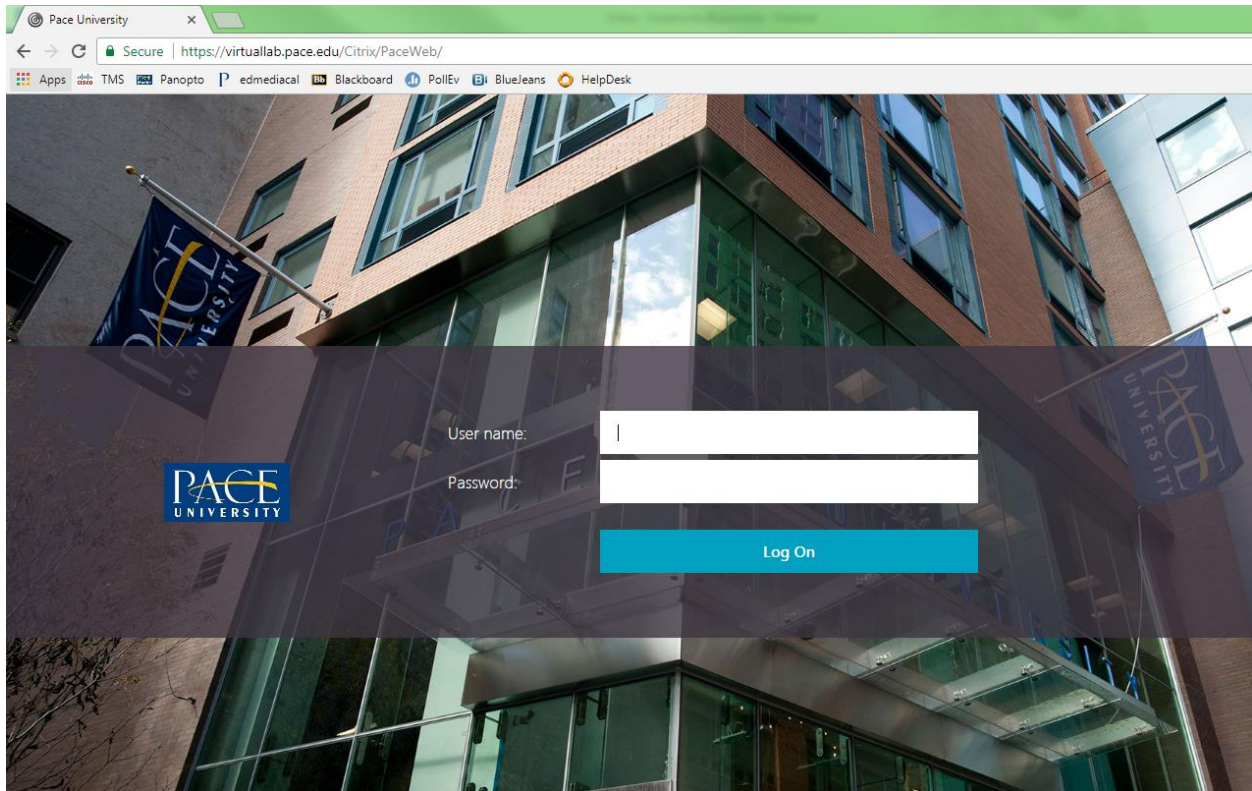
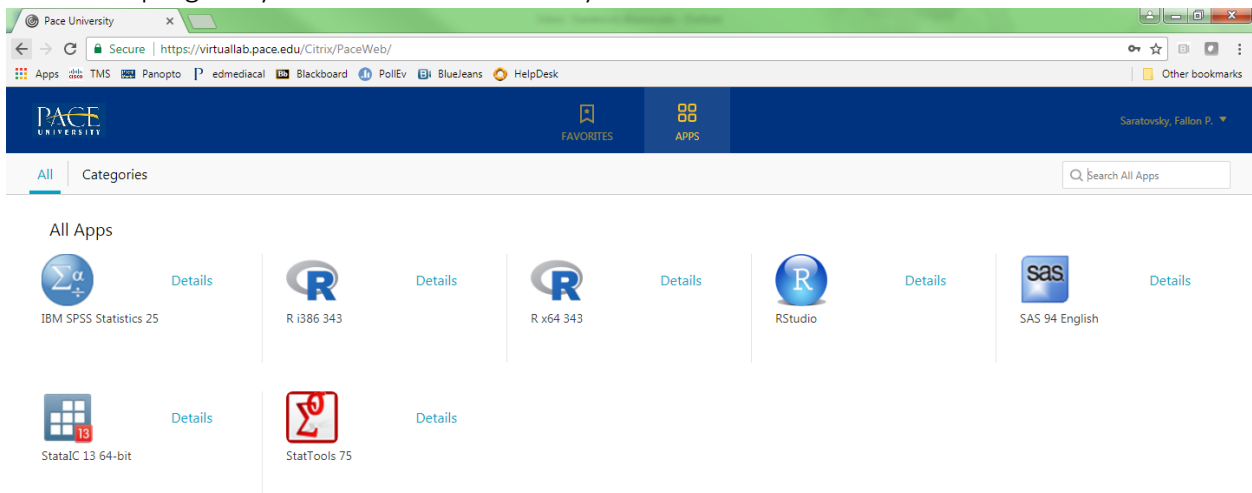


## Accessing the Virtual Desktop Interface

1. Open a browser and enter the following into the address bar: <https://virtuallab.pace.edu>. (Please review page 9 for supported browsers.)
2. Sign in with Pace credentials in the indicated areas.



