

## How to use the FSU Virtual Lab

Please note: The FSU Virtual Lab server reboots every night at 12am (midnight). Do not run any lengthy analysis jobs late in the evening as they may not complete before the server shuts down!!!

Use your FSUID and password to access the FSU virtual lab at <https://myfsuvmab.its.fsu.edu/>.

### Can I print from myFSUVMab?

Yes, you may print from any myFSUVMab app. When printing, select **Citrix PDF Printer** from the list of available printers. This will generate a PDF document on your device in your browser or default PDF application. \* Then, you can print the PDF document to a physical printer connected to your device.

\*If you are using the Google Chrome browser, you must first allow the PDF to be generated using the default PDF viewer application on your device. To change this setting:

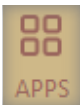
1. Click the Chrome **customization button** in the top-right corner of the browser window



2. Select **Settings**
3. On the Settings page, click the **Show advanced settings...** link at the bottom of the page
4. Under the **Privacy** section, click the **Content settings...** button
5. Scroll down to the **PDF Documents** section and select the checkbox next to "Open PDF files in the default PDF viewer application"
6. Click **Done**

### How do I access and open the myFSUVMab apps?

1. Sign in to myFSUVMab with your FSUID and password: [myfsuvmab.its.fsu.edu](https://myfsuvmab.its.fsu.edu)
2. Click the **Apps icon** at the top of the page to view all available apps



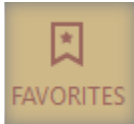
3. Click the icon for the app you wish to launch
4. The app will open in a new browser tab
5. When you are done working, click the X inside the app window to close it (NOTE: Do not close the browser tab)



6. To add an app to your favorites, click **Details** next to the app and choose **Add to Favorites**



7. The app will now appear on your Favorites page when you first sign in



### How do I copy and paste content between myFSUVLab and my device?

Copying and pasting content between your device and myFSUVLab requires a few steps.

1. To transfer content from your device to myFSUVLab, open the app to which you would like to copy content
2. Click the **myFSUVLab toolbar icon**



3. When you click on the myFSUVLab toolbar, it will expand to several more icons



4. Click the **Open clipboard icon**



5. The Clipboard window will open



6. Paste copied content onto the clipboard
7. You will see the message "Copied to session clipboard" appear in the clipboard window
8. Close the clipboard, return to the app and paste your content (CTRL+V) in the appropriate spot

You can also copy content from myFSUVLab to your device.

1. Copy content from your myFSUvLab app
2. Click the **myFSUvLab toolbar icon** at the top of the page



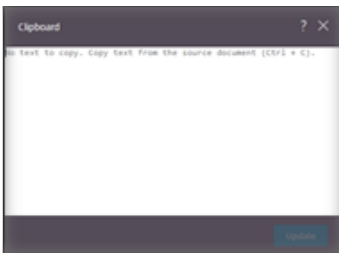
3. When you click on the myFSUvLab toolbar, it will expand to several more icons



4. Click the **Open clipboard icon**



5. The Clipboard window will open and your copied content will automatically appear in the clipboard window



6. Copy the content (CTRL+C) from the clipboard window
7. You will see the message “Copied to device clipboard” appear in the clipboard window
8. Close the clipboard and paste your content (CTRL+V) in the appropriate spot on your device

### How do I transfer files between my device and myFSUvLab?

It’s easy to create files in myFSUvLab and save them to your personal computer or mobile device, and vice versa. Follow the steps below to transfer files between myFSUvLab and your device.

