RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT
Virtual Desktop Instructions

Virtual Desktop allows you to access the District's internal applications and resources via a web browser. It replaces the need for VPN Access. Follow instructions below to access.

*** UPDATES – April 16, 2020

- New way to access/save to OneDrive
- How to Print to PDF
- How to use Snippet tool to capture screenshot

*** UPDATES - April 6, 2020

- Use Incognito or Private window for VDI to solve expired and re-prompting of logins.
- How to access File Shares
- How to save to File Shares
- How to attach a File Shares file to an email
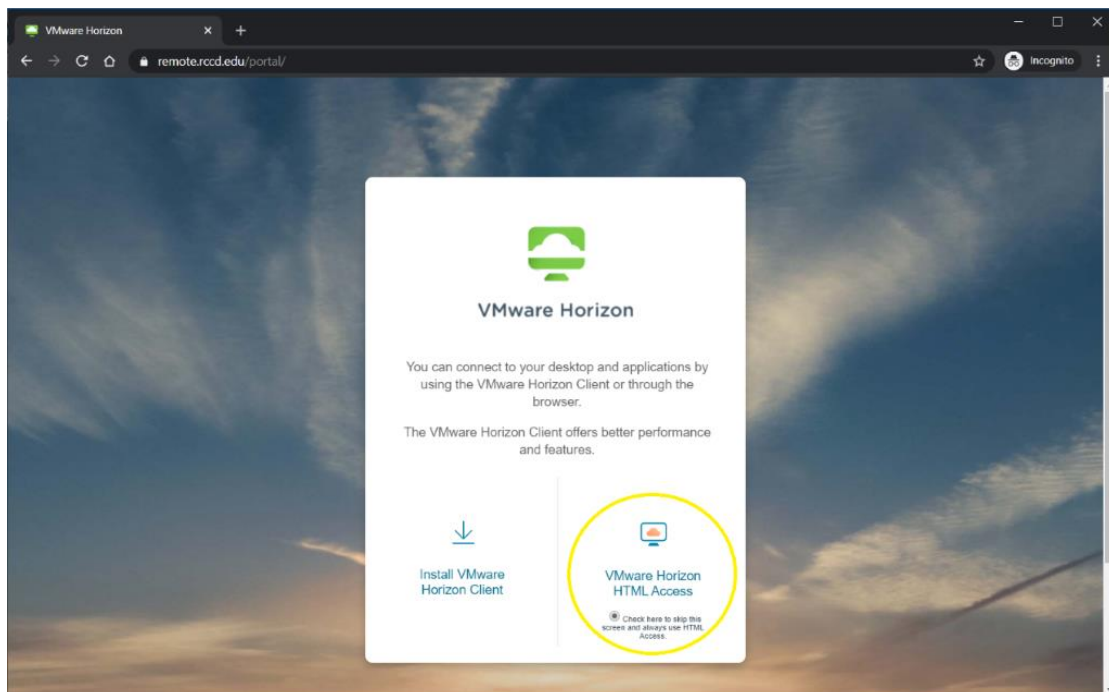- How to access OneDrive

Virtual Desktop Instructions

HOW TO ACCESS VDI

1. Open Google Chrome or Firefox browser
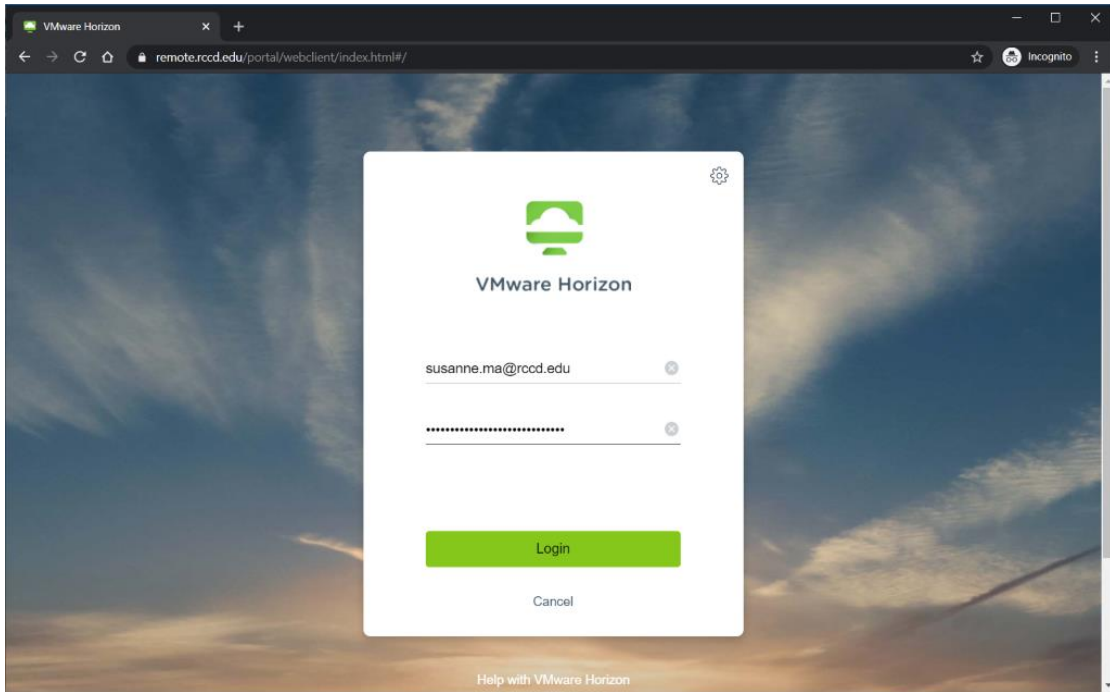2. **IMPORTANT! Open a "New Incognito window" in Chrome or "New Private window" in Firefox**
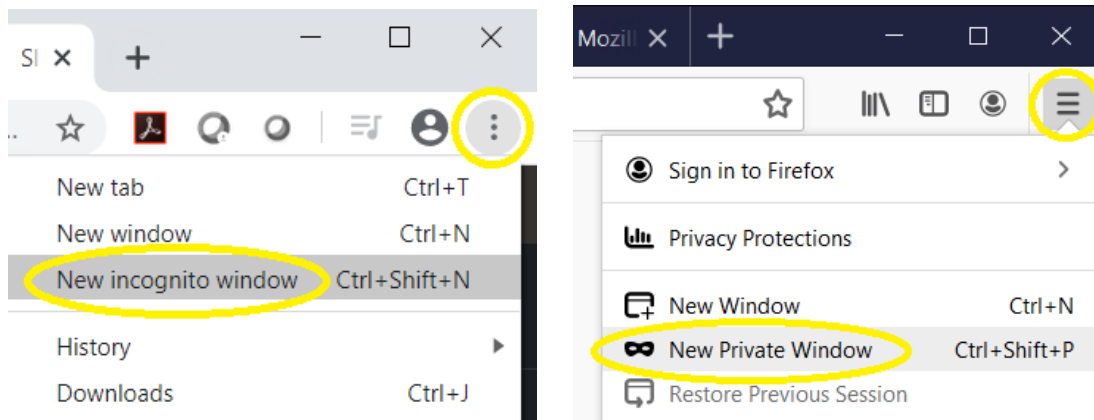
3. Go to the website https://remote.rccd.edu
4. Click on *VMware Horizon HTML Access*