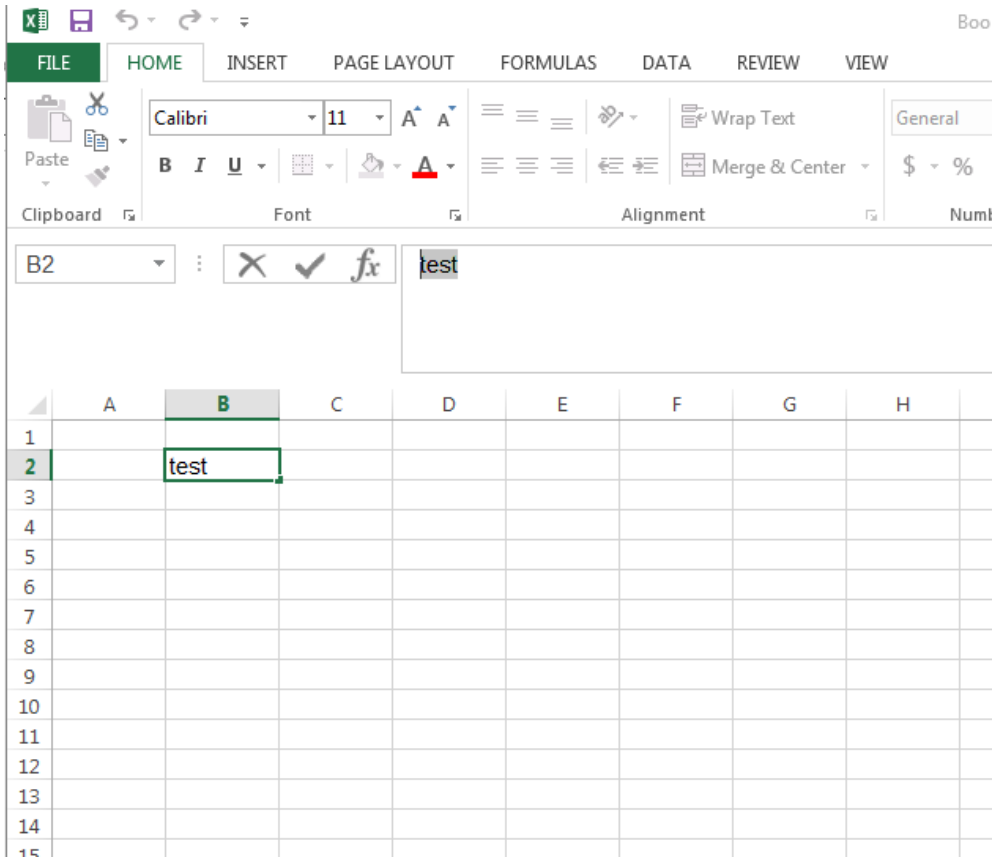
3. Select the program you would like to use for your course.



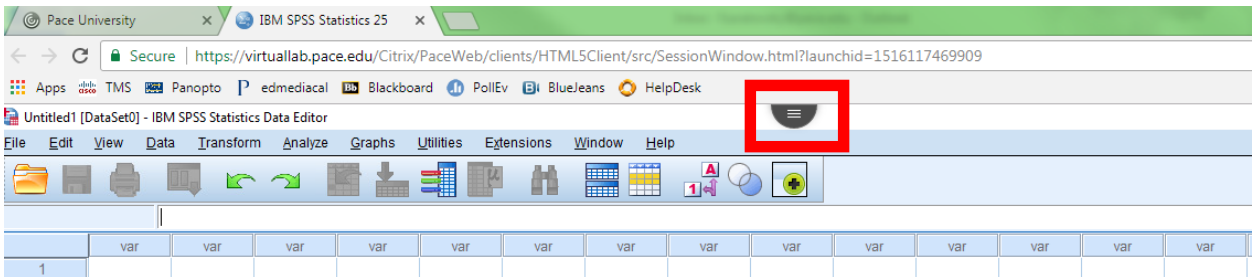
# Copying and Pasting in Programs

These are the instructions on copying and pasting values from a document or external site to a program on the VDI.

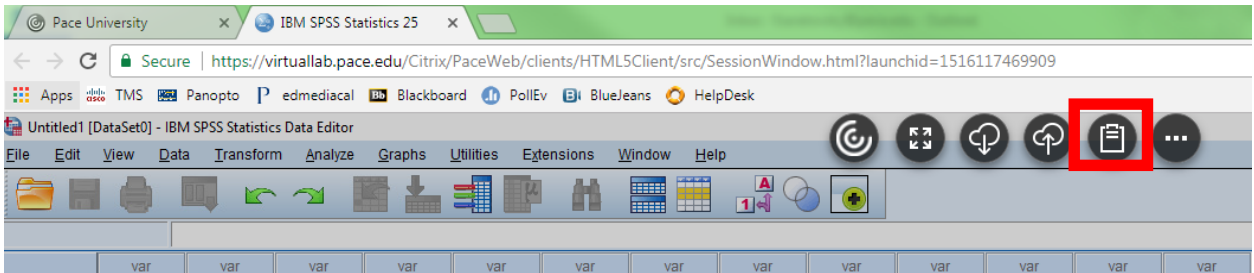
1. Copy the value.



