

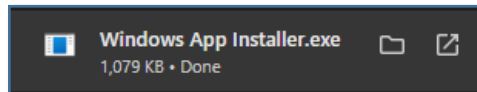
Installing Microsoft Windows App to Access MOVE (Windows)

This guide will assist you in installing Microsoft Windows App to access the Monarch Virtual Environment (MOVE). Please make sure you are connected to the internet.

1. Go to <https://apps.microsoft.com/detail/9n1f85v9t8bn?hl=en-US&gl=US> and click **Download**.



2. Once the client has downloaded, find the .exe file in your **Downloads** folder; double-click to begin the installation.



IT Help Desk

odu.edu/helpdesk

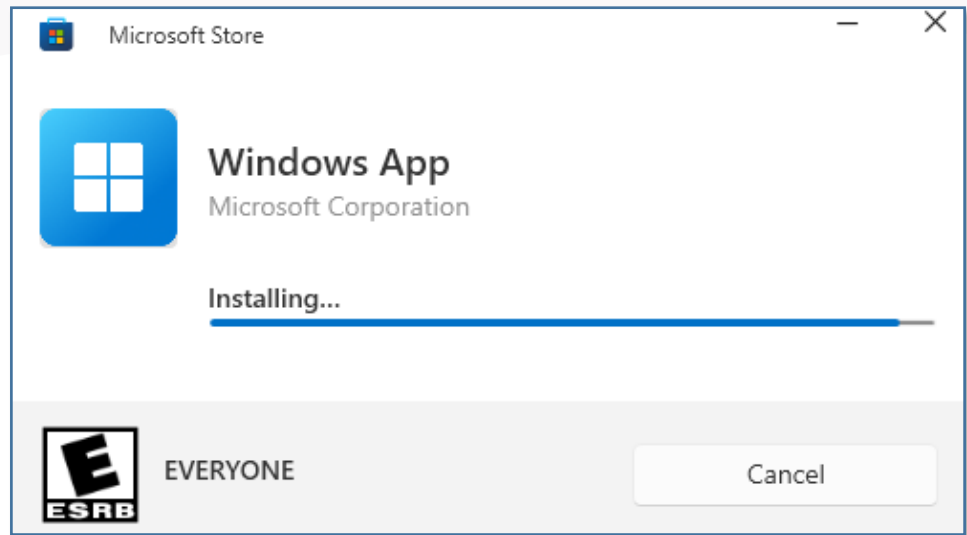
(757) 683-3192

itshelp@odu.edu

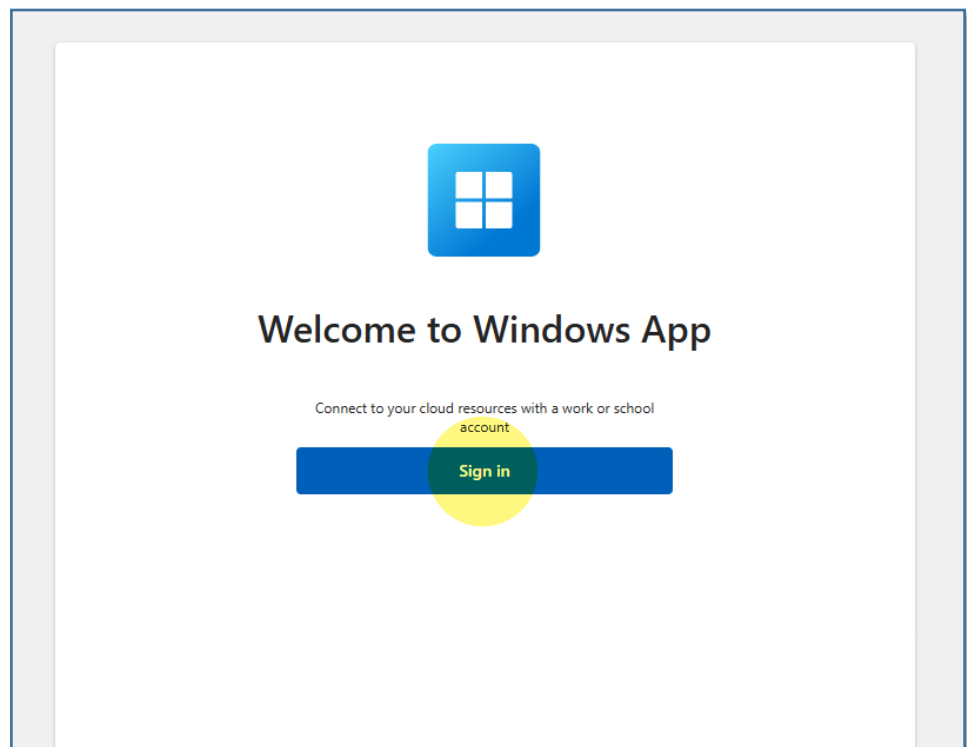
1100 Monarch Hall

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3. Wait for the Windows App pop-up to appear and allow it to finish installation.



4. Click **Sign in**.



