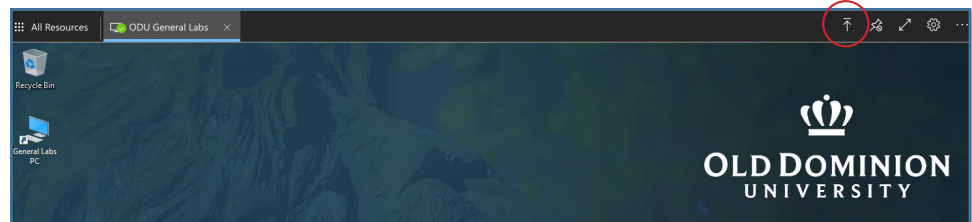


# MOVE: Transfer files to and from the web client

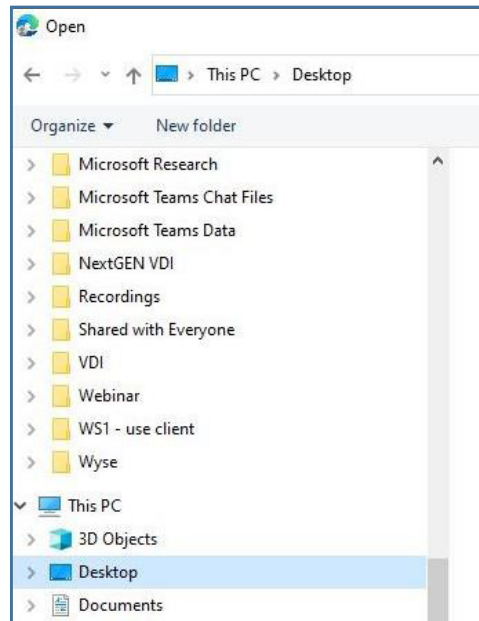
## Uploading from your local hard drive to the virtual environment

To work with a document in the virtual environment, you must first upload it to the virtual machine.

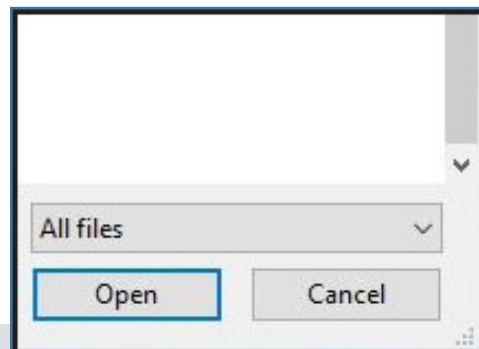
1. Click on the **Upload** button in the top right corner.



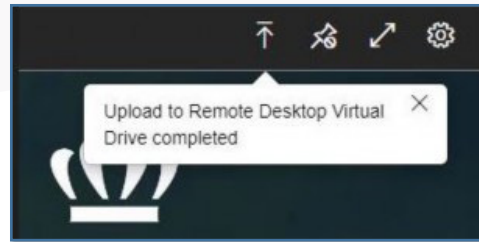
2. A window will open to show files on your local hard drive.



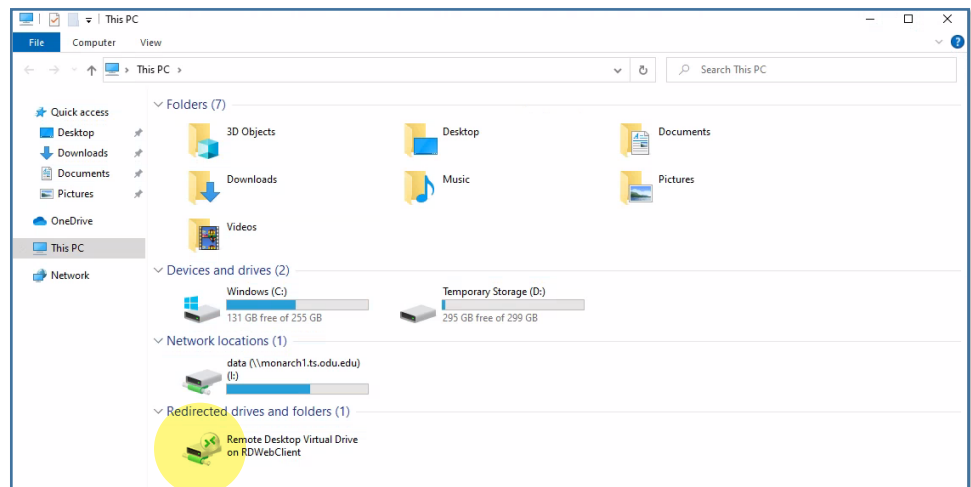
3. Find the file that you want to transfer to the desktop of the virtual computer. Then click **Open**.