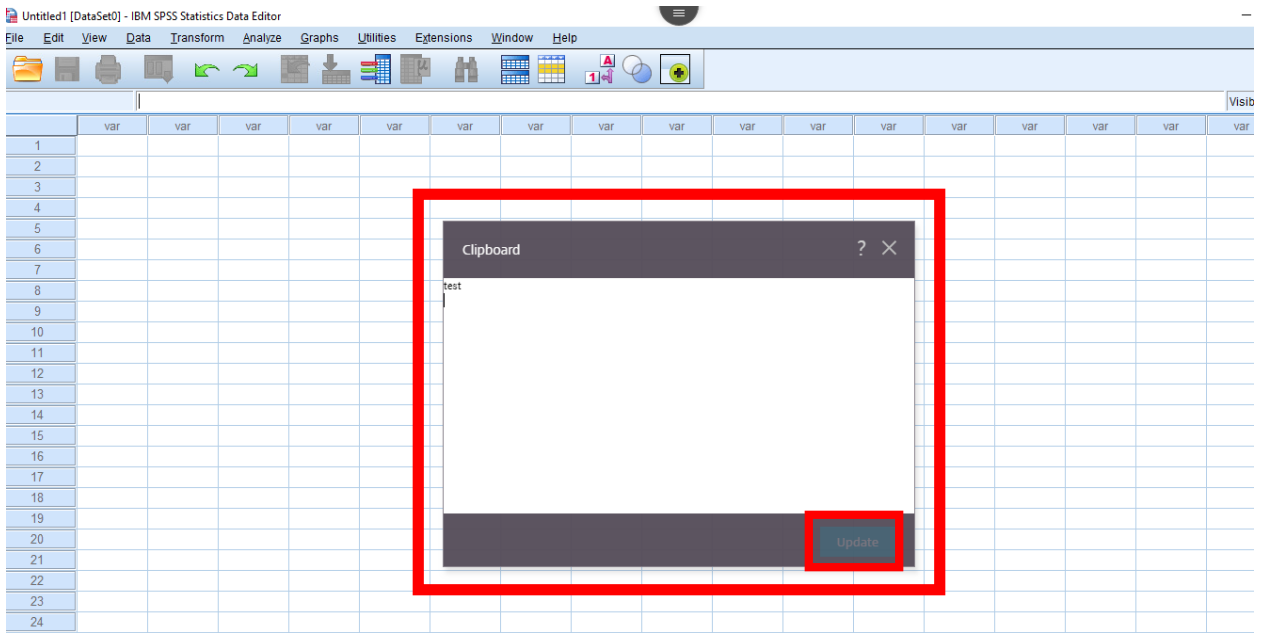
2. Select the Menu.



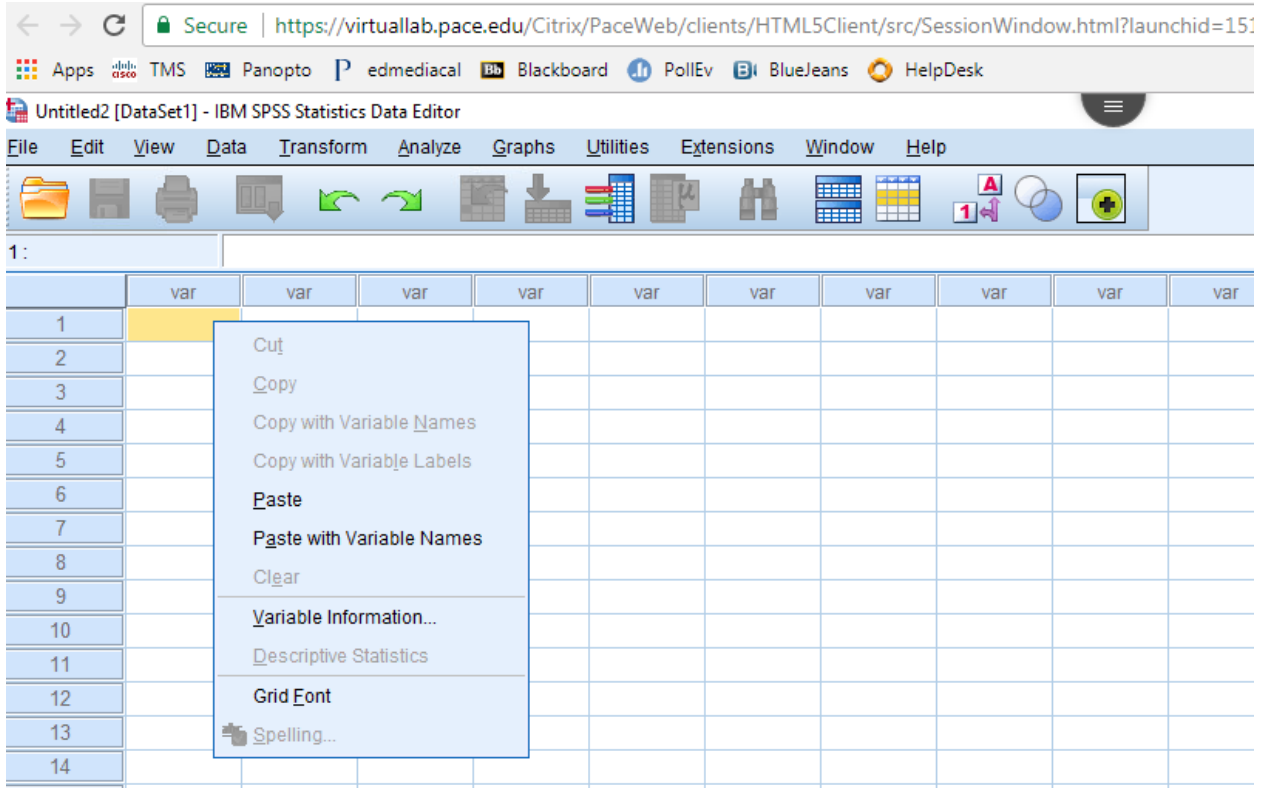
3. Select the Clipboard icon.



- Paste the text into the clipboard and select Update.

