

# THE UNITEC VIRTUAL DESKTOP

Include an overview or summary to give context to the instruction that follows

## 1 LOGIN AND LOG OFF

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When you arrive at this new virtual desktop workstation, you will see the following login screen.



1. Type in Username and Password
2. Click Log In

**If the device is not working:** Please check if the monitor is turned ON and the PC, which is mounted under the desk, is ON (Power button is lit).

If you still do not get the Login screen or the workstation is non-responsive, notify the IMS Help Desk on 8484 or 0800 ASK IMS (0800 275 467).

### 1.1 LOGOFF

1. Click on the Start button
2. Click on the User icon
3. Click on "Sign out"

## 2 DESKTOP OPTIONS

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Depending on your entitlements, you might be able to choose between the Standard Desktop and the Power GPU Desktop (for all graphical apps from the FTBE build).

For general use, select the **Standard Desktop**.

If you need to do some graphical work (e.g. with AutoCAD, SolidWorks etc.), select the **Power GPU Desktop**

### 3 EMAIL

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To access Unitec email you will need to login to your Office 365 ([www.office.com](http://www.office.com)) and go to Mail App.

### 4 FILE SAVING

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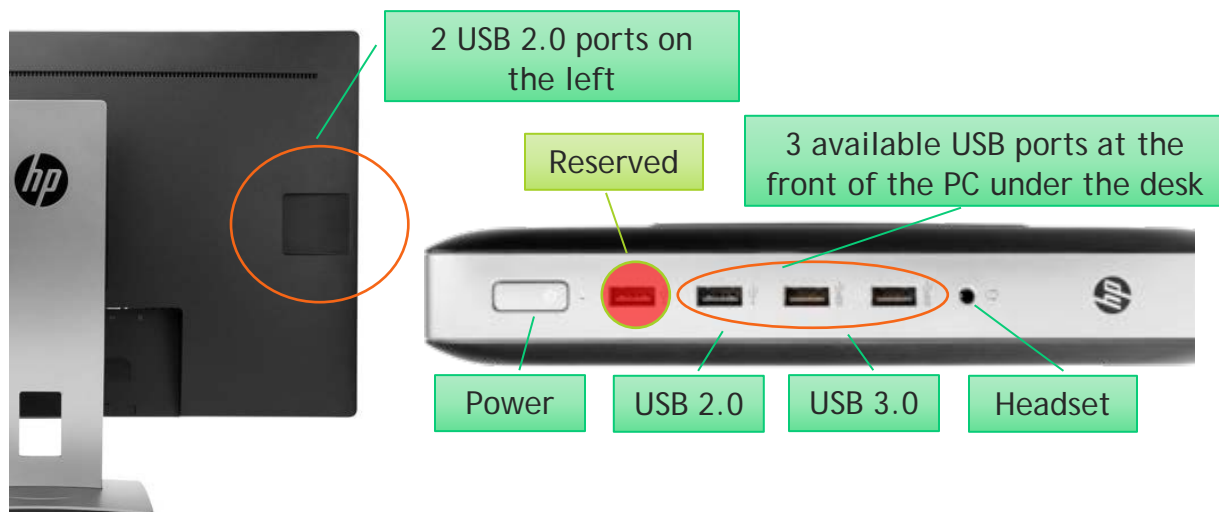
Your Teams' documents can be saved to the H Drive.

You should save all your personal work to your Unitec OneDrive. Login to your Office 365 and go to OneDrive App

### 5 USB PORTS

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The USB ports are shown in the image below. You can use these for your Skype headphones.



COM port: This port is on the back of the PC.

### 6 SOFTWARE UPDATES

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Please avoid any software updates on this workstation (even if suggested by some applications), as they will not be saved after you log out. If you require updates for software on VDI workstations, follow the **New Software Request** process (via [IMS Self Service](#)), so that these updates can be applied on all Virtual Desktops.