

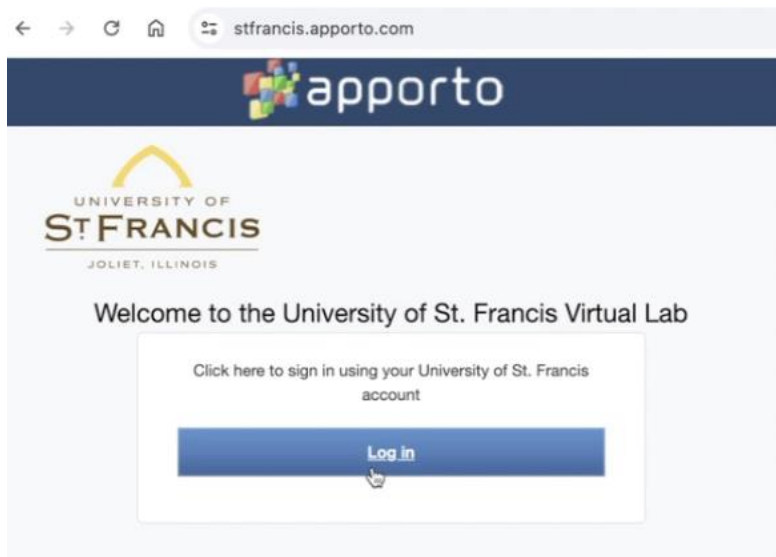
## Accessing the Virtual Computer Lab

Students working in the computer lab on campus may now access that lab off-campus through a virtual desktop. In these procedures that show you how to access the “Apporto” virtual desktop, we used a Chrome browser *incognito* window to depict all or nearly all the scenarios you may encounter.

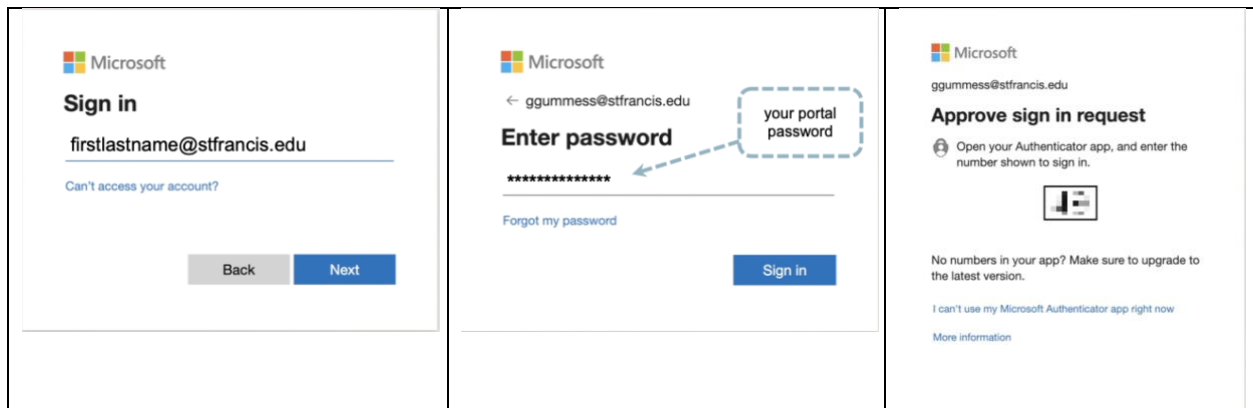
First, open your browser (Chrome, for instance) and enter in the URL:

**stfrancis.apporto.com**

When the welcome page opens, select Log In



After you click “log in” you may encounter a Microsoft prompt to sign in. Use our USF email address and portal password, and be ready to authenticate. The sequence of events will play out in a manner similar to that which is shown from left to right below.