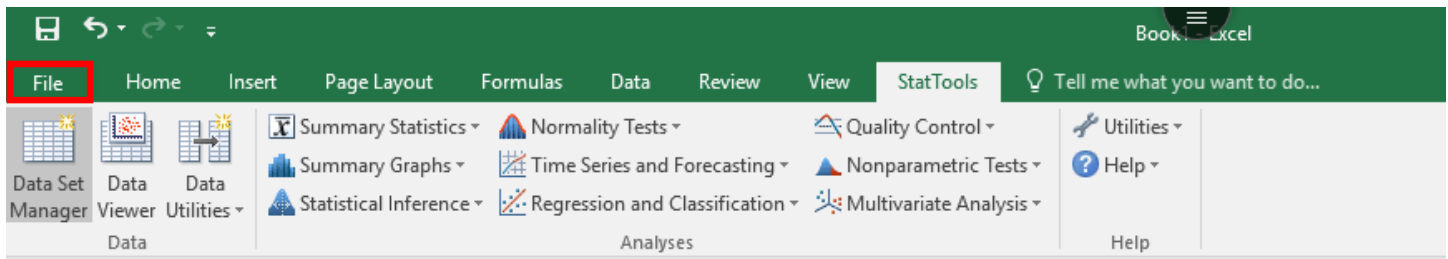


- Close out of the clipboard box.
- Select the cell or area you would like to Paste the information to. Right-click on the cell and select Paste.

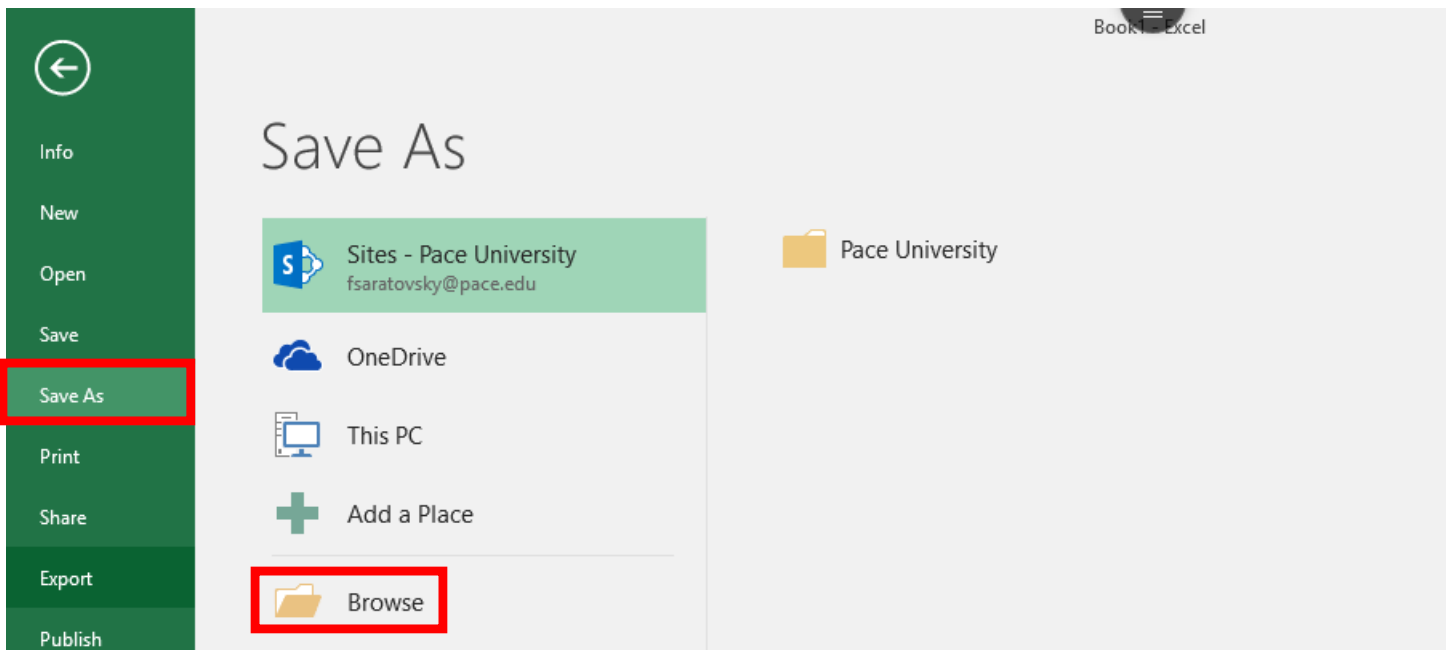


## Saving Your Work

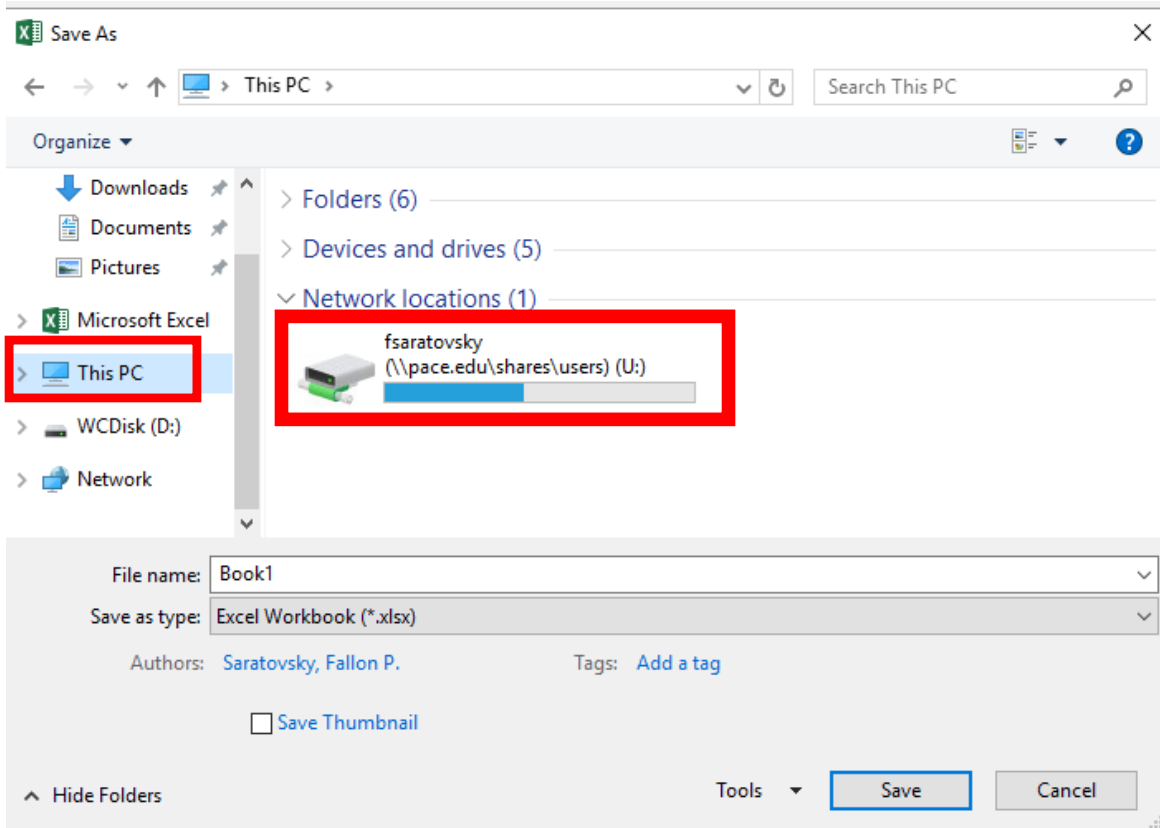
1. Select File.



