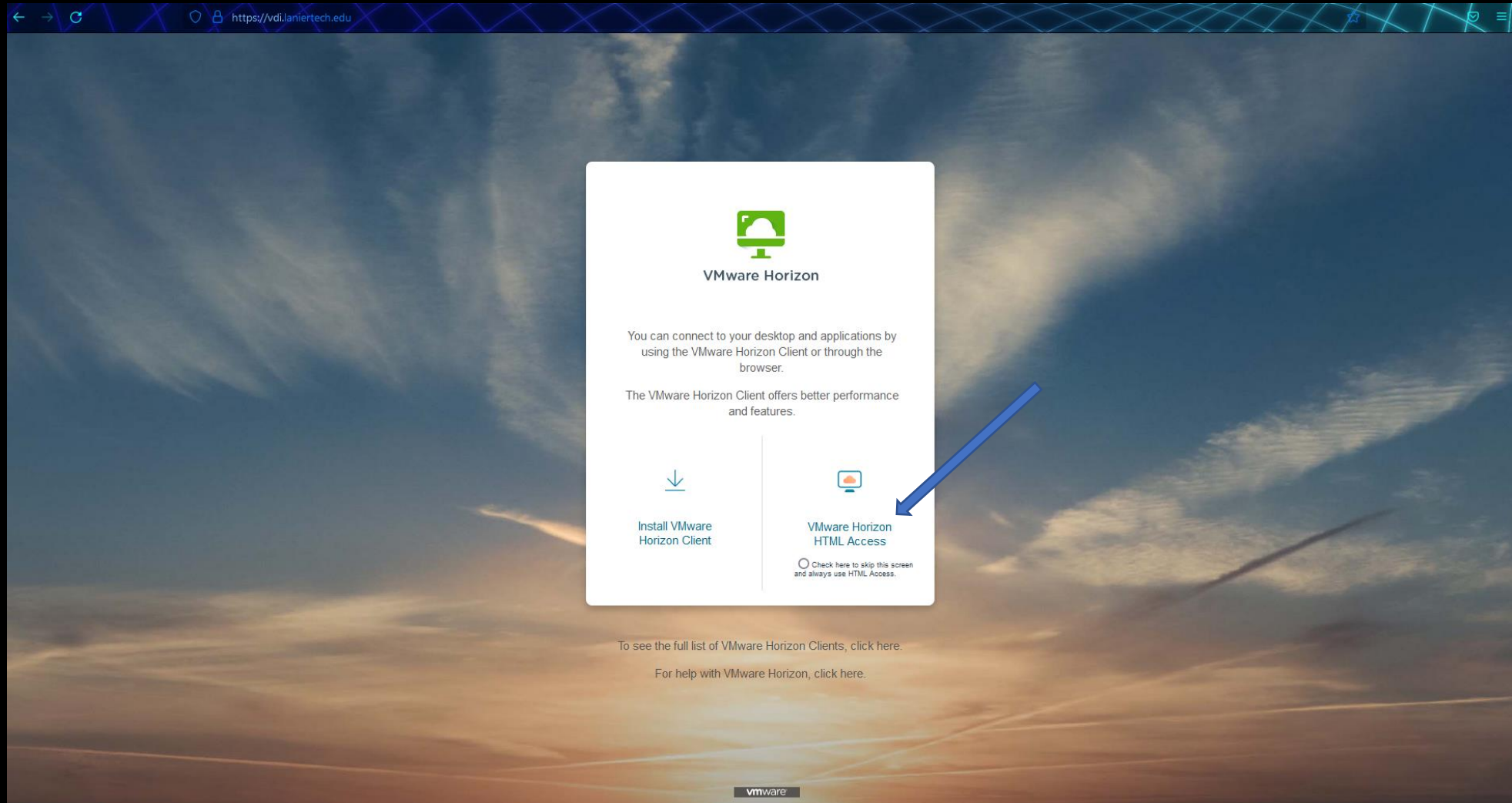
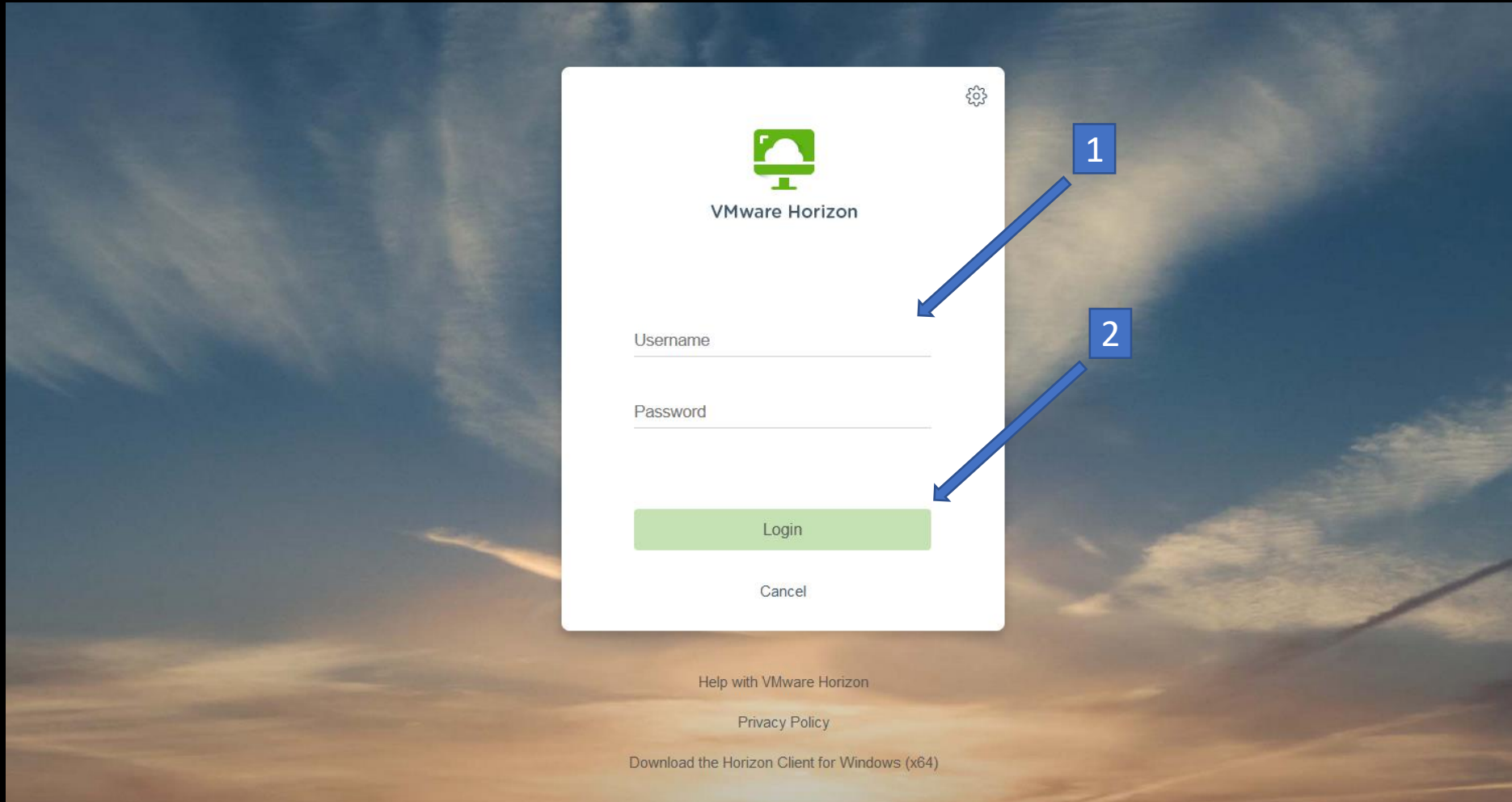