Upload a file from your personal device to myFSUvLab

1. Sign in to myFSUvLab: [myfsuclab.its.fsu.edu](https://myfsuclab.its.fsu.edu)
2. Open the app that supports the file you need to upload
3. Click the **myFSUvLab toolbar icon** at the top of the page



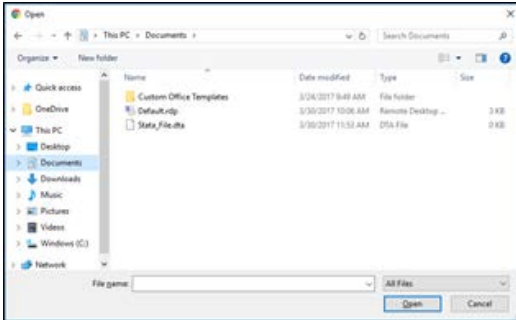
4. When you click on the myFSUvLab toolbar, it will expand to show several more icons



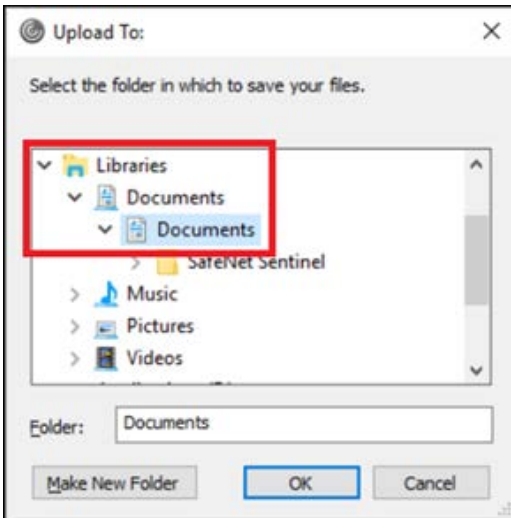
5. Click the **Upload icon**



6. A file explorer window will open



7. Select uploaded click **Open**.
8. An Upload to: window will open inside myFSUvLab
9. Choose where you want to save the file (It is recommended to save your files to Libraries\Documents\Documents)



10. Click **OK**

Download a file from myFSUvLab to your personal device

1. Sign in to myFSUvLab: [myfsuvlab.its.fsu.edu](http://myfsuvlab.its.fsu.edu)
2. Open the app that contains the file you need to download
3. Click the **myFSUvLab toolbar icon** at the top of the page



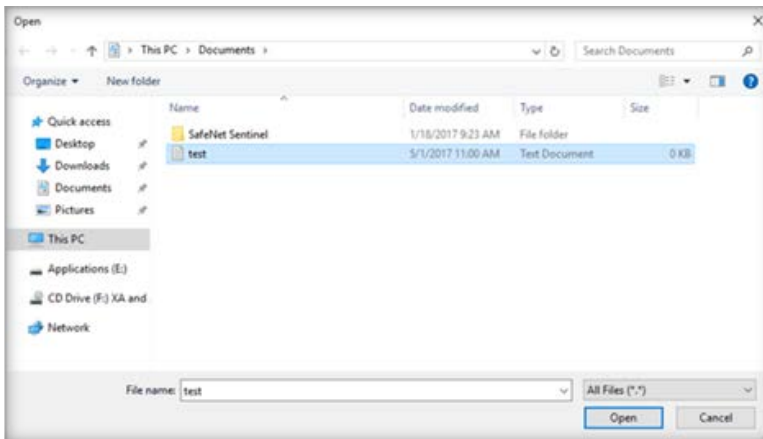
4. When you click on the myFSUvLab toolbar, it will expand to show several more icons



5. Click the **Download icon**



6. A file explorer window for myFSUvLab will open



7. Select the file you want to download and click **Open**
8. Depending on your browser and settings, the file will download to your default download location or a window will open prompting you to save the file to your device

### How do I sign out of myFSUvLab?

Before signing out of myFSUvLab, be sure to close all myFSUvLab apps. Some of the software available within the virtual lab can only be used by a limited number of people at a time, so not closing an application may prevent others from using it.

1. Click the **X** inside the app window to close it (NOTE: Do not close the browser tab)
2. When you have closed all of your virtual lab apps, click your name in the upper right-hand corner of the myFSUvLab page
3. Click **Log Off**
4. Close the myFSUvLab browser tab

**More information on the FSU Virtual Lab can be found on the FSU ITS website:**

<http://its.fsu.edu/article/its-announces-virtualized-computer-lab-myfsuvlab>