

Rogers State University VDI Instructions

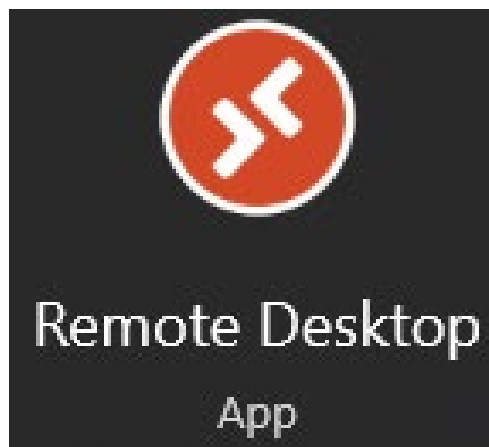


The Virtual Desktop is the way for RSU students and employees to access RSU programs needed for classroom use.

This document lists general information about the VDI, and the methods for its access both on campus and off campus. **(Start at [General Information](#))**

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General Information

All Office programs and department specific programs are accessed using the Virtual Desktop. This allows us to have a uniform experience in all classrooms. It also allows the speed of every computer across campus to be uniform once in the virtual desktop environment.

The Virtual Desktop can be accessed from every computer on campus and off campus.

There are two separate ways to access the VDI.

1. The Remote Desktop Application that is installed on every computer on campus.

How can I access the VDI when I am on campus? ([On Campus Instructions](#))

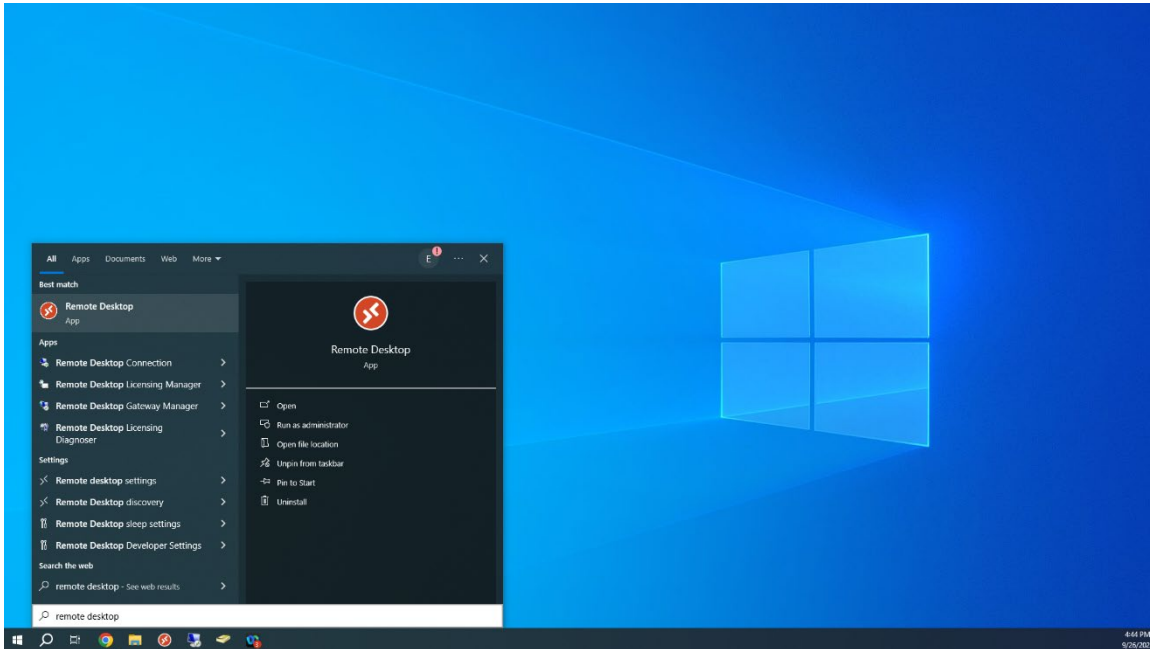
2. The website which can be used from any computer. ([Website Link](#))

How can I access the VDI when I am off campus? ([Off Campus Instructions](#))