# How to Save Files to OneDrive in VDI

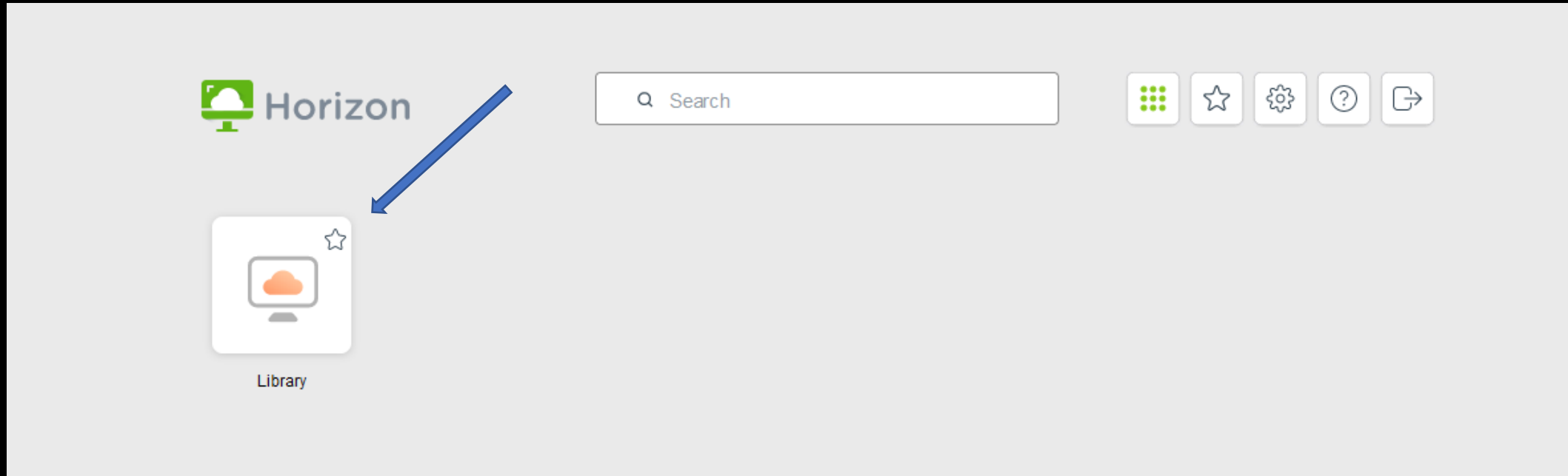
Open a Browser, such as Chrome, Firefox, Edge, or Safari  
Go to: <https://vdi.laniertech.edu>  
Click on: VMware Horizon HTML Access



1. Sign into your LTC Student account using your full student email address.
2. Click: Login

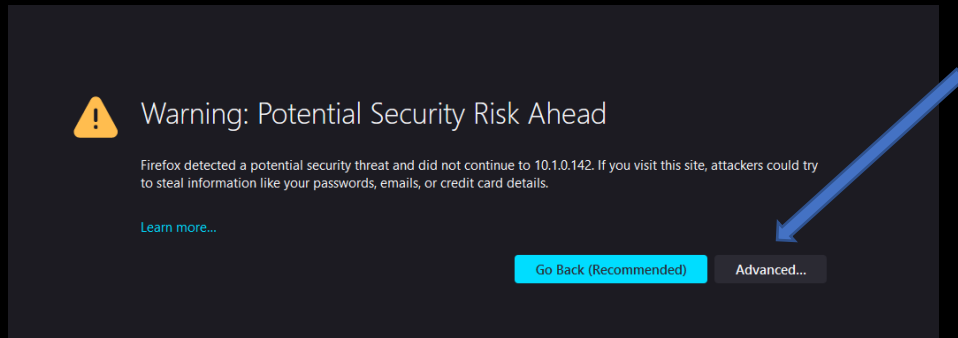


Click: Library, or Win10 Base, etc. (this will depend on which class you are currently enrolled)

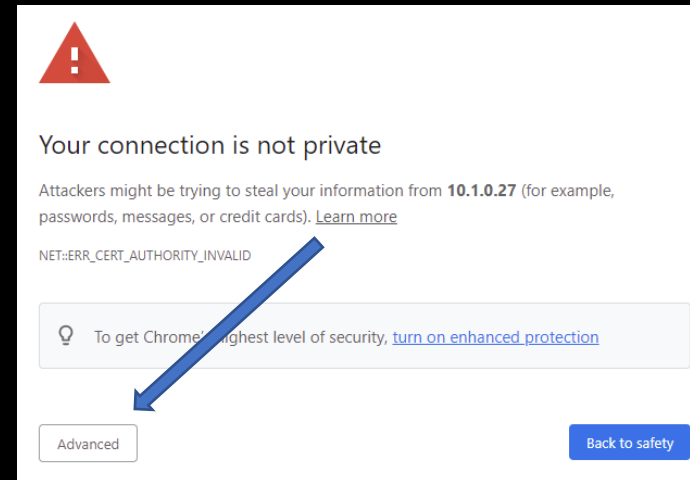


Click: Advanced... (this step may not always appear. Go to next slide)