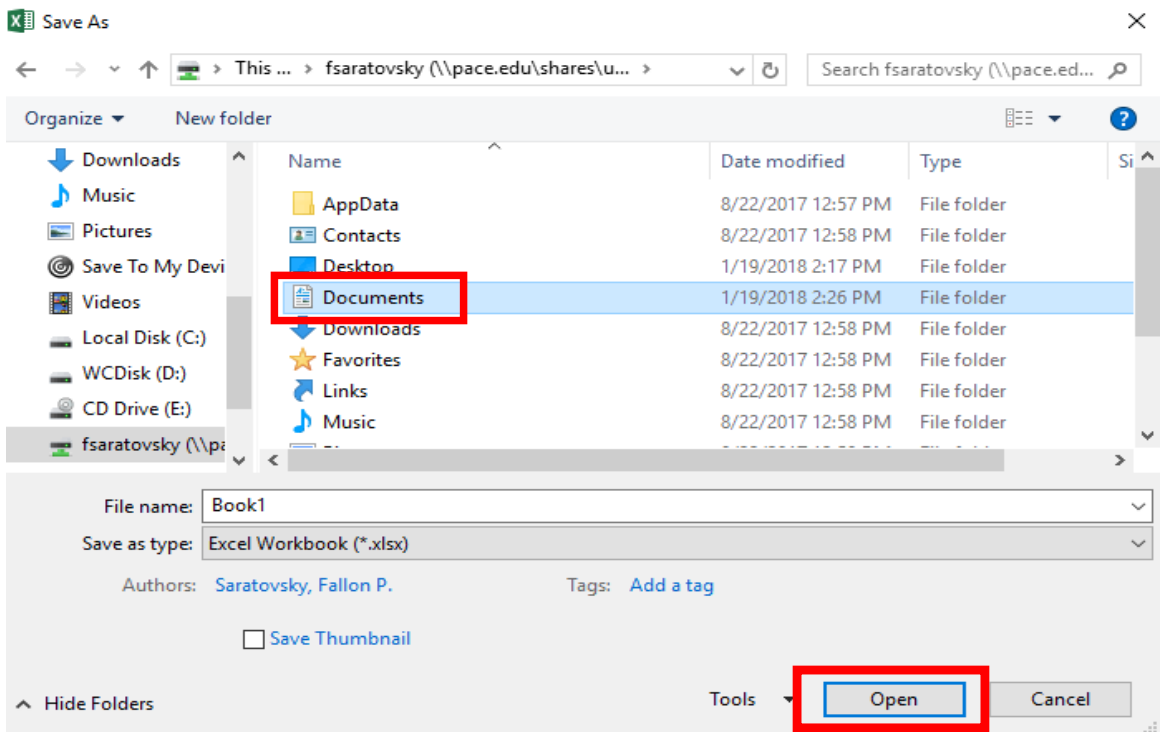
2. Select Save As and then select Browse.