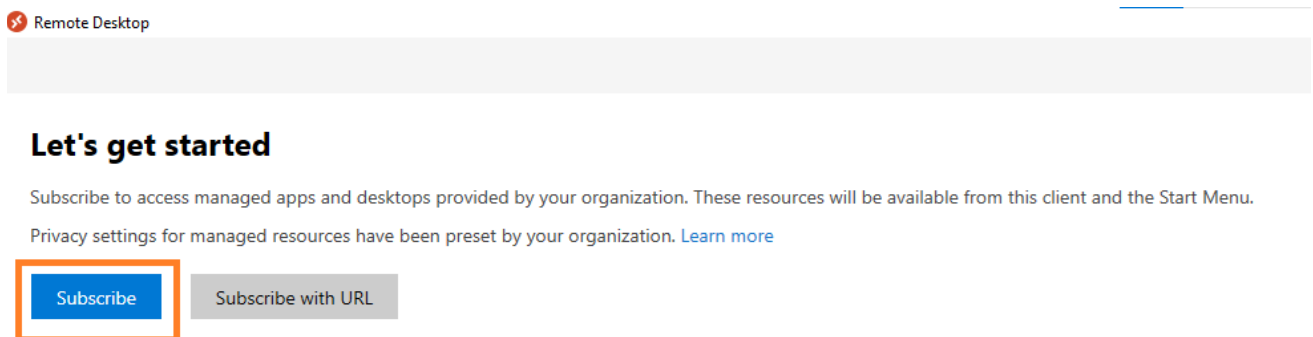
How do I access my files when on the VDI? ([One Drive VDI](#))

Remote Desktop Application Method (Campus)

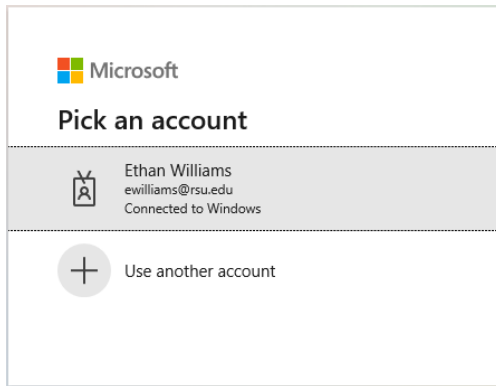
1. Using the search bar in the bottom left of your screen, search “Remote Desktop” and open the application shown below: **(If you do not see this icon contact Helpdesk to get this installed)**



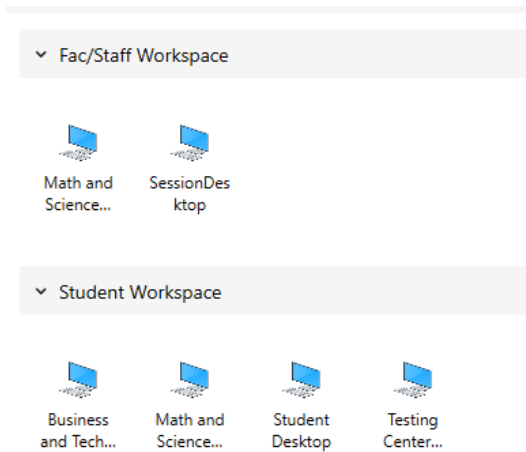
2. Select “Subscribe”