## Firefox

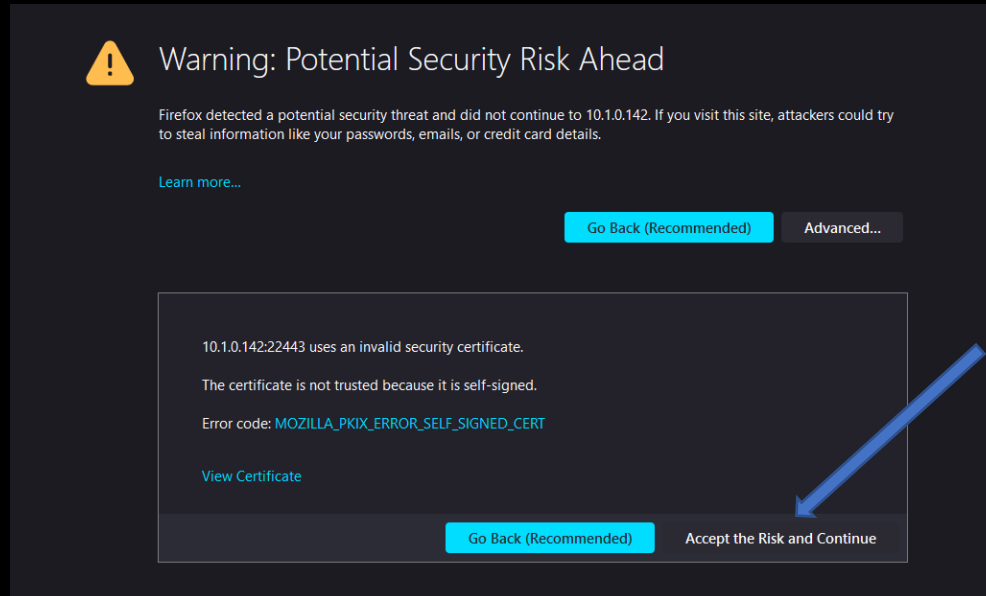


## Chrome

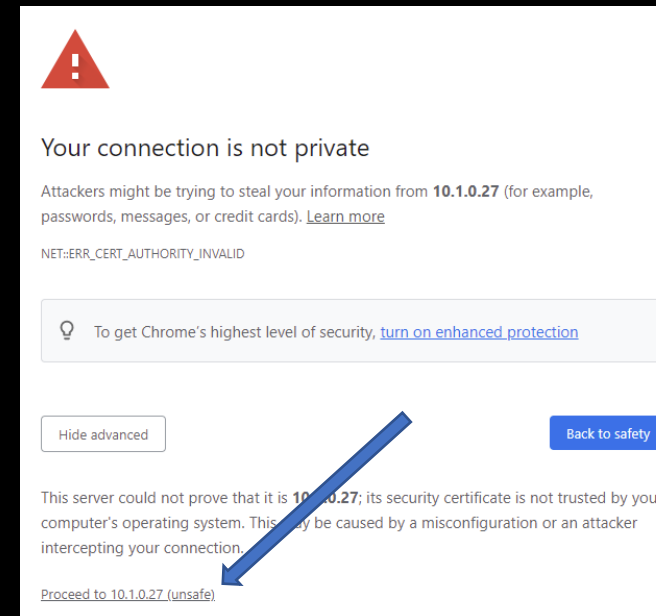


Click: Accept the Risk and Continue or Proceed to 10.1.0....  
(this step may not always appear. Go to next slide)