5. Login with your district credentials

6. Click on *RCCD* icon to launch Virtual Desktop
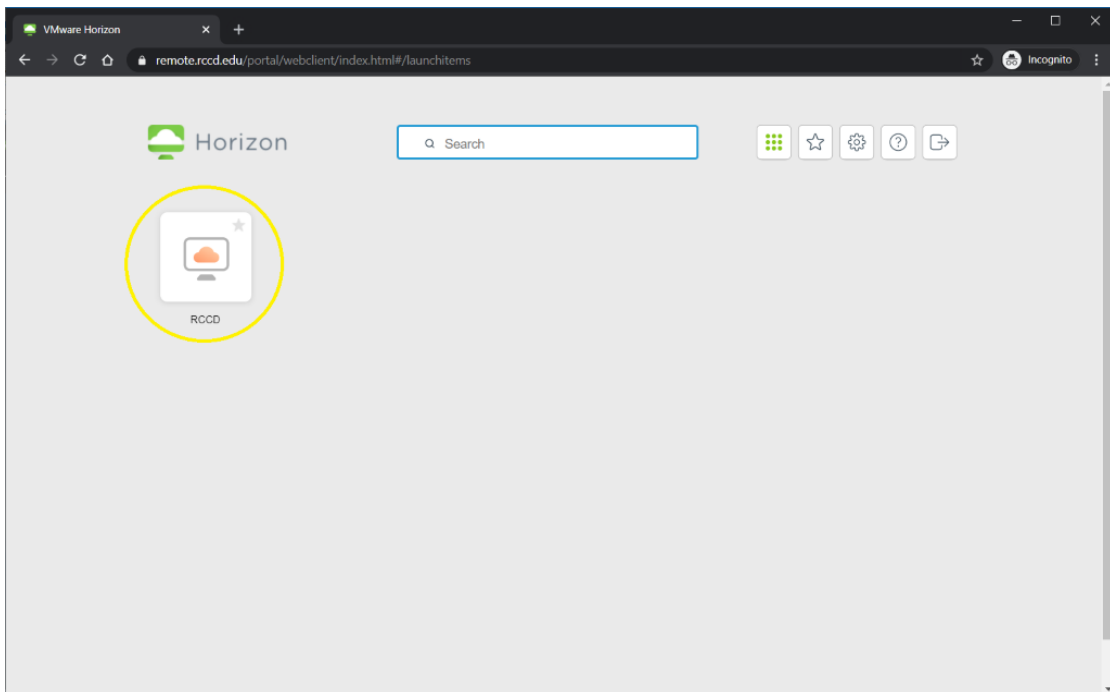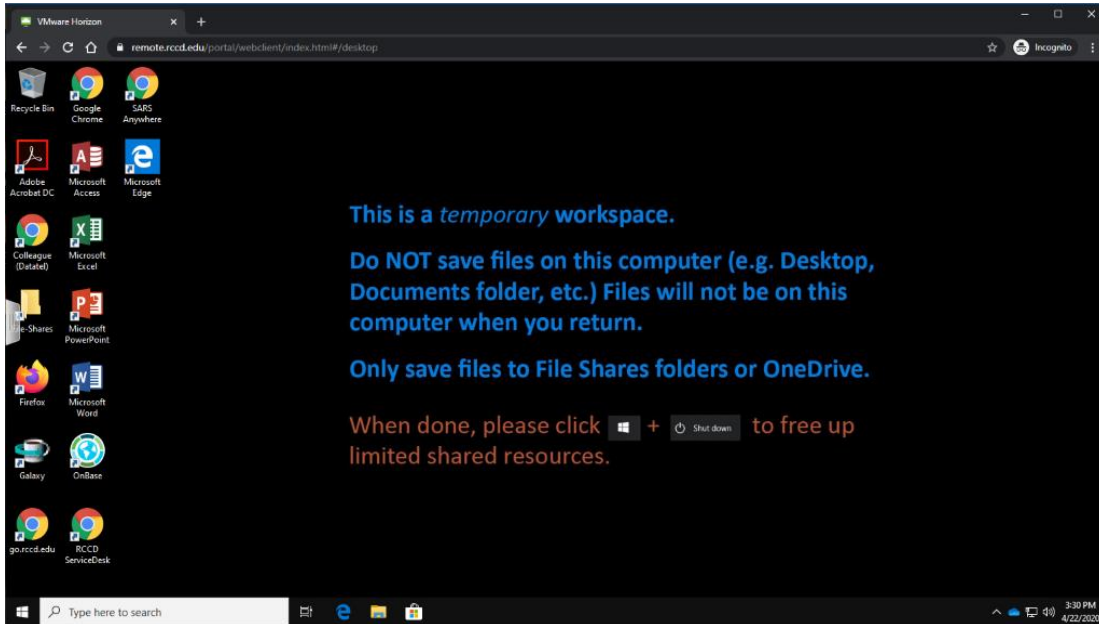