5. You'll see one of these two windows. Either enter your ODU email address, select your account if you see it, or click **Use another account**.


 Microsoft

Sign in


No account? [Create one!](#)

Can't access your account?

Next


 Microsoft

Pick an account

 @odu.edu

+ Use another account

6. Enter the password for your ODU email and click **Sign in**.



@odu.edu


Enter password

[Forgot my password](#)

Sign in

Old Dominion University Office 365 is a Microsoft cloud service provided by ODU Information Technology Services. For assistance contact the ODU ITS Help Desk at <http://www.odu.edu/helpdesk> or ITSHelp@odu.edu.


7. Authenticate with your second factor.



Check for a Duo Push



Verify it's you by approving the notification...

Sent to "Android" (*****-7716)

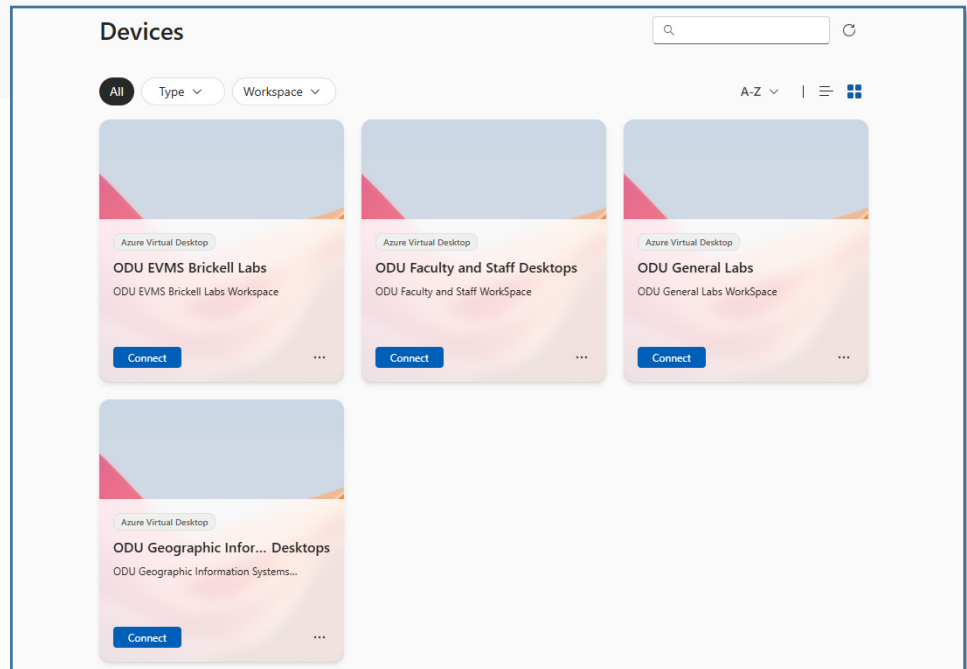


[Other options](#)