## Firefox

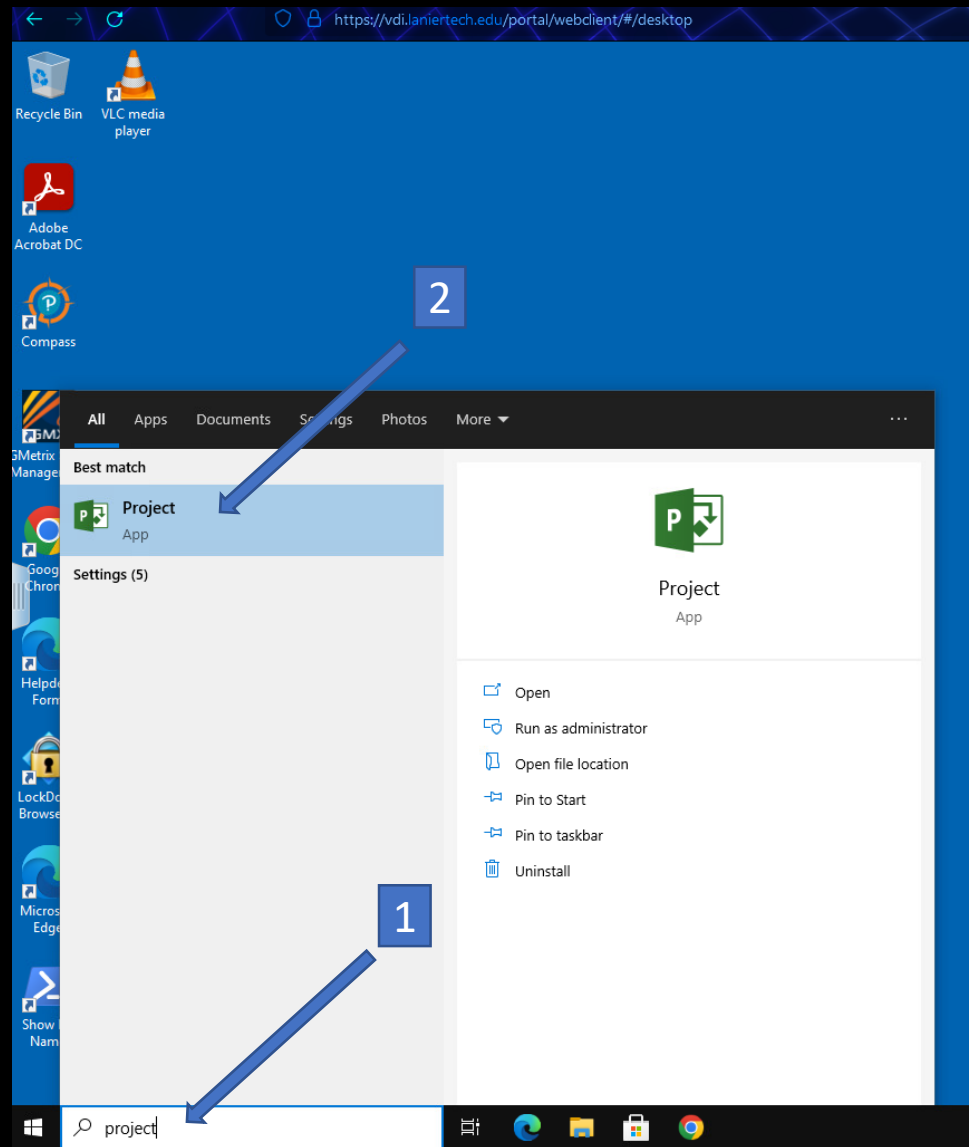


## Chrome

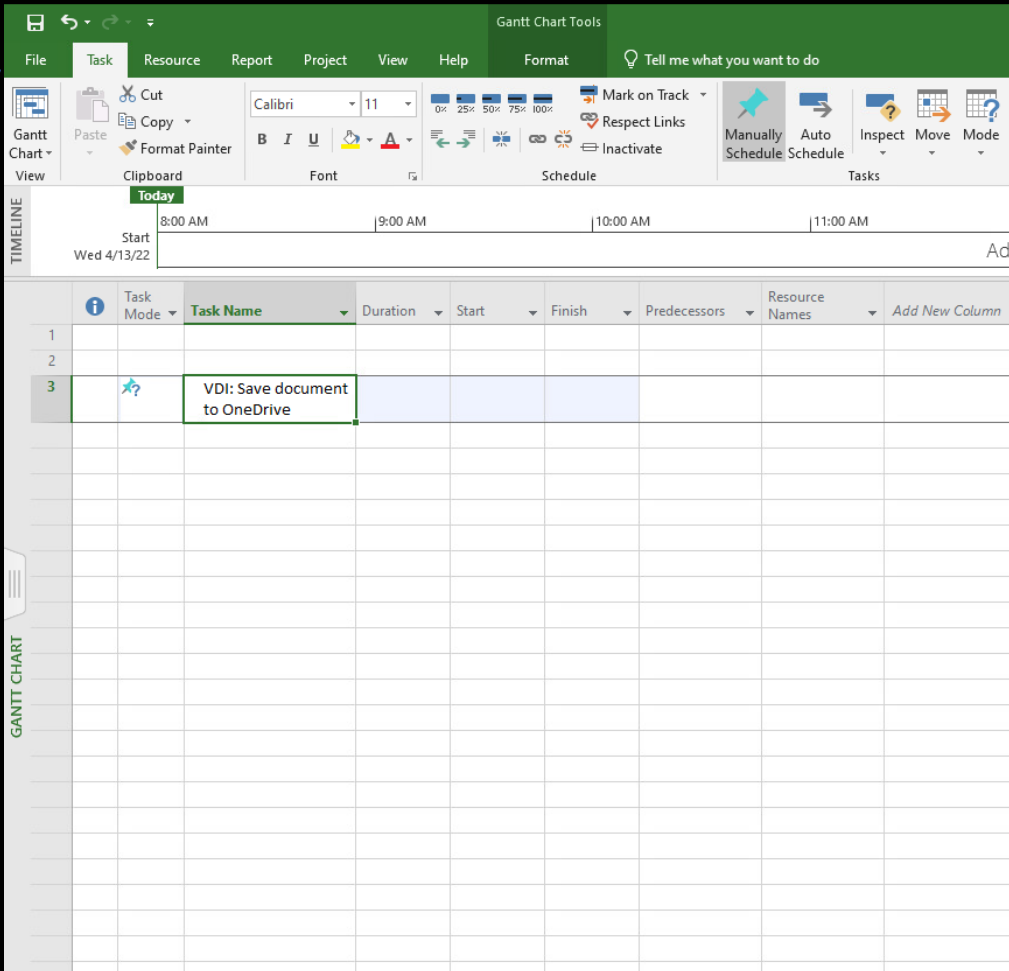


# Search for and open your desired app

1. From the search box, type the name of your app (In this example I'm using Microsoft Project)
2. Click on the App.



When you are ready to save your work,  
Click: File

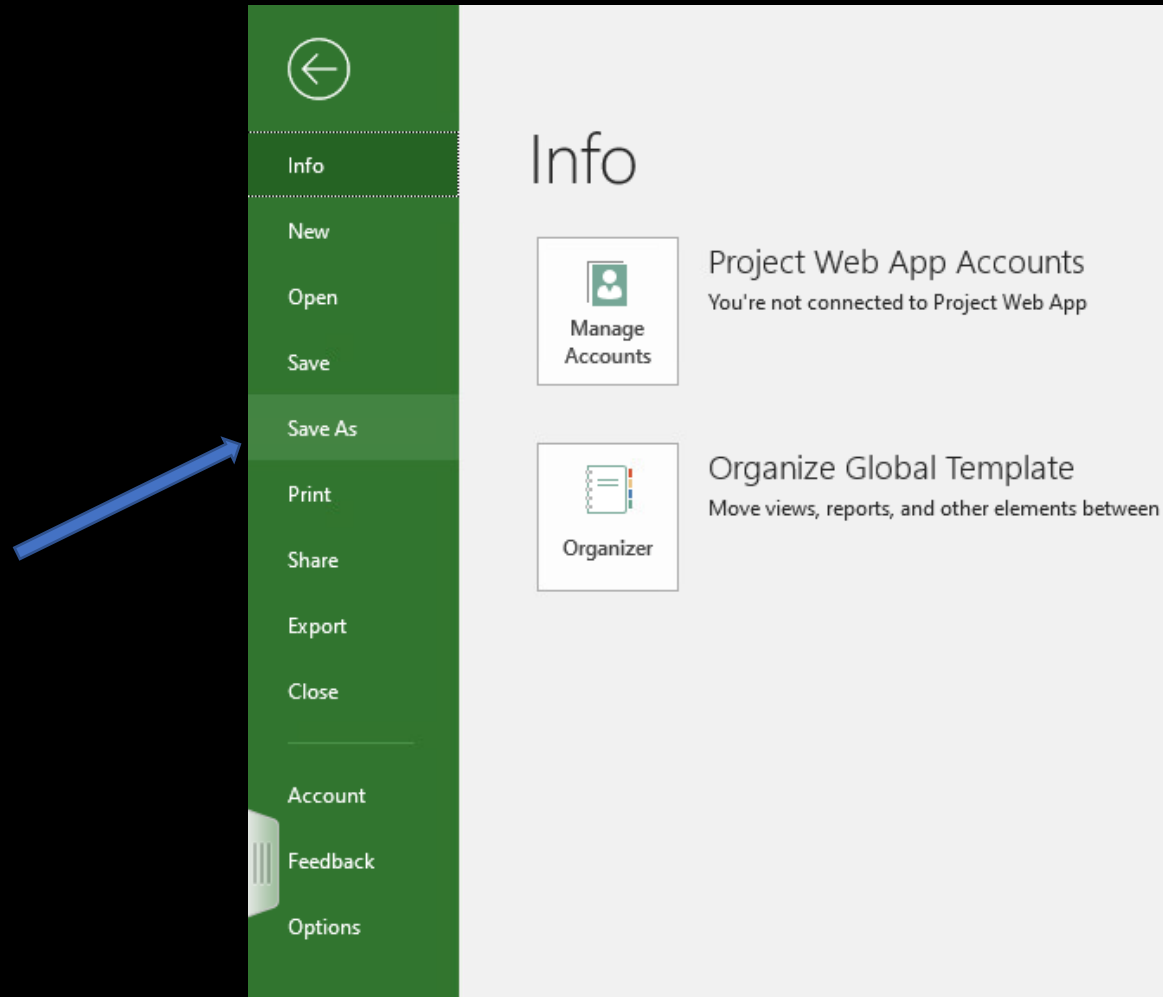


The screenshot displays the Microsoft Project interface. The 'File' tab is selected in the ribbon, and a blue arrow points to it. The ribbon includes sections for 'Gantt Chart Tools' (Task, Resource, Report, Project, View, Help, Format) and a search bar 'Tell me what you want to do'. The task list table below shows a task named 'VDI: Save document to OneDrive' with a duration of 1 day, starting on Wednesday, 4/13/22 at 8:00 AM and finishing at 11:00 AM. The task is highlighted with a green border.