7. You should now see a familiar Windows Desktop within your web browser. This is your access to a computer inside the district's network.
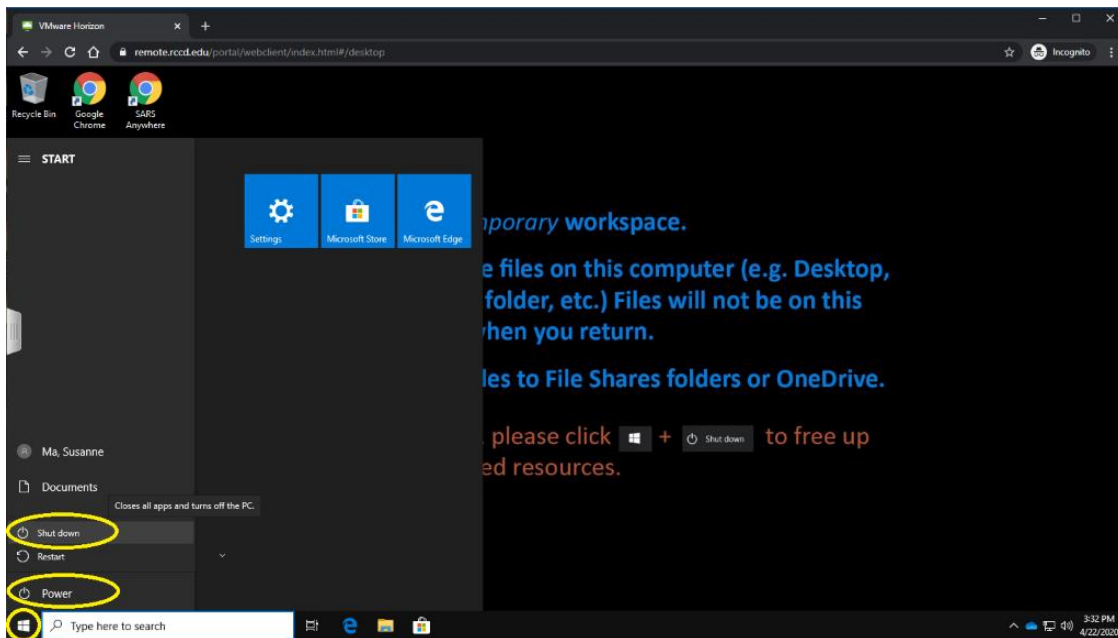
IMPORTANT! The virtual desktop is a temporary workspace. Only save files to File Shares folders or your district OneDrive account.

8. Please click Windows > Power > Shut down when you're done to free up limited resources.

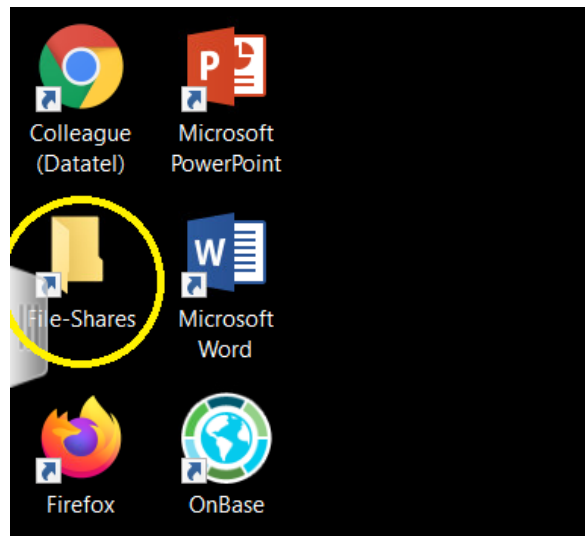   **IMPORTANT! Double-check that you're shutting down the VDI. Not your physical computer.**


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Virtual Desktop Instructions

HOW TO ACCESS FILE SHARES AND ONE DRIVE

1. On the VDI desktop, there's a shortcut to File-Shares. You should find common file shares by their respective server name or by college/location sub-folders.