3. Choose your RSU account



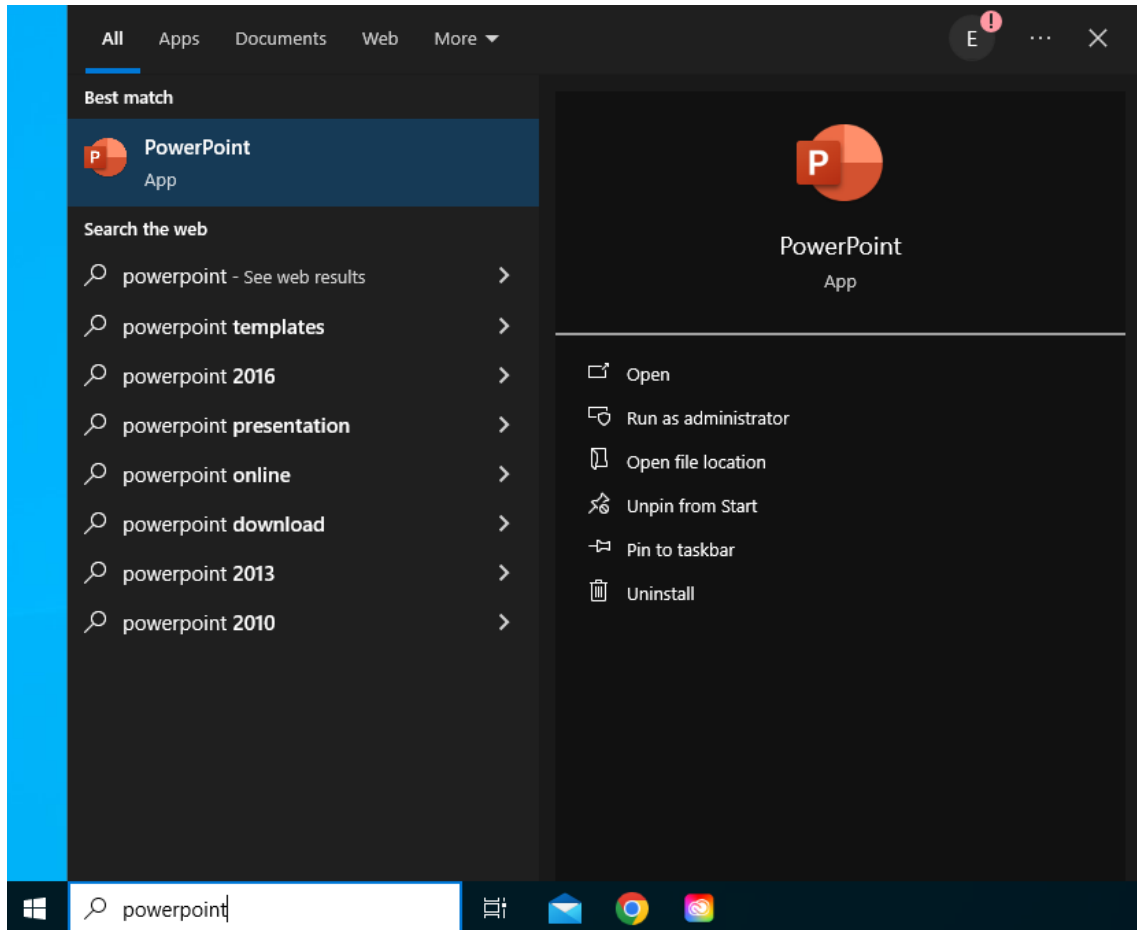
4. Once you are logged in you can access your VDI resources.



5. You will need to sign in one more time before you get to your VDI.

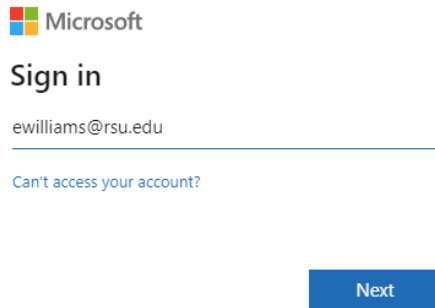


6. Once you are in the VDI you can search for programs (Office products) using the search bar in the bottom left corner of the screen. **(END of this section)**

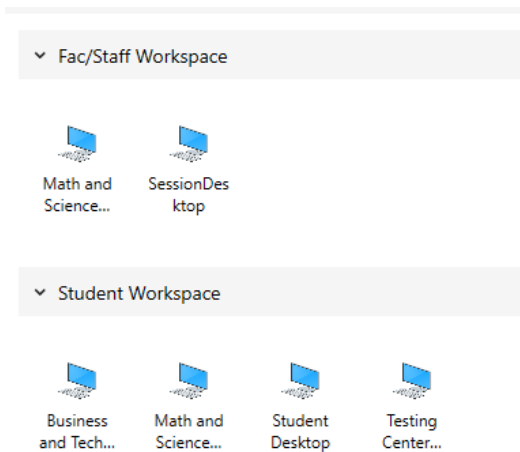


Website Method (Off Campus)

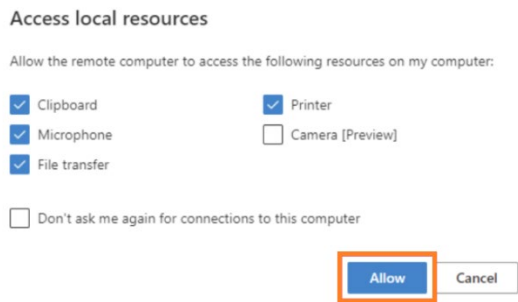
1. **Proceed to the website** using <https://client.wvd.microsoft.com/arm/webclient/index.html>
2. **Sign in with your RSU email address.**