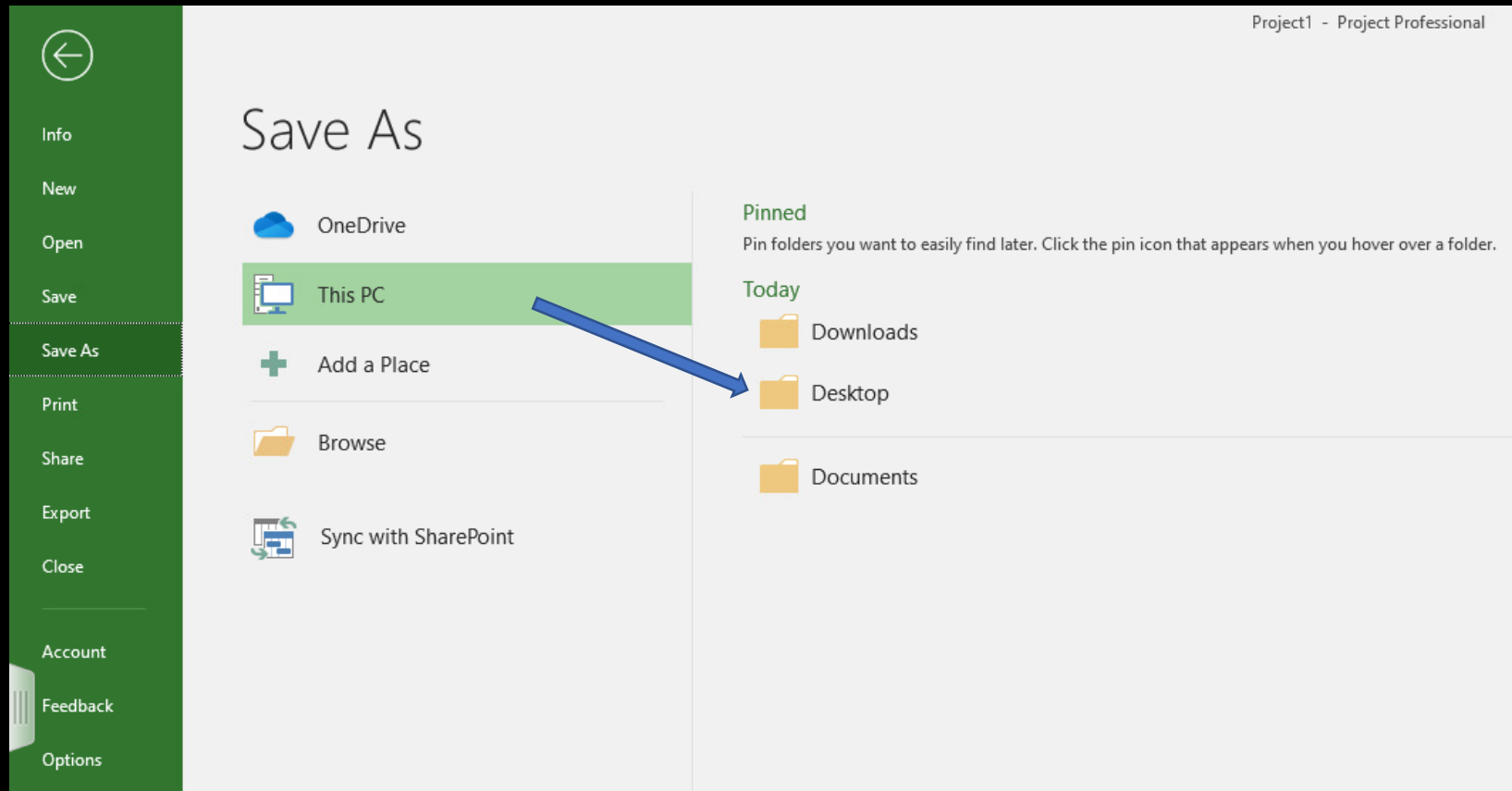
Task ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Add New Column
1							
2							
3	VDI: Save document to OneDrive	1 day	Wed 4/13/22 8:00 AM	Wed 4/13/22 11:00 AM			