2. Inside the File-Shares folder, you'll see a list of common file shares. Despite being able to see numerous folders, you'll only be able to view files you have been granted rights to.
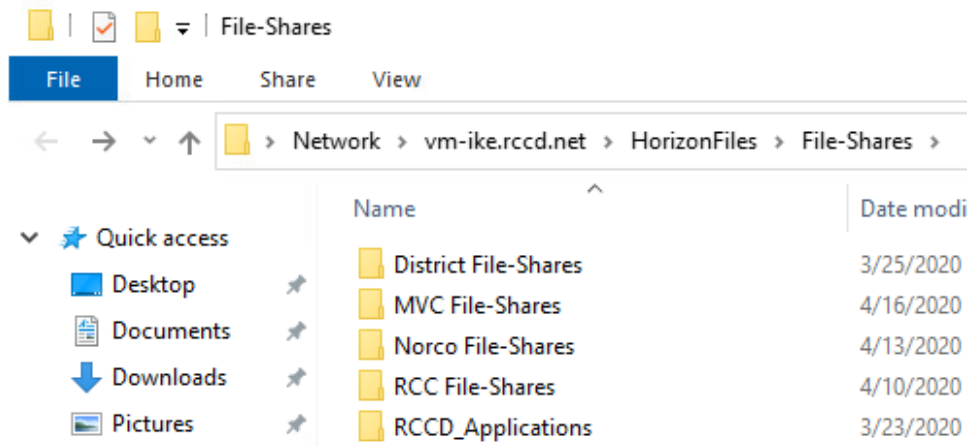
3. From here, if you click on the OneDrive option, you'll see your district-provided cloud storage space. Think of OneDrive as an online USB/external drives. You have 1TB of space to store work files that's accessible on or off-premises.
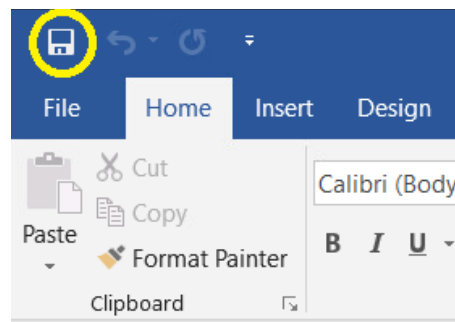
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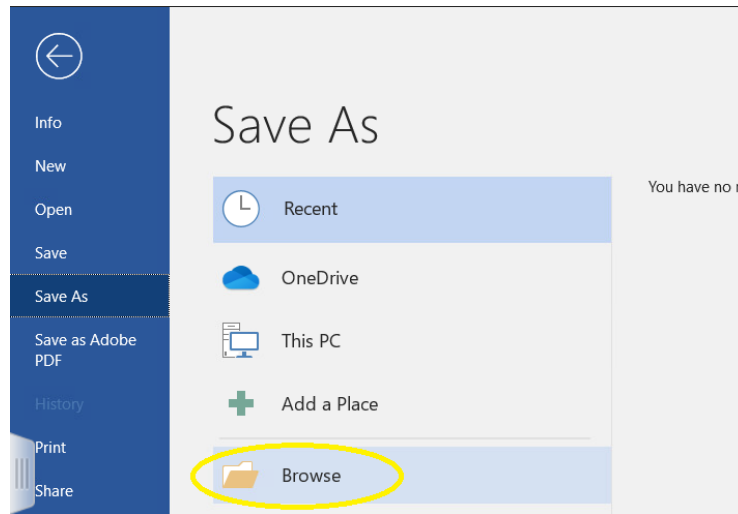
Virtual Desktop Instructions
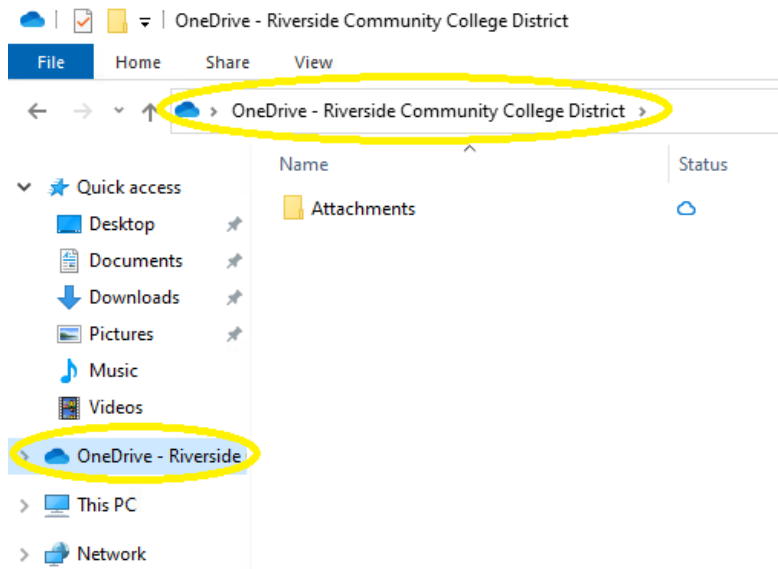
HOW TO SAVE TO FILE SHARES AND ONE DRIVE

