Monarch Virtual Environment (MOVE) Helpful Tips

These are some helpful tips to help you navigate the virtual machine in MOVE.

Pools

By default, you have access to the **General Lab Software** pool, which allows you to use the same software found in the ITS computer labs, print to the lab printers and access your personal H: drive. Specialized pools are available for specific applications and departments/colleges.

Accessing Files

To access files from Blackboard or from a cloud storage service, use the browser on the virtual machine. Copy the file directly to the virtual machine desktop to work on it, then copy it back to your storage service when you are finished.

Storage

Any data left on a virtual machine will be lost once you log out, so it is important to save your files to a USB drive or cloud service before logging out.

1. Connect your USB device to your computer. (Note: USB access is only available through the VMware Horizon client, not with HTML access.)

2. On the VMware Option bar located at the top of the View client window, click **Connect USB Device**.

3. Select **Automatically Connect when Inserted**.

Copy your file directly to the remote desktop, then copy it back to your USB drive when you are finished. For large files, we recommend cloud storage such as Box or Google Drive to store and access file remotely.

Display

You can change your Display settings to match your monitor setup. Click the Setting Options located at the upper right corner of the window. Options available include Dual Monitors (Multi-Monitor), Full Screen or Custom.

General

If you need to press **CRTL+ALT+DEL**, you can use either **CRTL+ALT+INS** or click on **Send CRTL+ALT+DEL** in the tool bar at the top of the screen.

Printer

To print a document to an ITS lab or remote printer, select **ODU B&W Printers** or **ODU Color Printers**. The names of printers are labeled on the side of the printer.

iOS and Android

The VMware View client is also available for iOS and Android Devices.