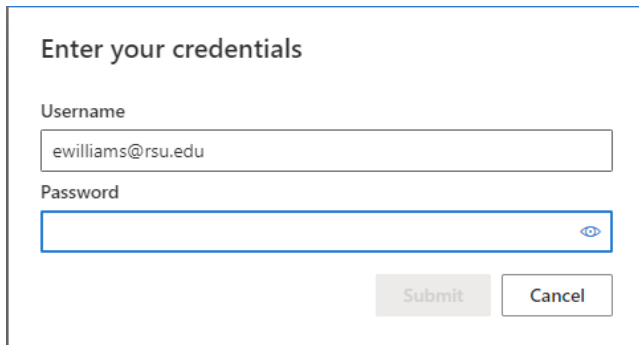
3. **After you have logged in** you will have access to your VDI resources.



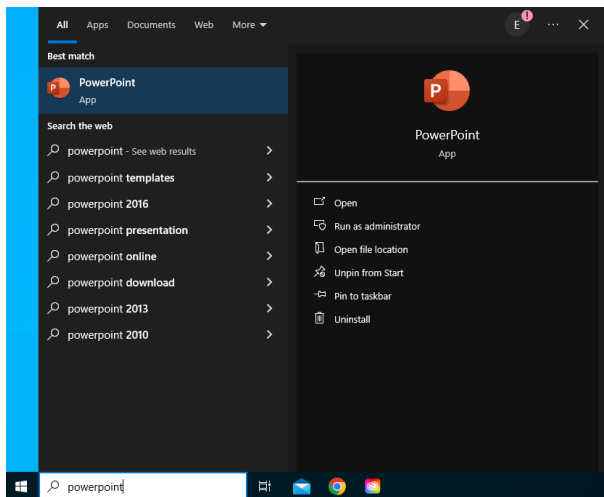
4. Select **“Allow”** on the “Access local resources” prompt.



5. **Sign in again** to access your VDI.



Once you are in the VDI you can search for programs (Office products) using the search bar in the bottom left corner of the screen. **(End of this section)**



Accessing files on VDI (One Drive)

Accessing files on the VDI is done through Microsoft OneDrive. Every RSU employee and student has access to a personal OneDrive.

Here is a General Overview view from Microsoft. ([Overview Video](#))

There are two ways to access your OneDrive.

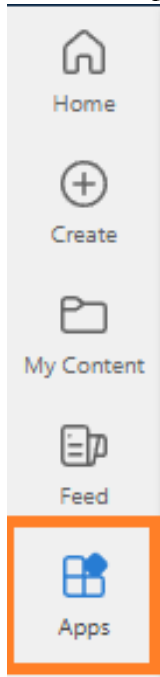
1. The OneDrive Application installed on the VDI computers.
How do I use the OneDrive Application? ([App Version](#))
2. The OneDrive website. Can be used on any computer.
How do I use the OneDrive Website? ([Web Version](#))

OneDrive Website Instructions

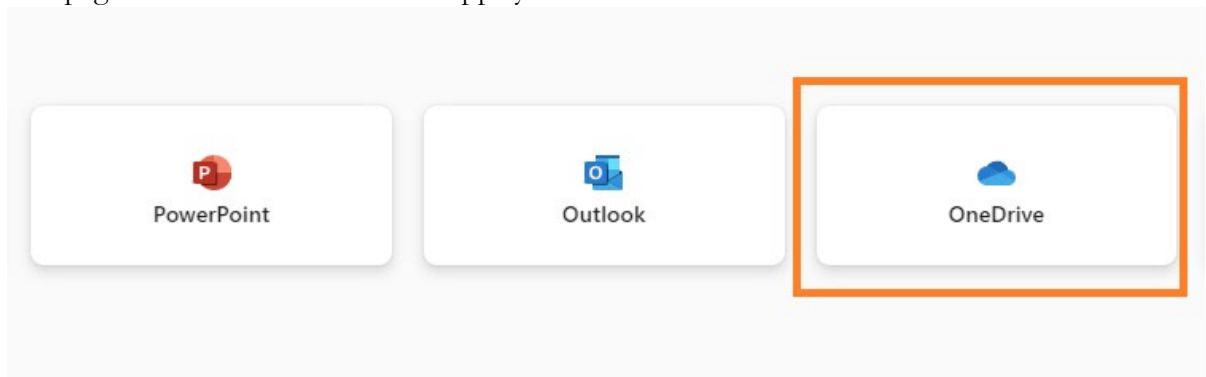
1. Proceed to www.office.com
2. Select “Sign-In”.