1. Within Microsoft products (Word, Excel, etc.). Choose to save > Browse > select file share location > Save
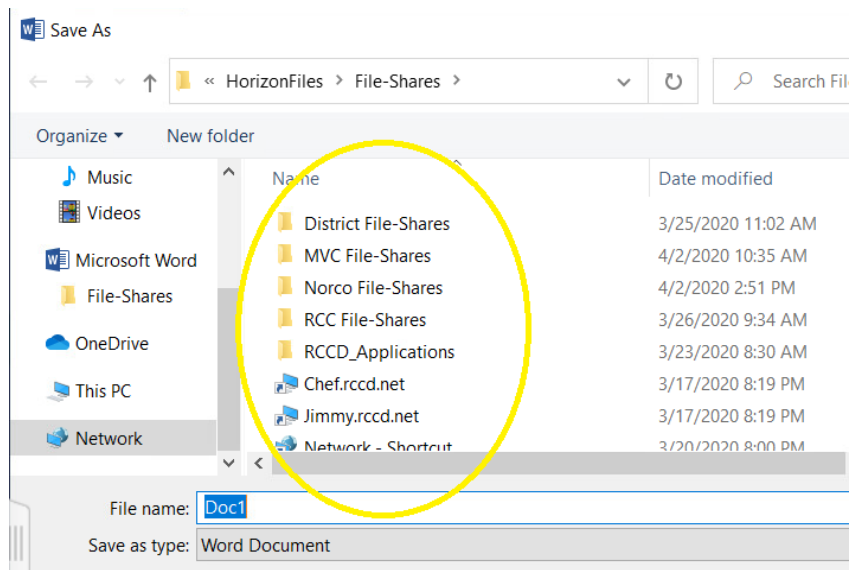
Virtual Desktop Instructions

You can save to a Files Shares folder, or...

You can save to your OneDrive storage space
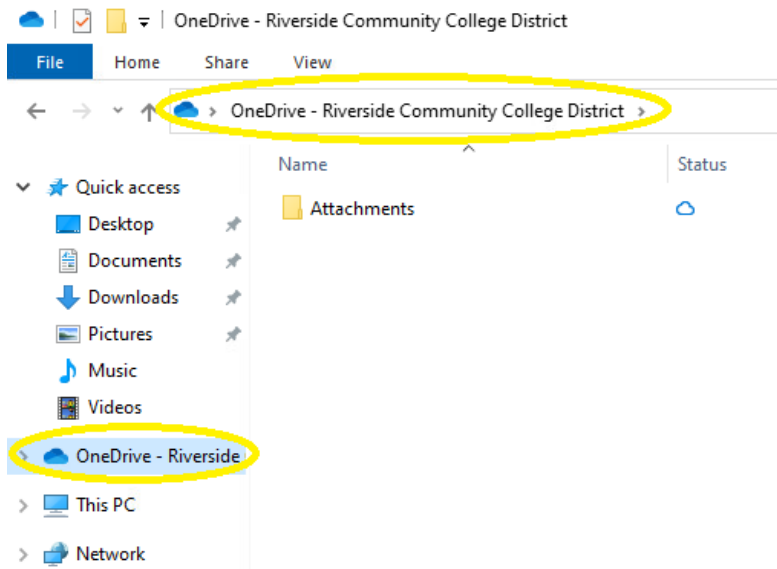
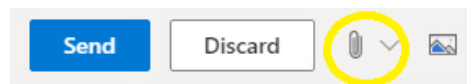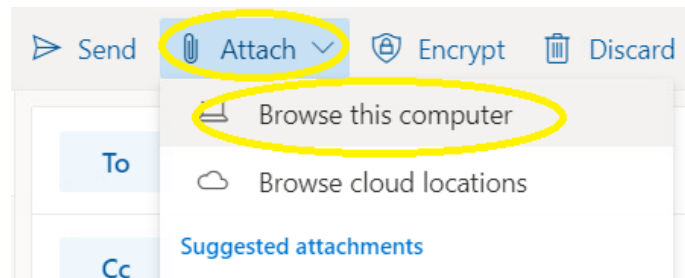**HOW TO ATTACH A FILE TO AN EMAIL FROM FILE SHARE OR ONE DRIVE**

1. Within the VDI, open web version of Outlook: https://outlook.office.com/mail/inbox
2. When composing the message, choose Attach or paper clip icon, then "Browse this computer"
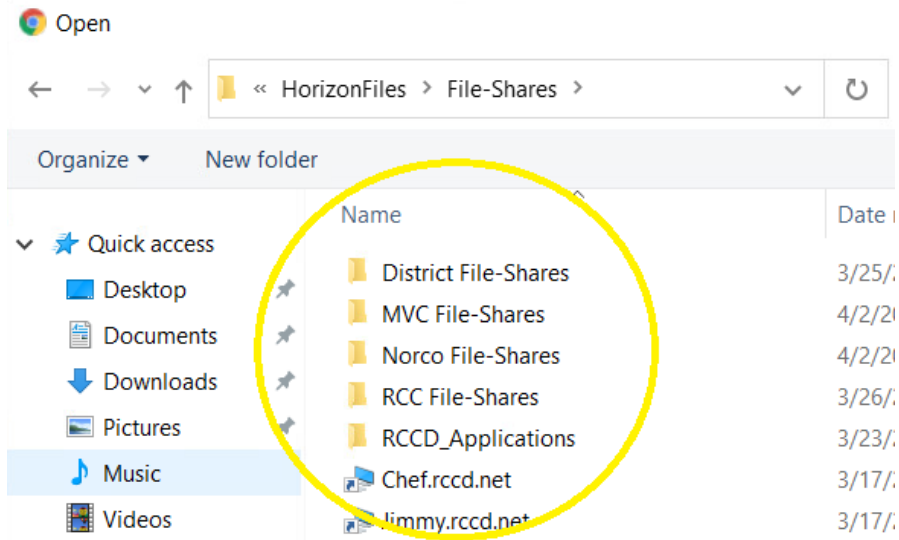

3. Click on the *up arrow* until it's grayed out, then find either the File-Shares or OneDrive option (depending on where your desired file resides.)