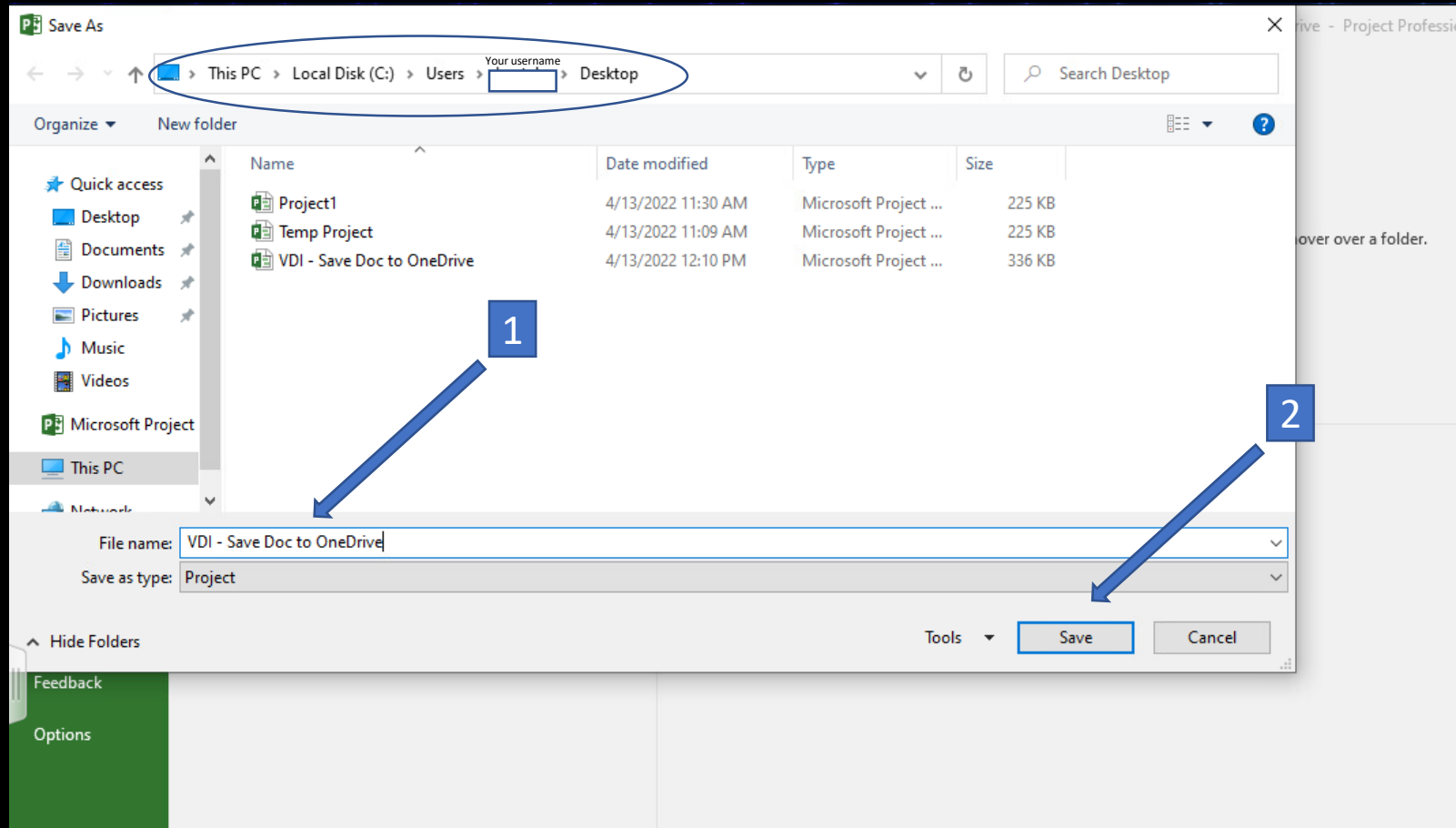
Click: Save As



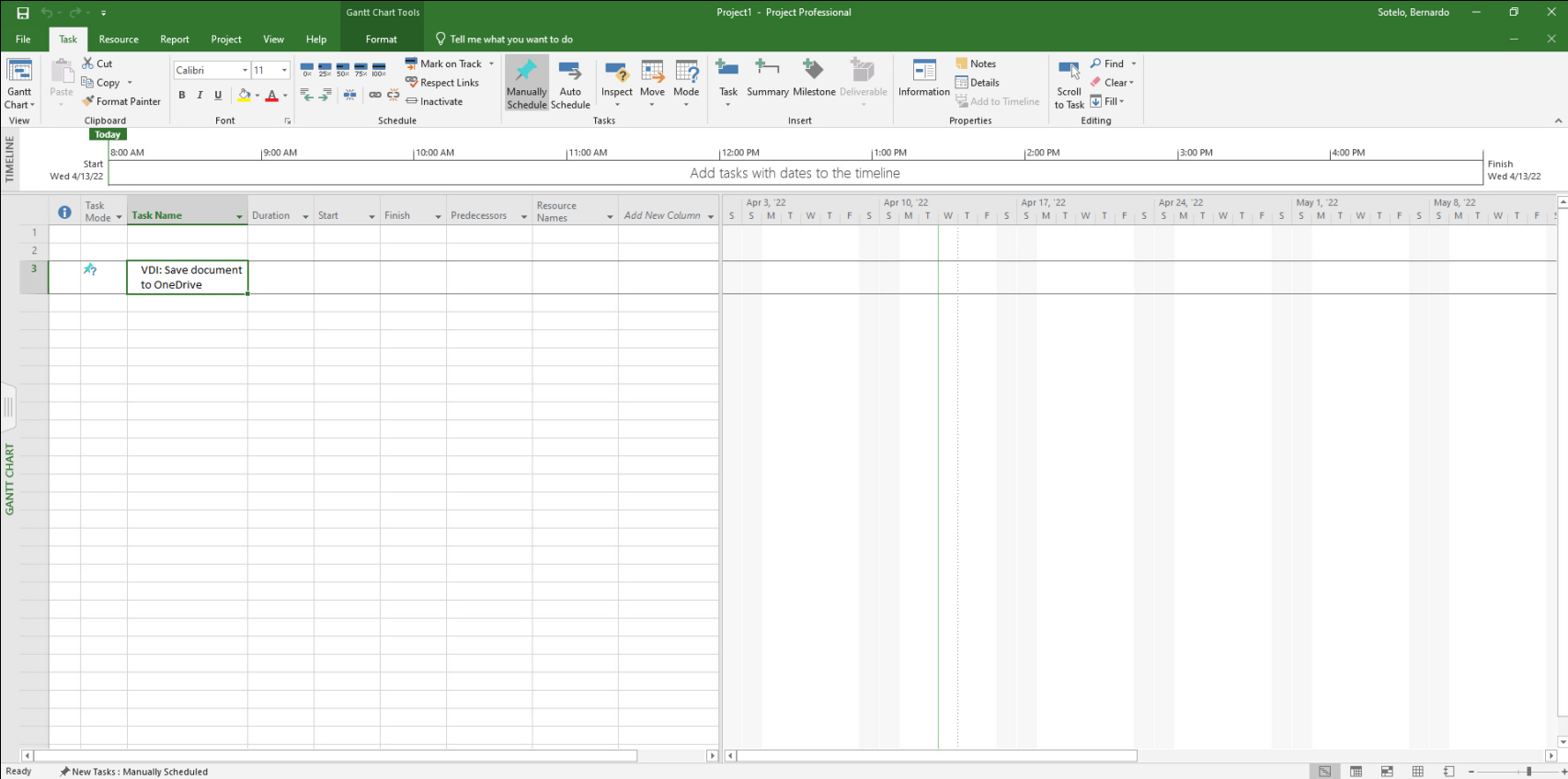
Click: Desktop



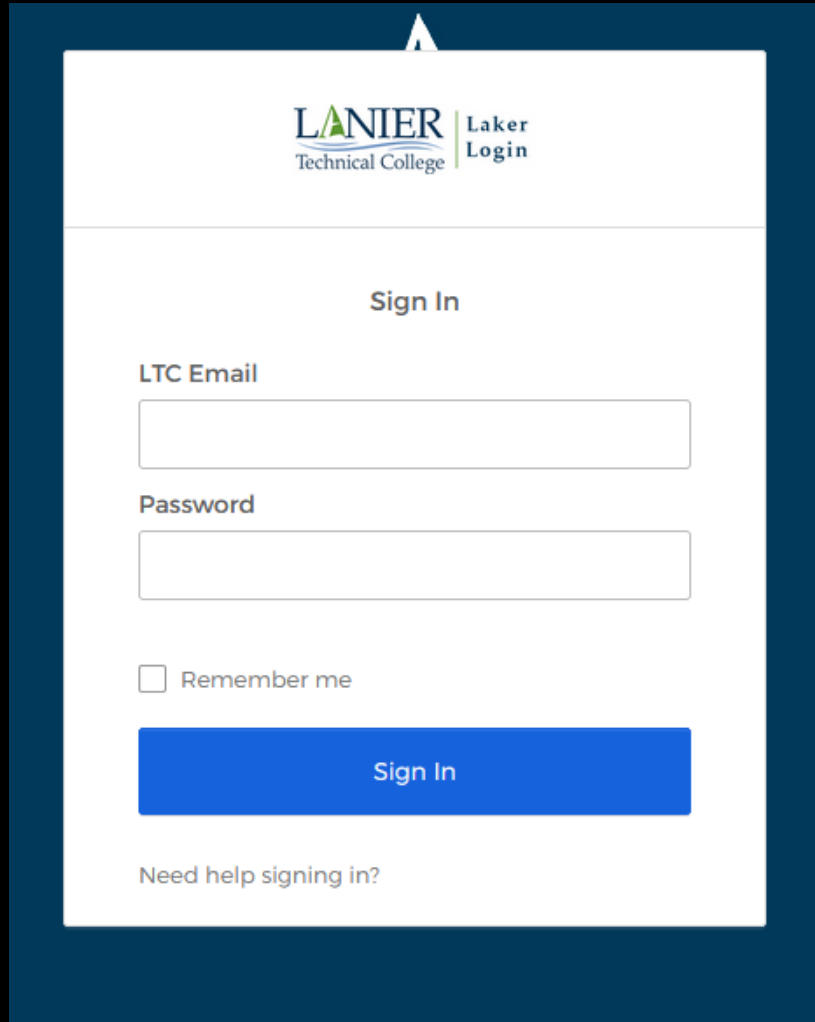
1. Name the document
2. Click: Save (make sure to save to your desktop)



Click: X (to close app)



Next, we need to open OneDrive  
To do this, open a web browser  
Go to: <https://login.laniertech.edu>  
Login with your full student email and password.

A screenshot of the LANIER Technical College Laker Login page. The page has a white background with a blue border. At the top, there is a logo for LANIER Technical College and the text "Laker Login". Below the logo, the text "Sign In" is centered. There are two input fields: "LTC Email" and "Password". Below the "Password" field, there is a checkbox labeled "Remember me". At the bottom, there is a blue button labeled "Sign In" and a link that says "Need help signing in?".