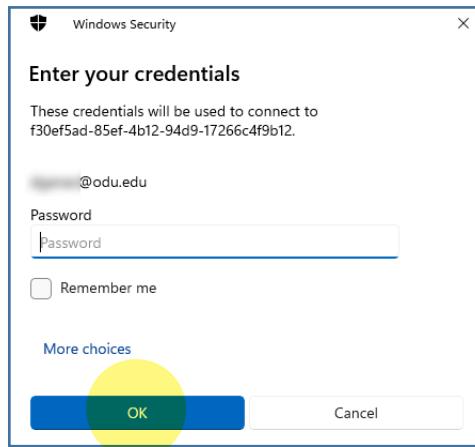
Other options to log in

	Duo Push Send to "Android" (*****-7716)	>
123 ---	Duo Mobile passcode Enter a code from the Duo Mobile app	>
	Text message passcode Send to "Android" (*****-7716)	>
123 ---	Bypass code Enter a code from your IT help desk	>

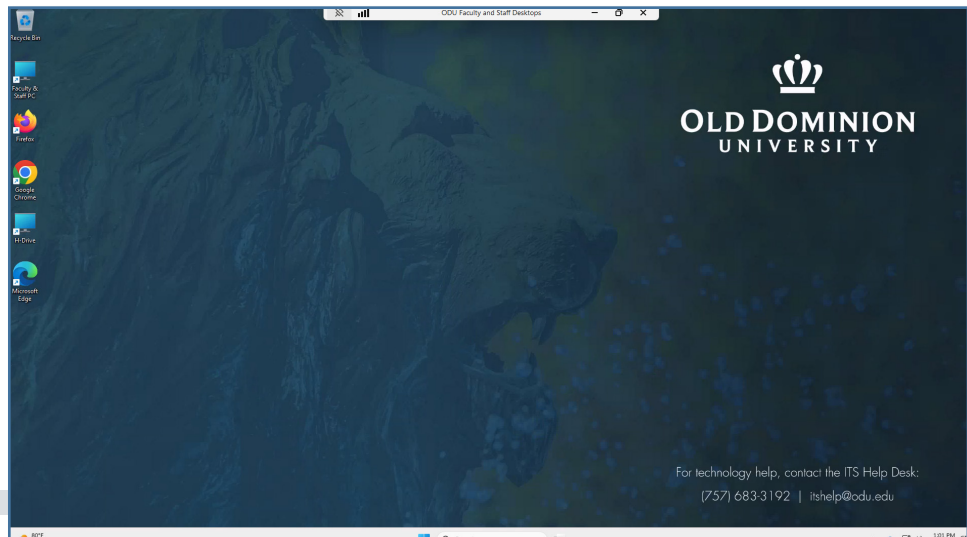
8. Once you've logged in, you'll see all of the virtual desktops you are authorized to use. Click on the one you'd like to work in.



9. Log in to the virtual computer. Your Username will be pre-filled; just type in your password and click **OK**.

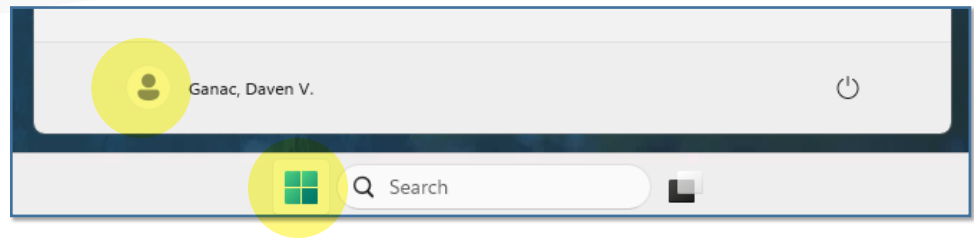


10. You are now logged in.





11. To log off, click the **Start Button** at the bottom center of the screen (looks like four small rectangles), then click the button right above (looks like an ID tag or maybe your profile picture).



12. Click **Sign out** to log out of the virtual computer.