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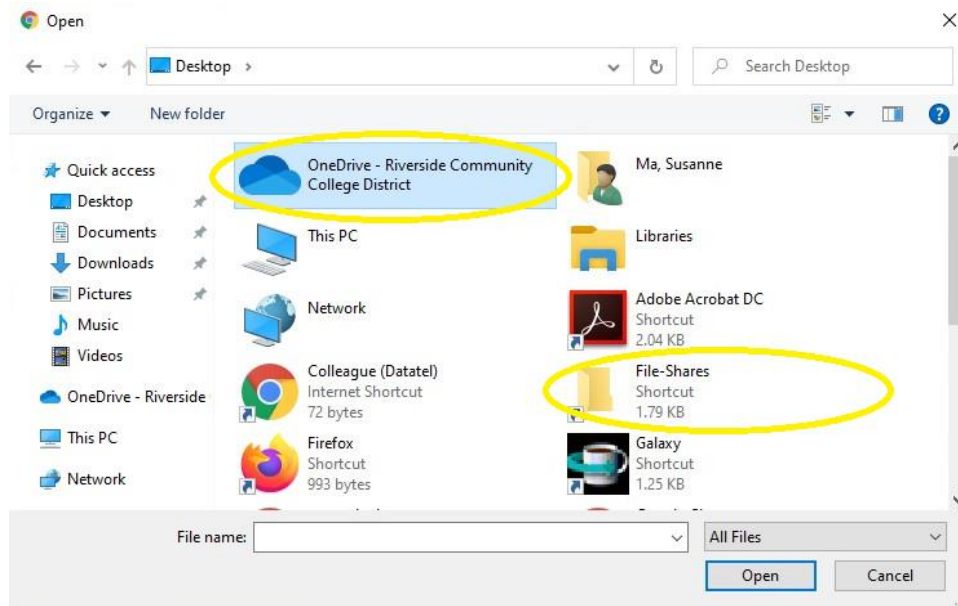
4. Navigate to the desired file, then choose Open to attach the file.