- Once you are logged in there is a tool bar on the left of the screen. **Select “Apps”** to view all Office Application.



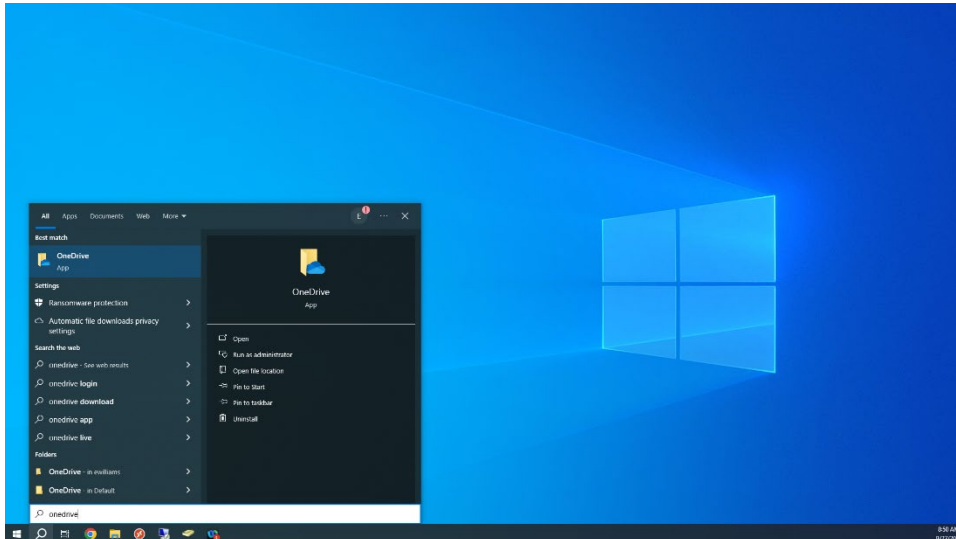
- The page will now show all Office Apps you can access. Please select “OneDrive”



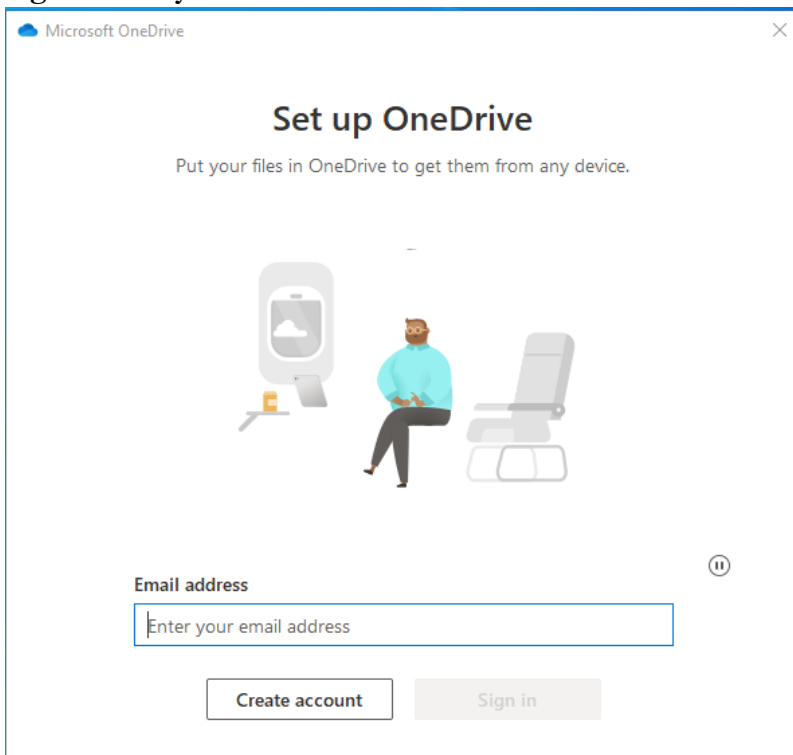
- You are now at your OneDrive location. From here you can save documents and used documents you have saved here previously. **(END of Section)**

OneDrive Application Instructions

1. In the bottom left corner of the screen, use the **search bar to find OneDrive and select it.**



2. **Sign in with your RSU email address.**



3. **After you have followed all the prompts for set up you will be connected to OneDrive. Select “Open my OneDrive folder”.**

Your OneDrive is ready for you



Back

Open my OneDrive folder

4. **Your OneDrive should now be open.** In this location you can save your folders and documents for use in the classroom.