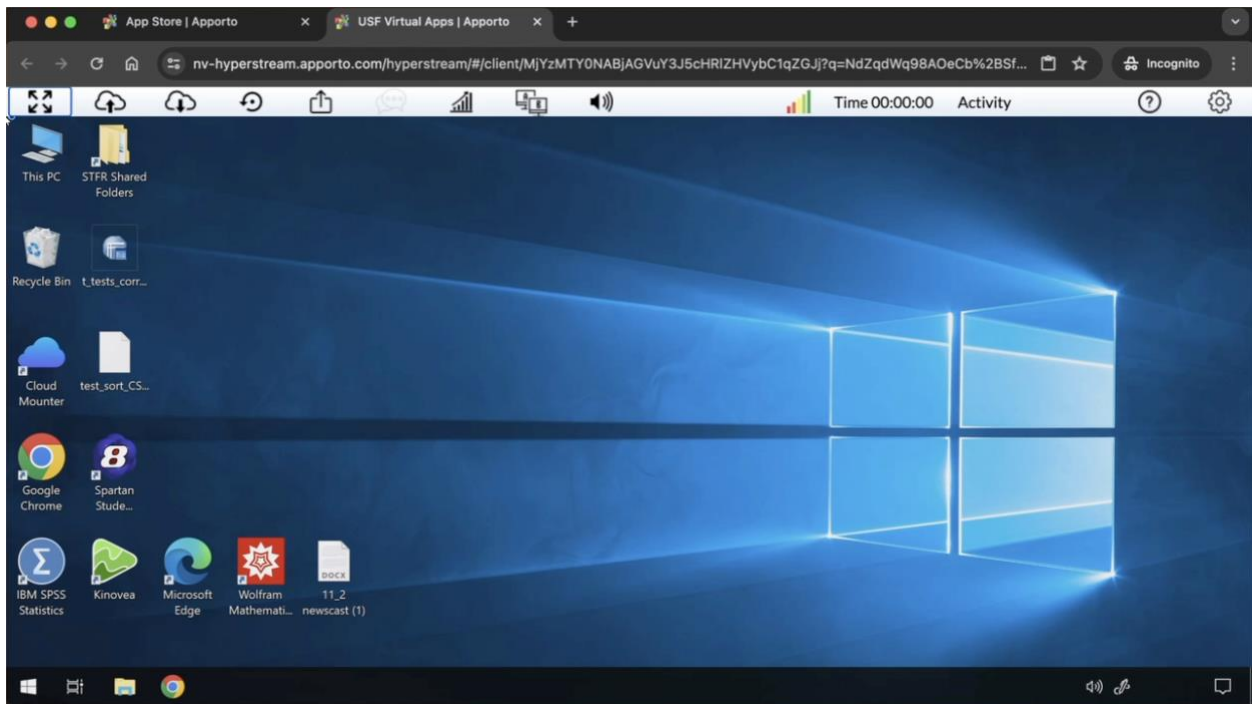
When asked “Stay signed in?” you may answer “yes” and continue.

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You will be prompted to launch USF Virtual Apps. Click “Launch”

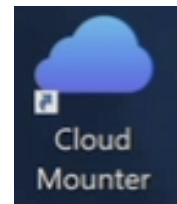


After a few moments of processing, you will enter the virtual desktop environment. It will look something like this:



Eventually you will need to save your work, which should be saved to your OneDrive folder. Go to the files area....

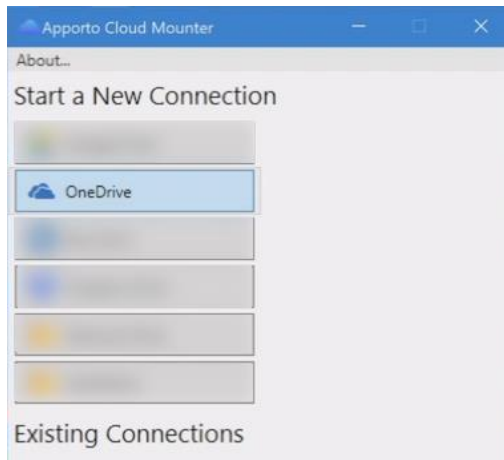
If you do not see your “OneDrive” in the files area, you will need to select the Cloud Mounter. Start by Clicking the “Cloud Mounter,” which one of the apps on the desktop.