HOW TO PRINT TO PDF

1. Initiate how you would normally print. Examples below:

Virtual Desktop Instructions
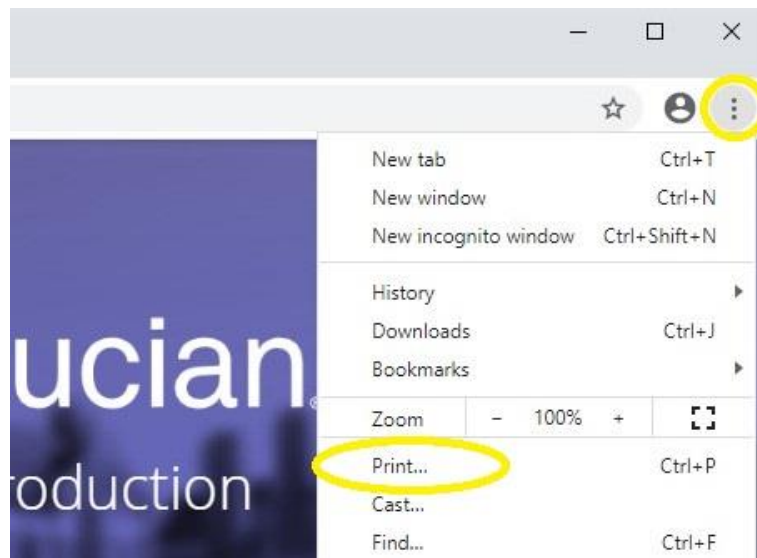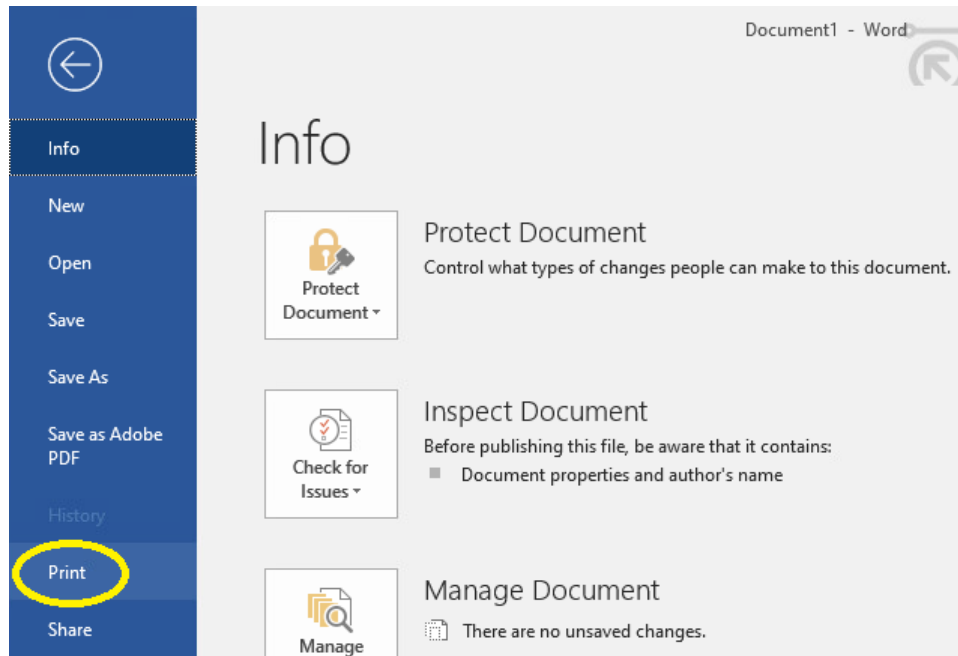
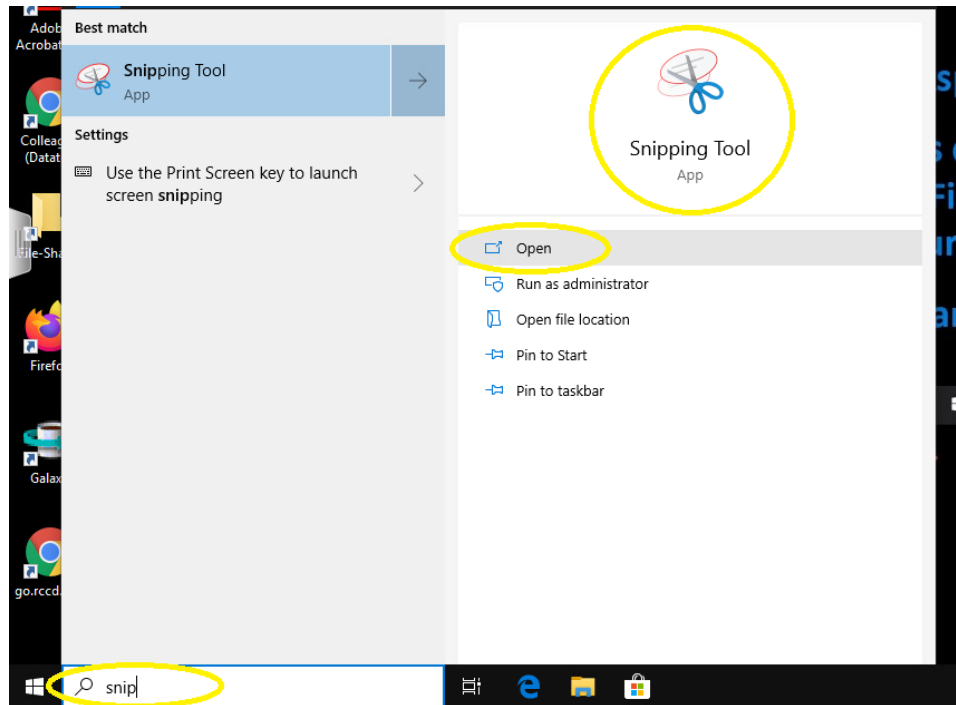2. Should default to Microsoft Print to PDF.
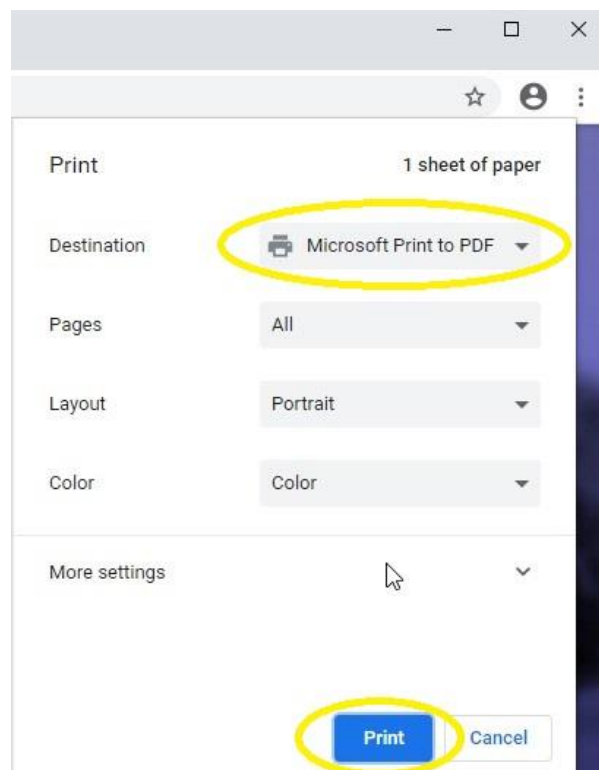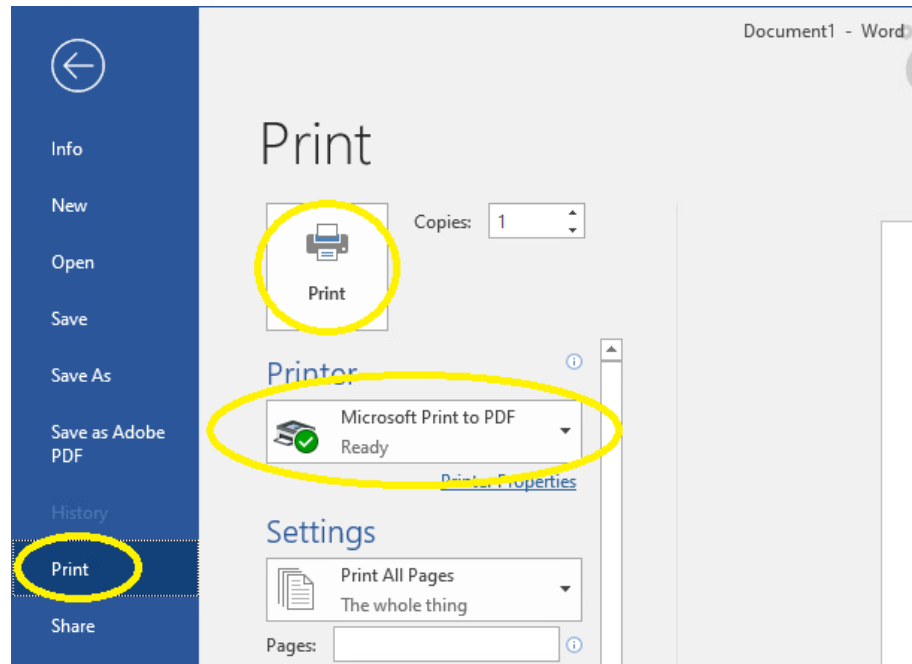
3. When you choose to Print, you'll be prompted to save the PDF file. Choose either a File Share folder or your district OneDrive storage to save to.