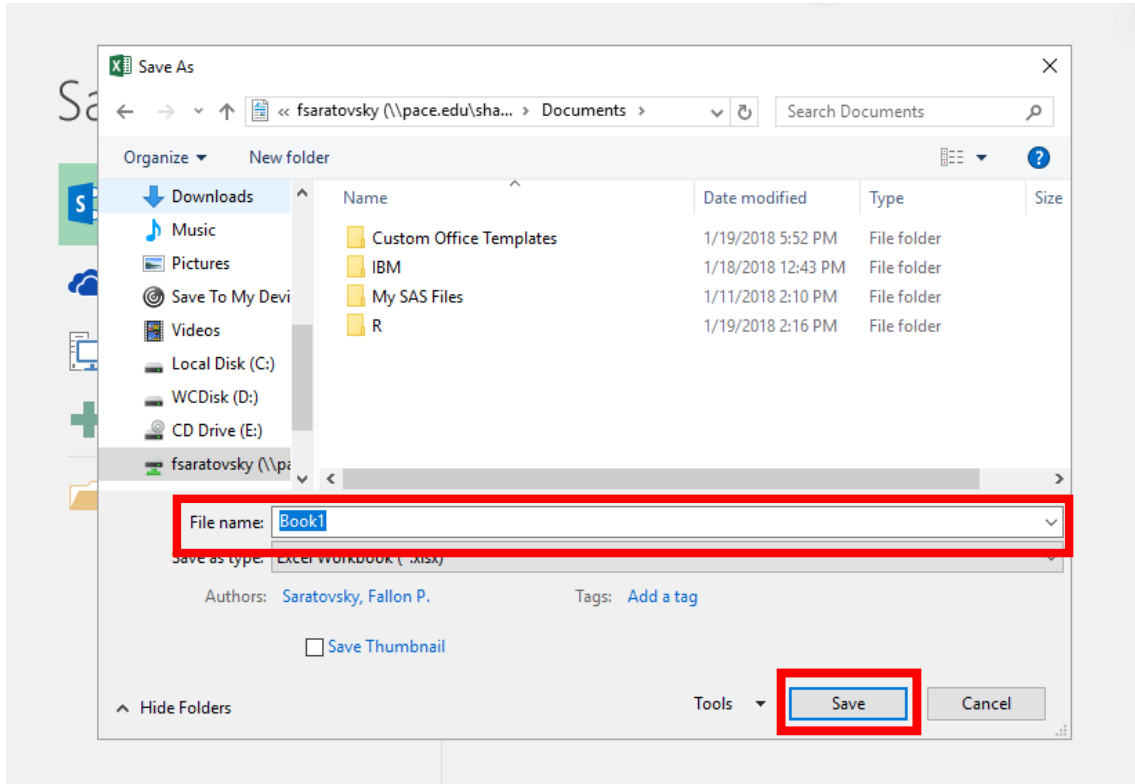
3. Select This PC and then select the U: drive under Network locations. The U: drive will be labeled as your respective pace username.