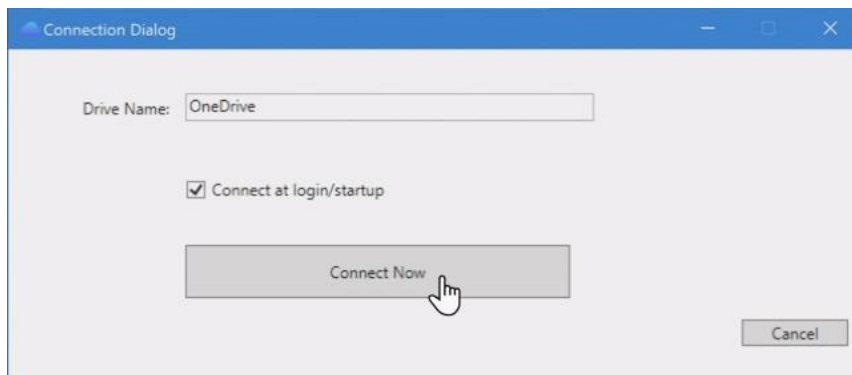
is

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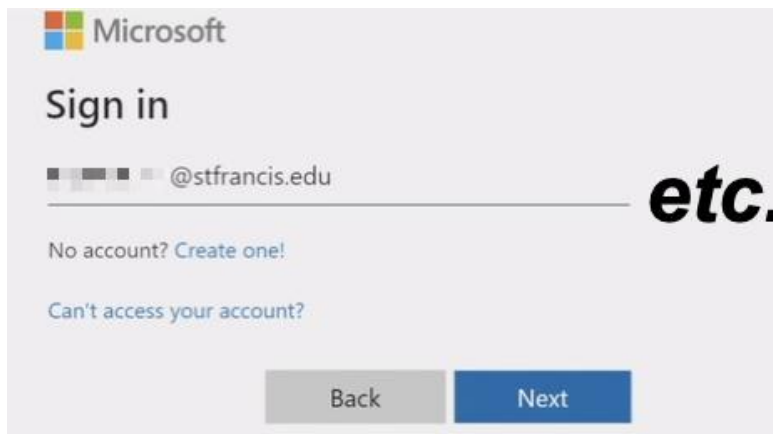
A “Start a New Connection” window will open, you may see several options. Select “OneDrive.”



A “Connection Dialog” window will open. Select “Connect Now.”

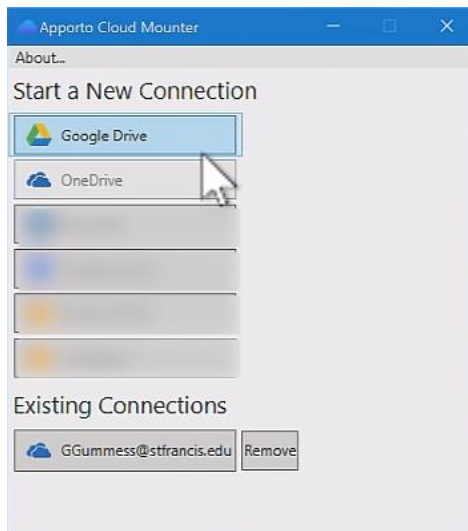


If you have to authenticate again, do so as shown previously.

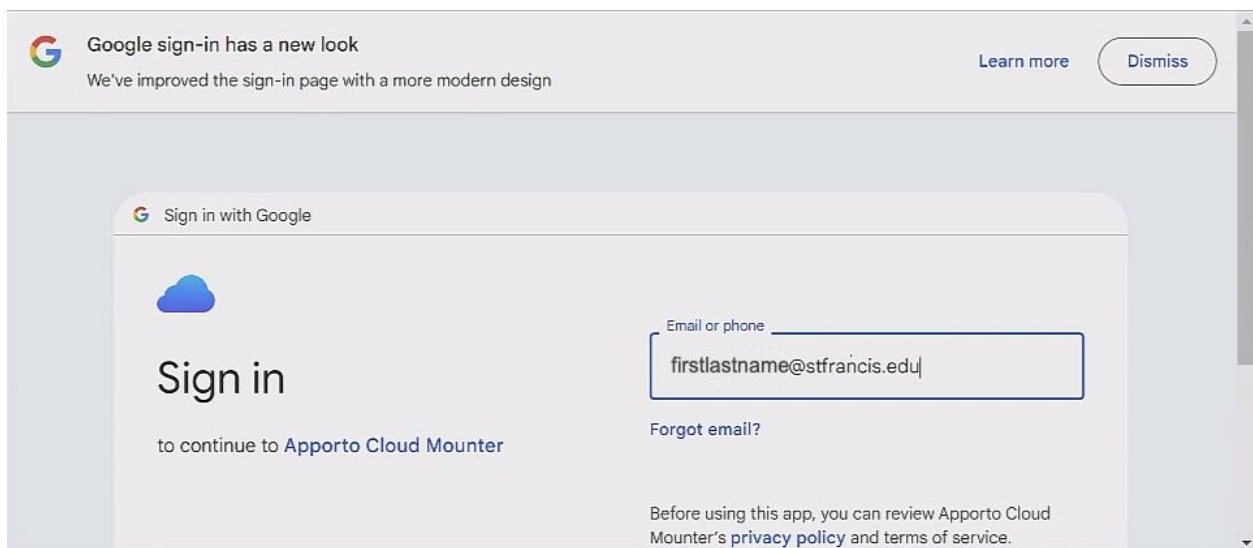


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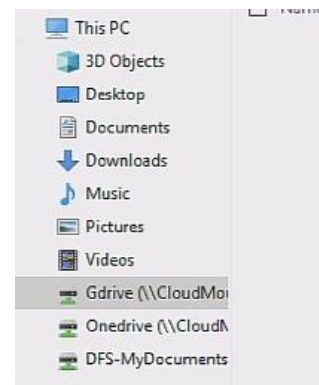
If you wish to save to Google Drive, you can do that as well via the Cloud Mounter.