LANIER Technical College | Laker Login

Sign In

LTC Email

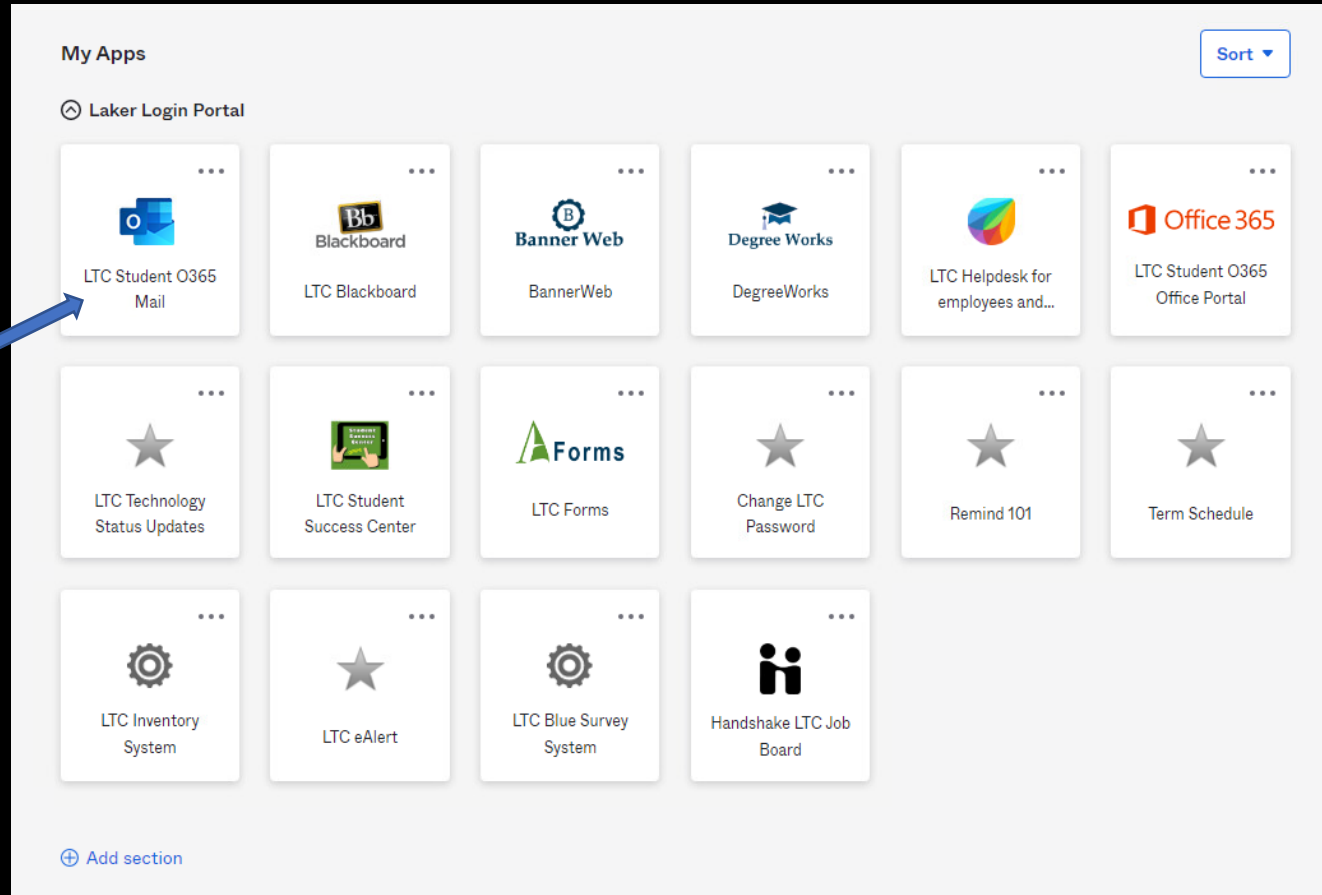
Password

☐ Remember me

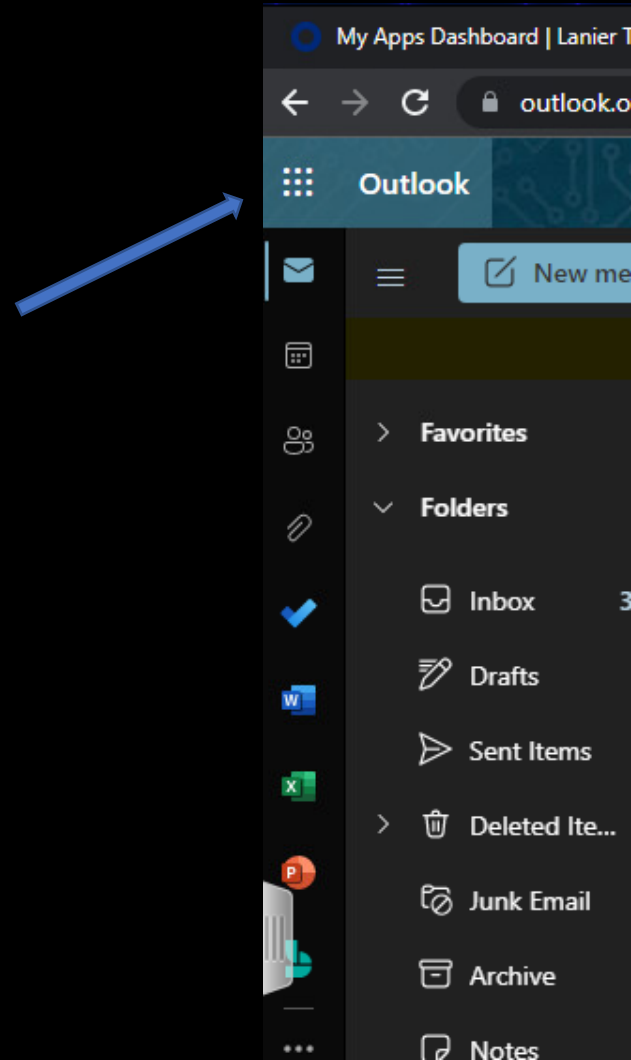
Sign In

Need help signing in?

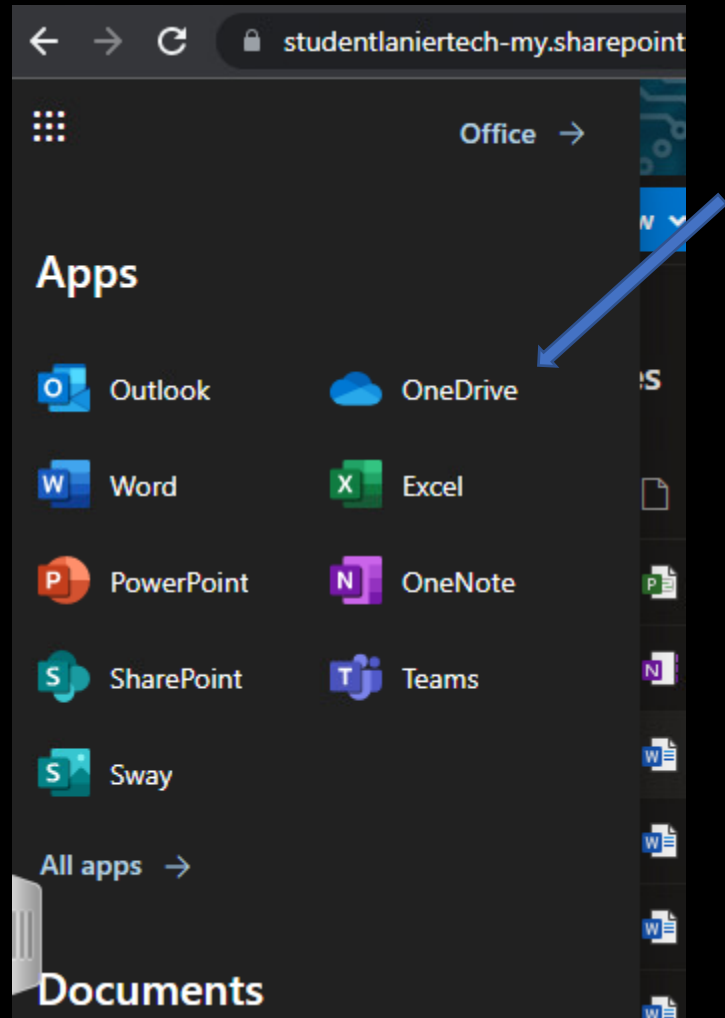
You can open OneDrive through a link inside your webmail  
Click: LTC Student O365 Mail