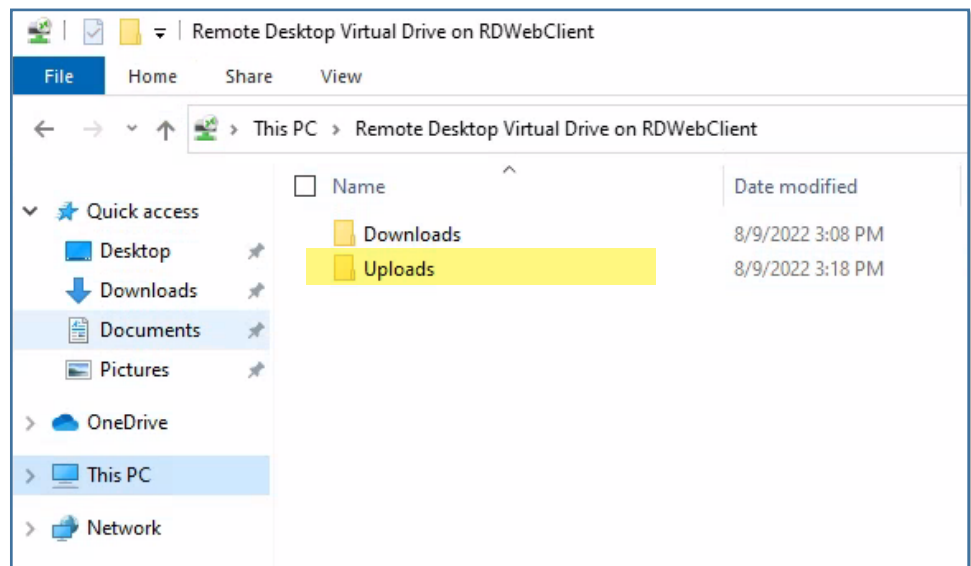
- You'll see a notification when the upload is done.



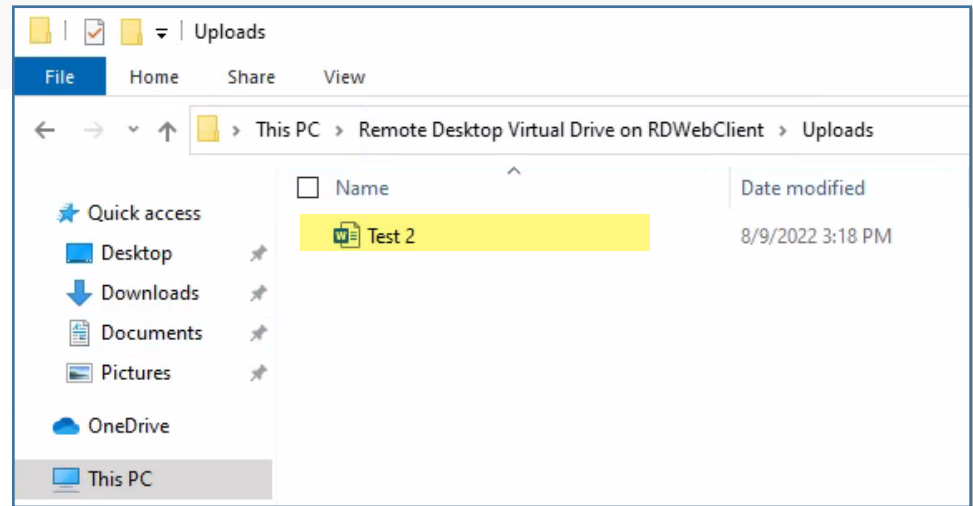
- To find the file, double click the computer icon on the virtual desktop to open the File Explorer. Then double-click on **Remote Desktop Virtual Drive on RDWebClient**.



- Click on the folder called **Uploads**.



- The document you uploaded will be in this folder.



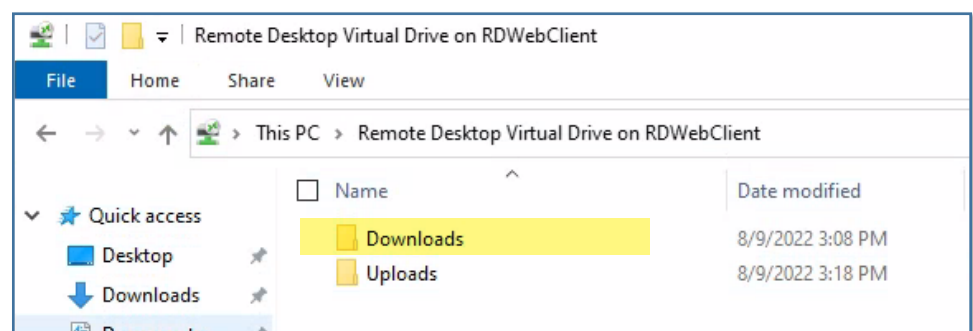
You can also drag/drop a file from your local hard drive to the virtual machine. This initiates an upload, and you'll find your file in the same Upload folder.

**IMPORTANT:** Any data left on a virtual machine – including in the Uploads folder – will be lost once you log out. Save your files to your local hard drive, an ODU network drive (H:, J: or K:), or cloud service before logging out.

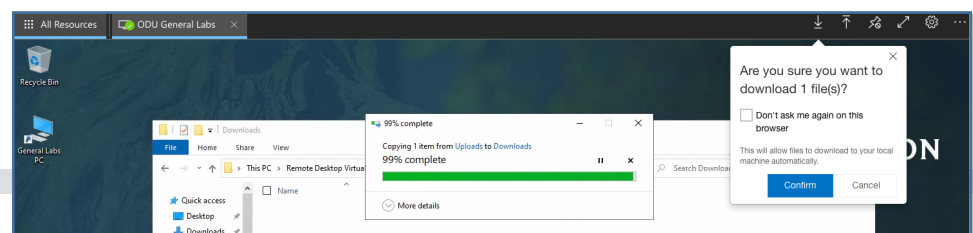
## Downloading from the virtual environment to your local hard drive

When you're done working with your document in the virtual environment, you **MUST** download it back to your local computer (or save it to a cloud drive -- someplace NOT virtual). Otherwise, your file with the changes will be lost.

- Copy the file to the **Downloads** folder located in the Remote Desktop Virtual Drive on RDWebClient folder.



- The file will download to your local machine, to whatever folder you have set up for downloaded files (typically your computer's Downloads folder). You'll get a notification when the download is complete.



MOVE:  
Transfer files  
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