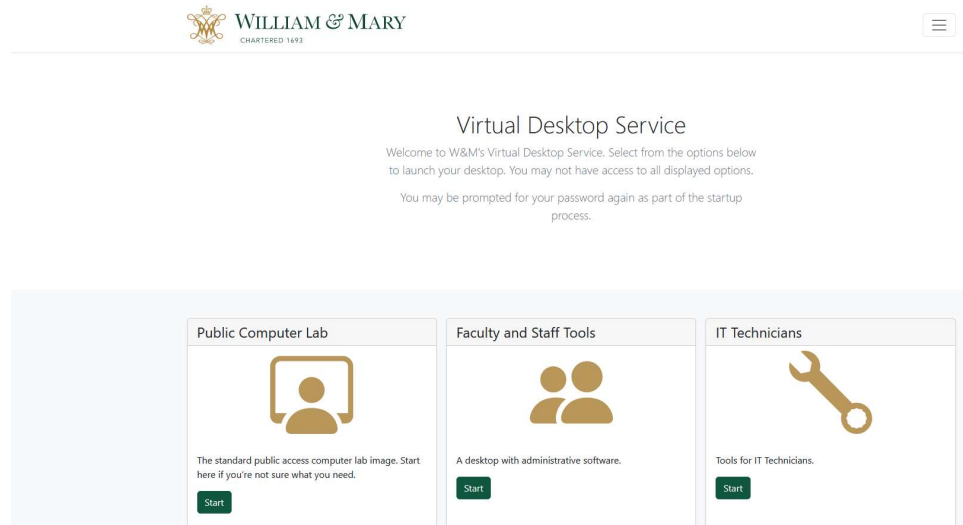
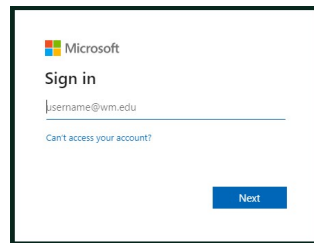


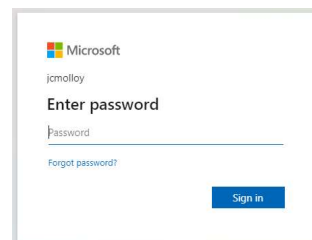
1. Open a web browser.
2. Go to the site <https://vdesktop.wm.edu/>
3. Click on the Public Computer Lab start button.



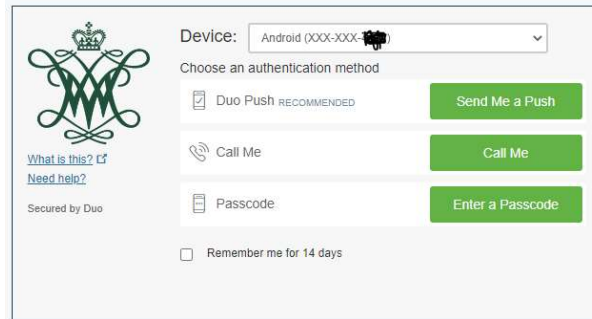
4. You will be directed to the Microsoft sign in process. Enter your full W&M email address (ex: myid@wm.edu).



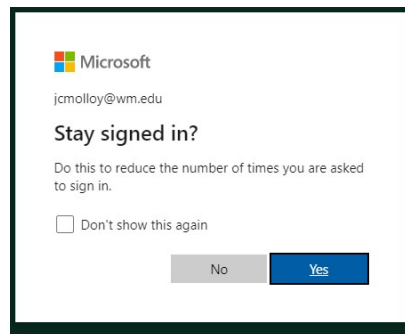
5. Click on the Next button.
6. You will be directed to enter your password. This password is the same as you would you for email.



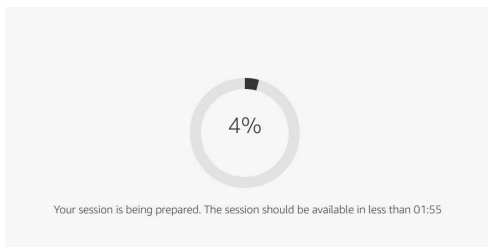
7. You will be directed to the Dui two-factor authentication page. . You can set up Duo by going to the web site <https://2f.wm.edu/>.



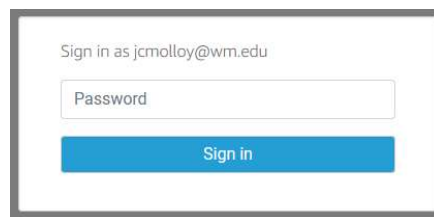
8. Microsoft will ask if you want to stay signed in. This is your choice.



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.



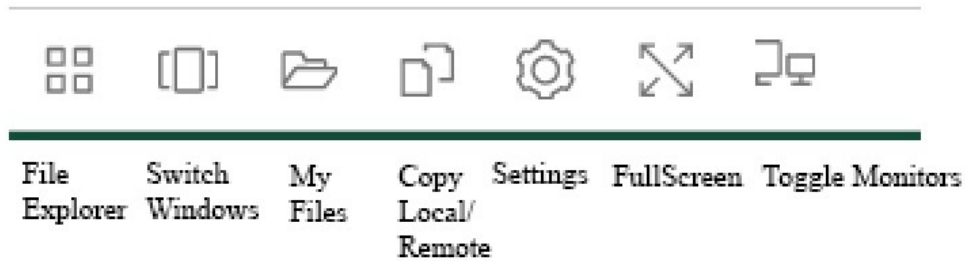
11. You will see the following message with your username. This process can take several minutes.



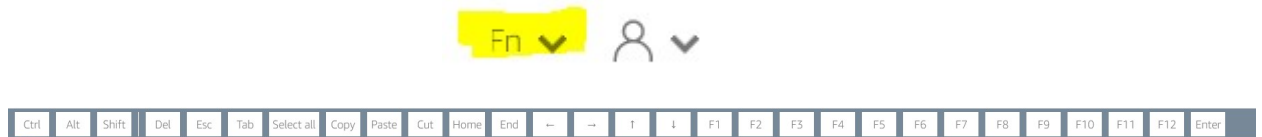
12. Once you see the desktop, you are ready to use the virtual desktop!



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.



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!