4. Select Documents and then Open.

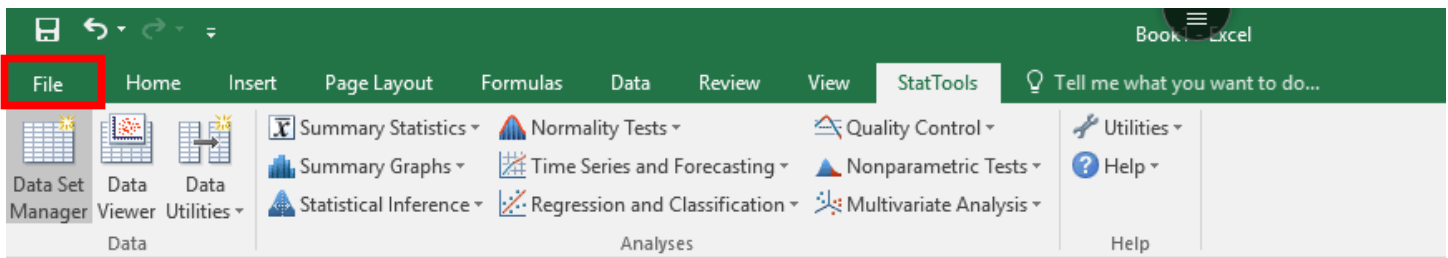


5. Name the document under File name: and select Save.

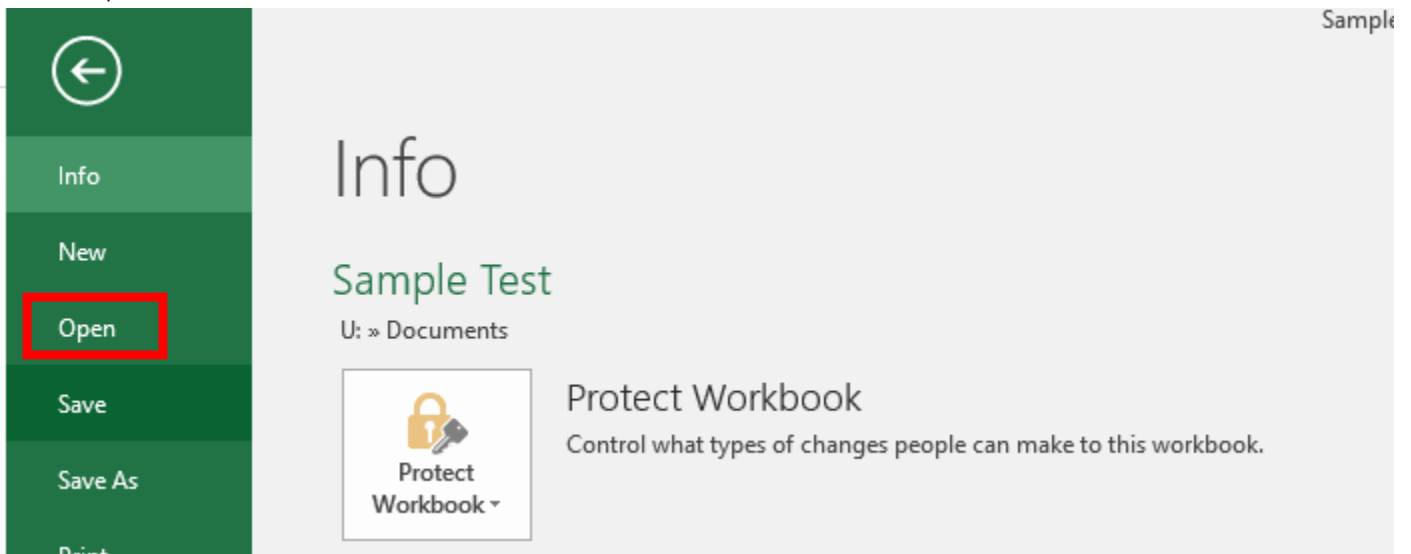


## Accessing Saved Files

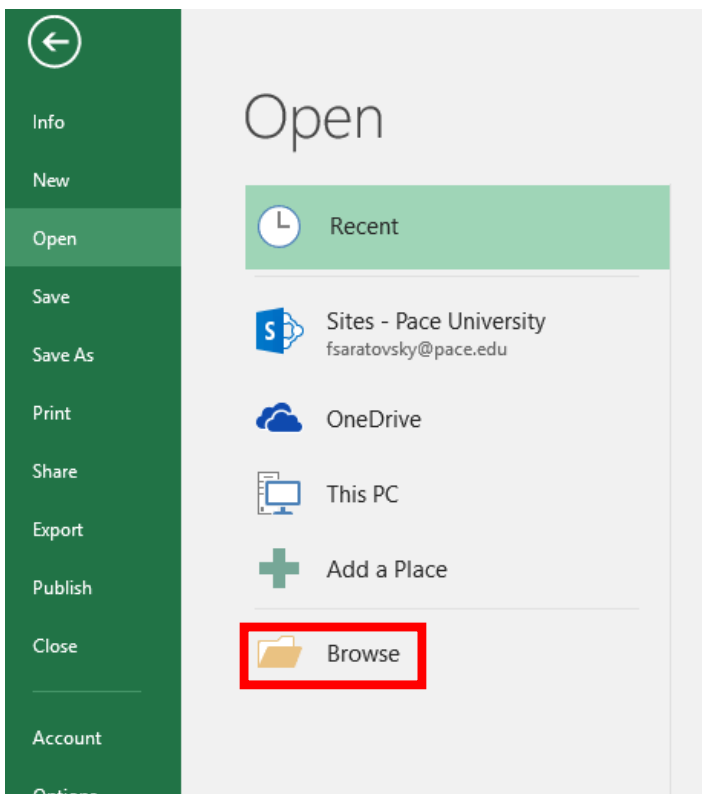
1. Select File



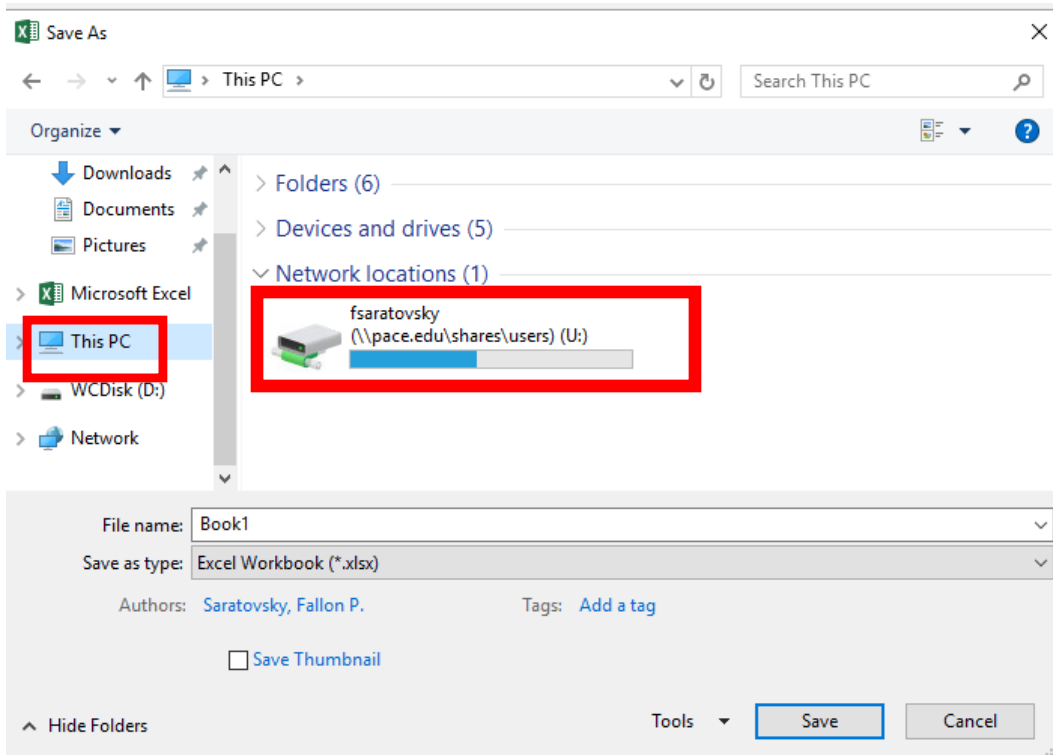
2. Select Open.