When prompted to sign-in, please use your USF email Google account.



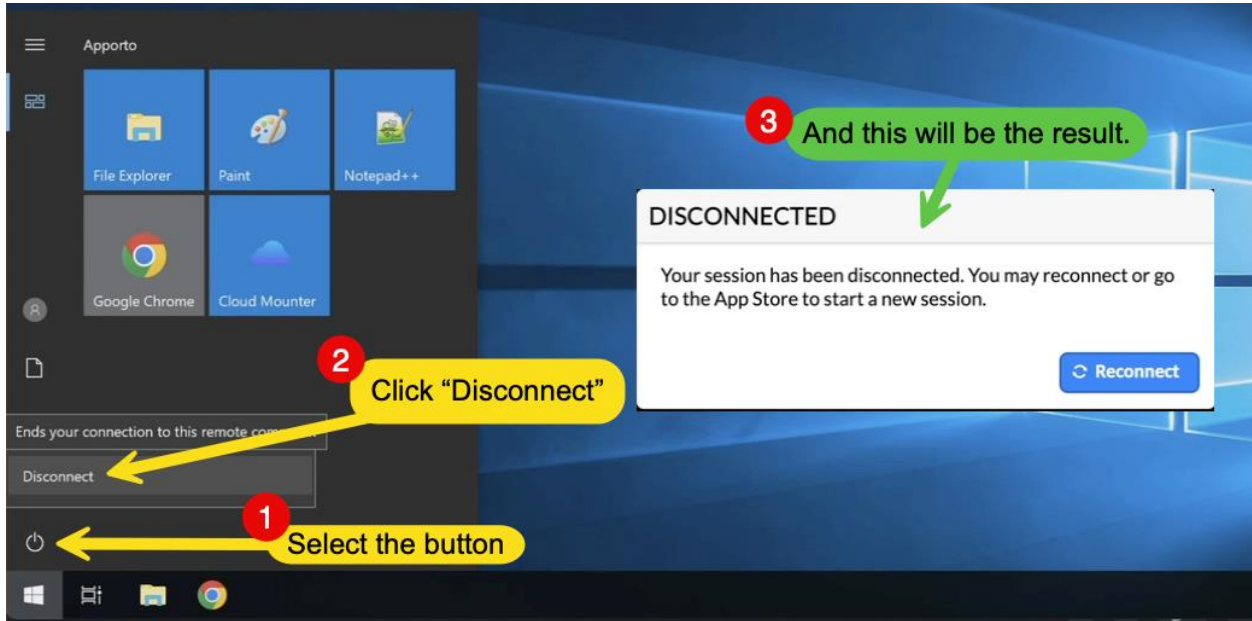
Continue to authenticate and verify as prompted, and in a few moments, you will have access to your Google Drive just as you would for OneDrive.



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Proceed to use an app of your choosing, and save your work to your OneDrive, just as you would if you were working in the computer lab on campus.

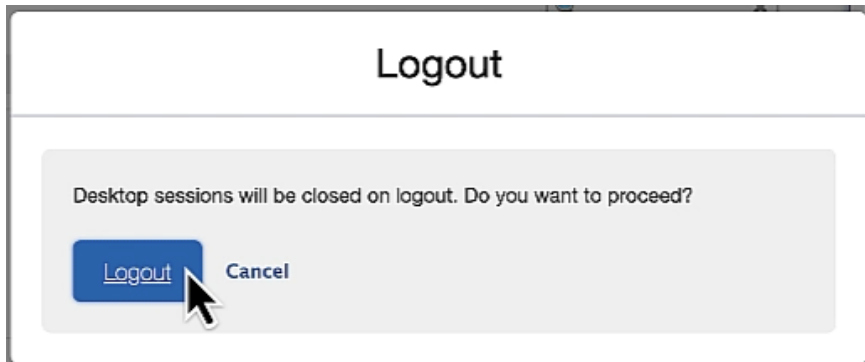
When you are finished, remember to sign out as the visual shows below.



Finally, from the first tab (the launch window), **Logout** from your email address



And complete the logging out process as prompted.



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