HOW TO USE CAPTURE A SCREENSHOT IMAGE

1. Search for the Snipping Tool (a.k.a. Snip & Sketch) and Open the application.

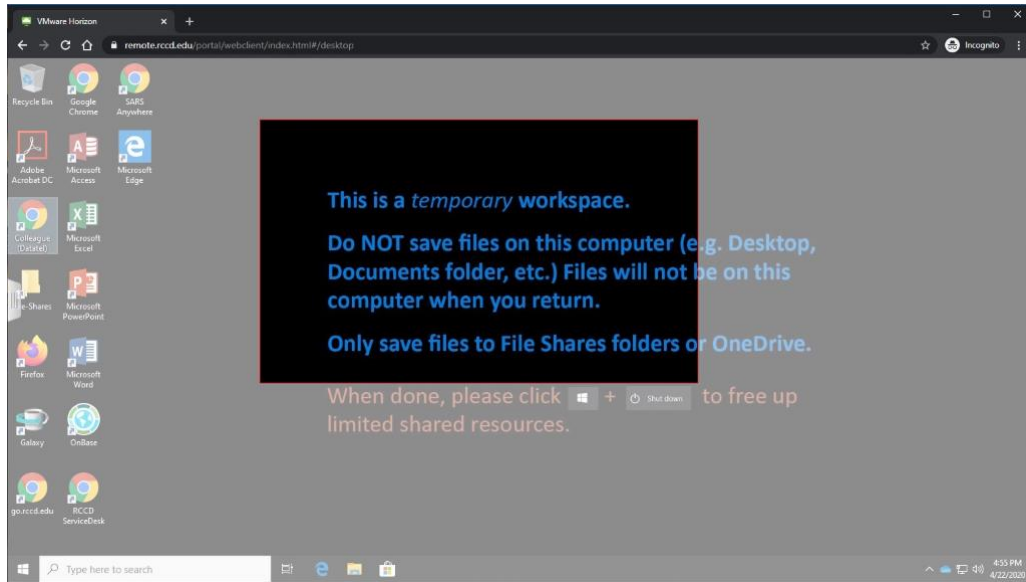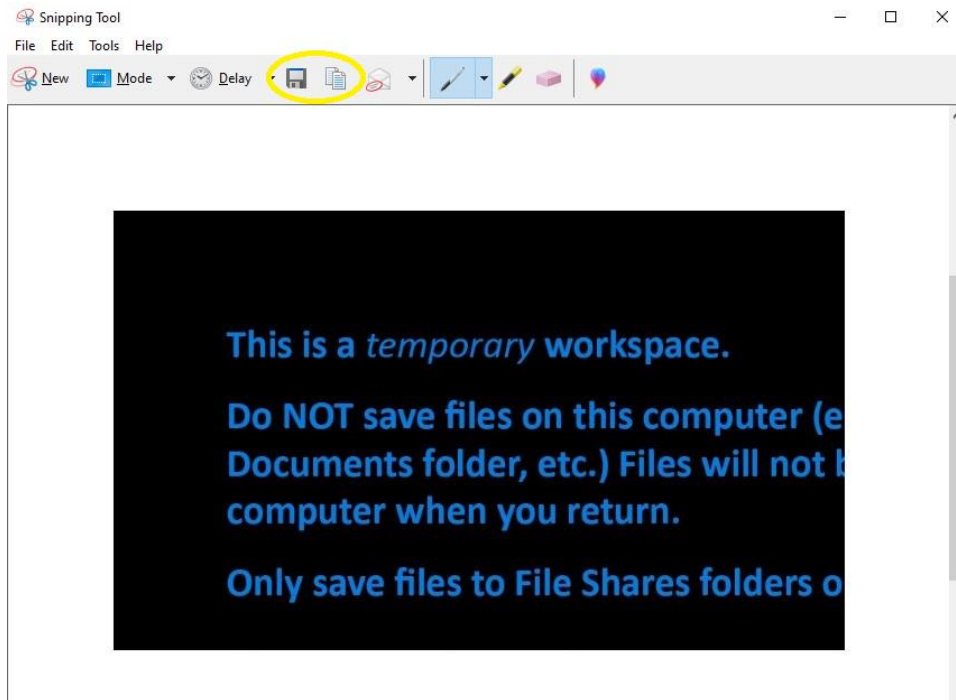2. Click New to capture a new screenshot.

3. Click and Drag the area of the screen you want to capture.

4. Choose to save the captured image as a file, or you can choose copy and directly paste (Ctrl-V) into the body of an email, word document, etc.

*** End