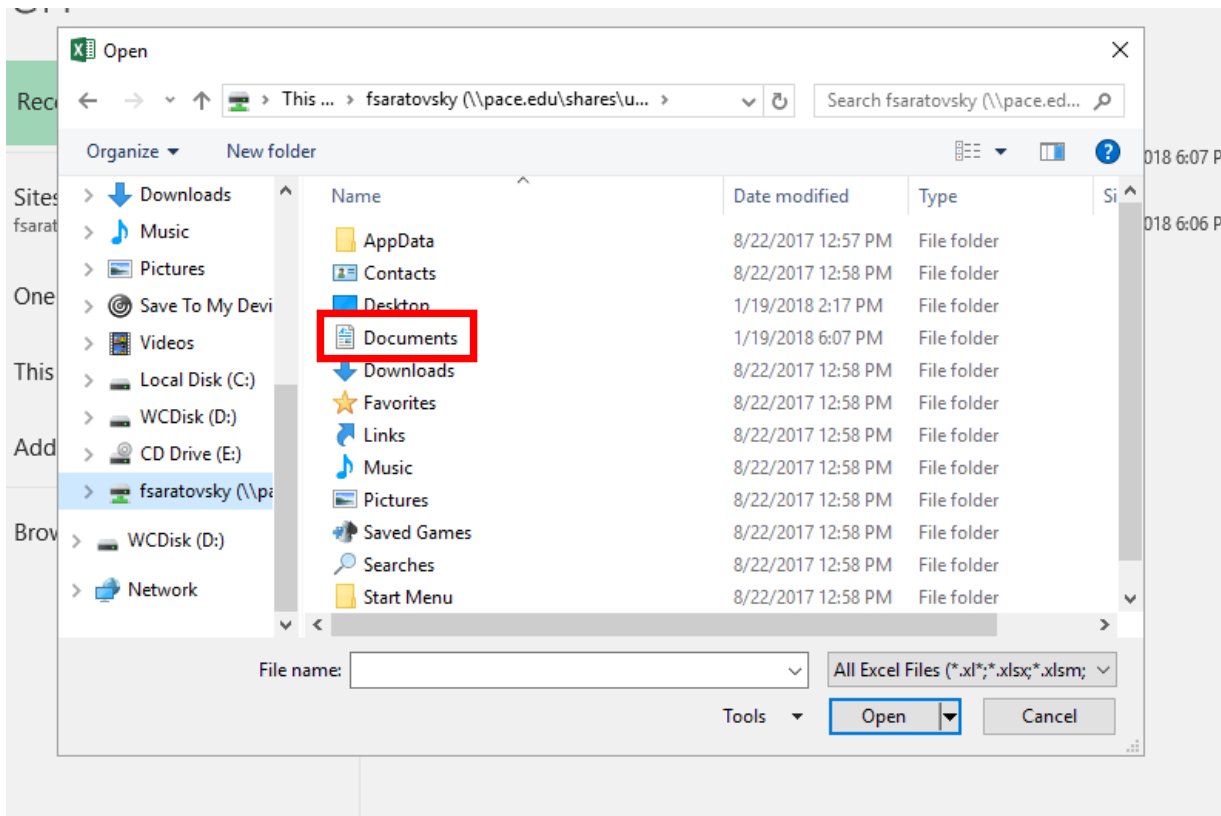
3. Select Browse.



4. Select This PC and then select the U: drive under Network locations. The U: drive will be labeled as your respective pace username.

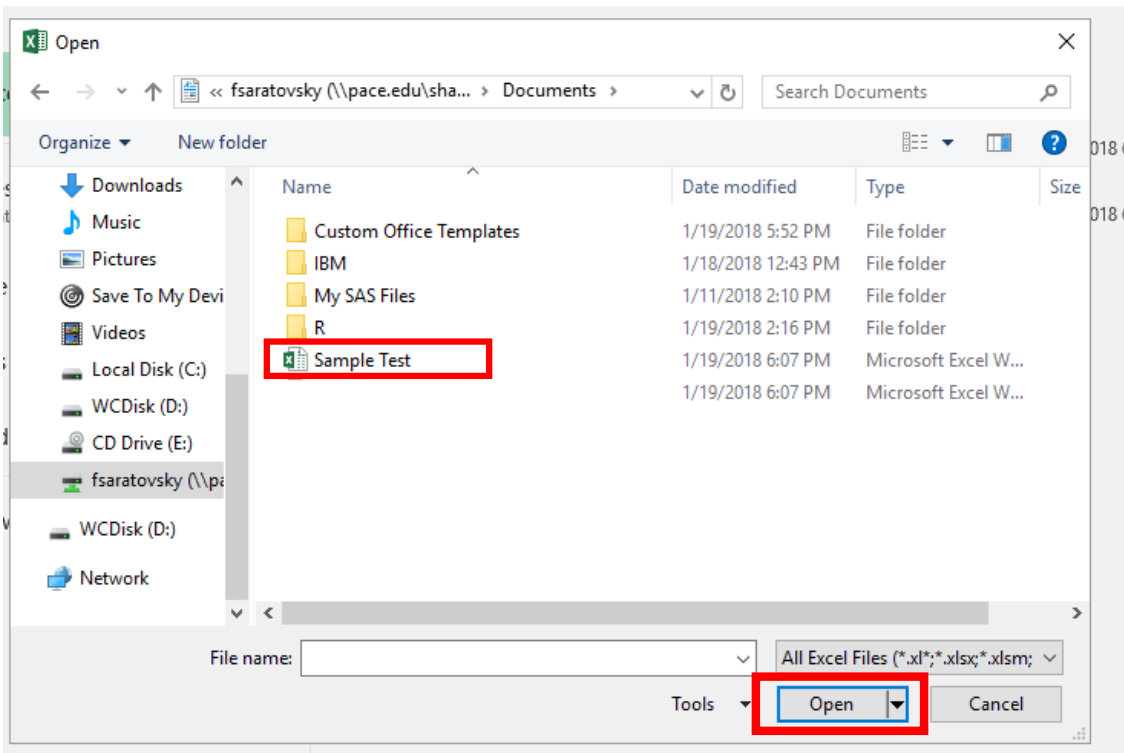


5. Select Documents.





6. Select the file you would like to continue working on and then select Open.



## Specifications for the Virtual Desktop Interface

### Supported Browsers:

Apple Safari 7 or later  
Google Chrome 50 or later  
Microsoft Edge  
Microsoft Internet Explorer 11  
Mozilla Firefox 35 or later

### Supported Operating Systems:

Windows 10  
Windows Phone 10  
Windows 8.1  
Windows 8 Pro and Enterprise (32-bit and 64-bit editions)  
Windows 7 Service Pack 1 (32-bit and 64-bit editions)  
Windows Server 2008 R2  
Windows Server 2012 R2  
Windows Server 2016  
Mac OS X 10.8 and later  
iOS (latest version)  
Android (latest version)

Please contact Tom Miliano at [tmiliano@pace.edu](mailto:tmiliano@pace.edu) regarding any questions about the tools/programs.

Please contact the Helpdesk at 914-773-3333 to report issues while using Citrix or accessing the applications on the server.