Click: The menu icon (top left)



Click: OneDrive

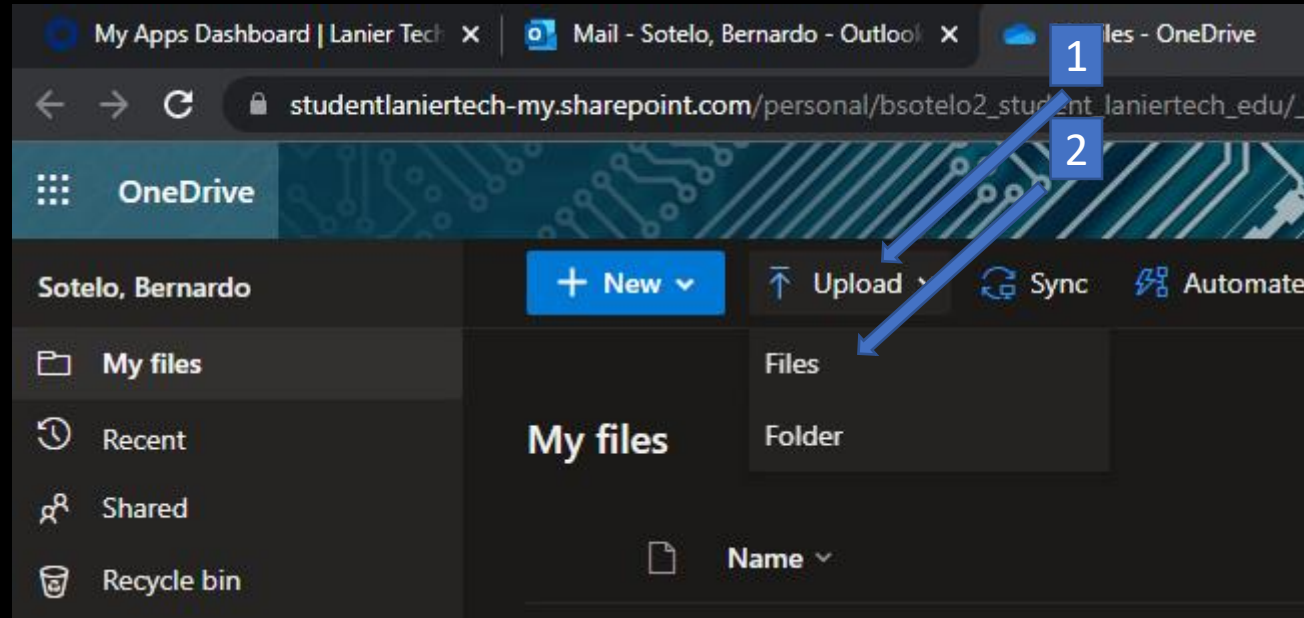




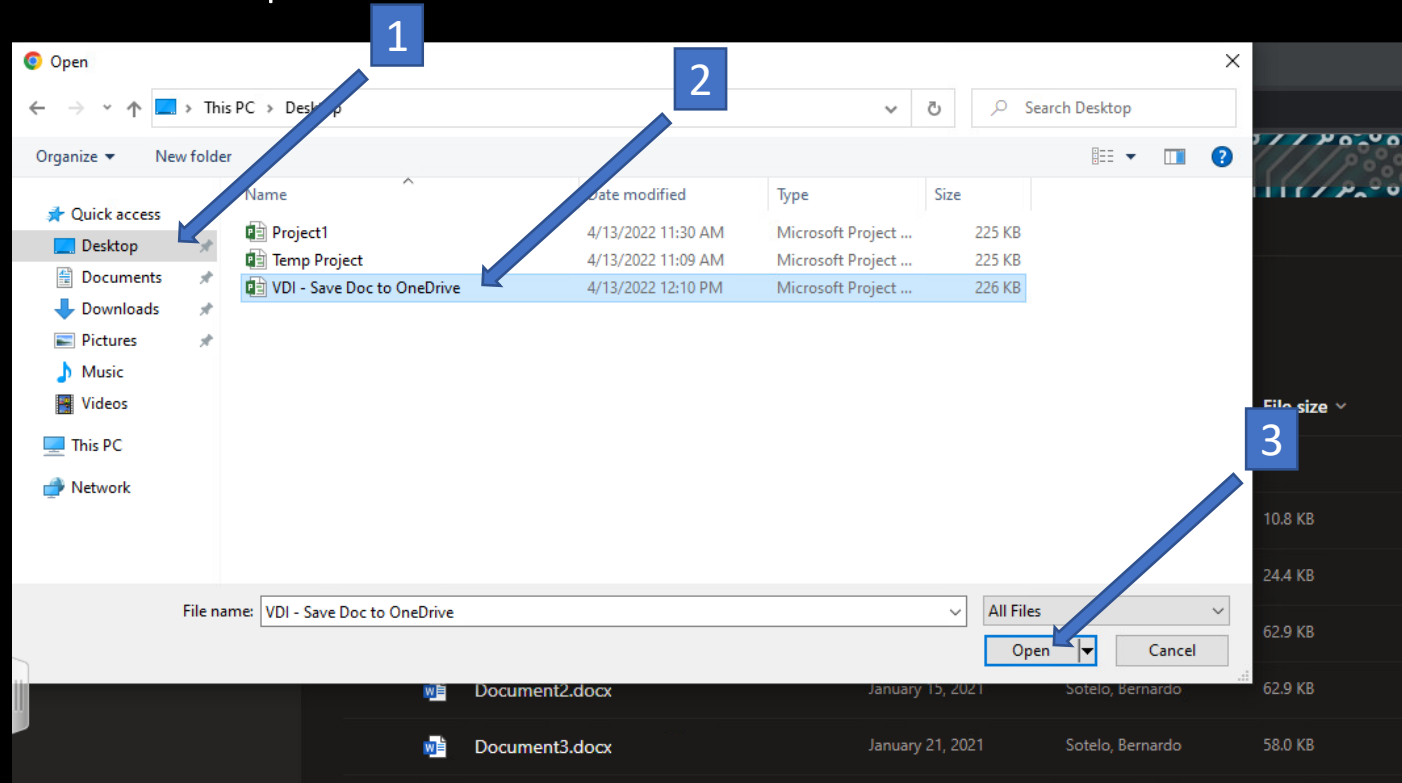
To save files from your computer, you will need to upload to OneDrive

1. Click: Upload

2. Click: File



1. Click: Desktop
2. Click: On the File name
3. Click: Open

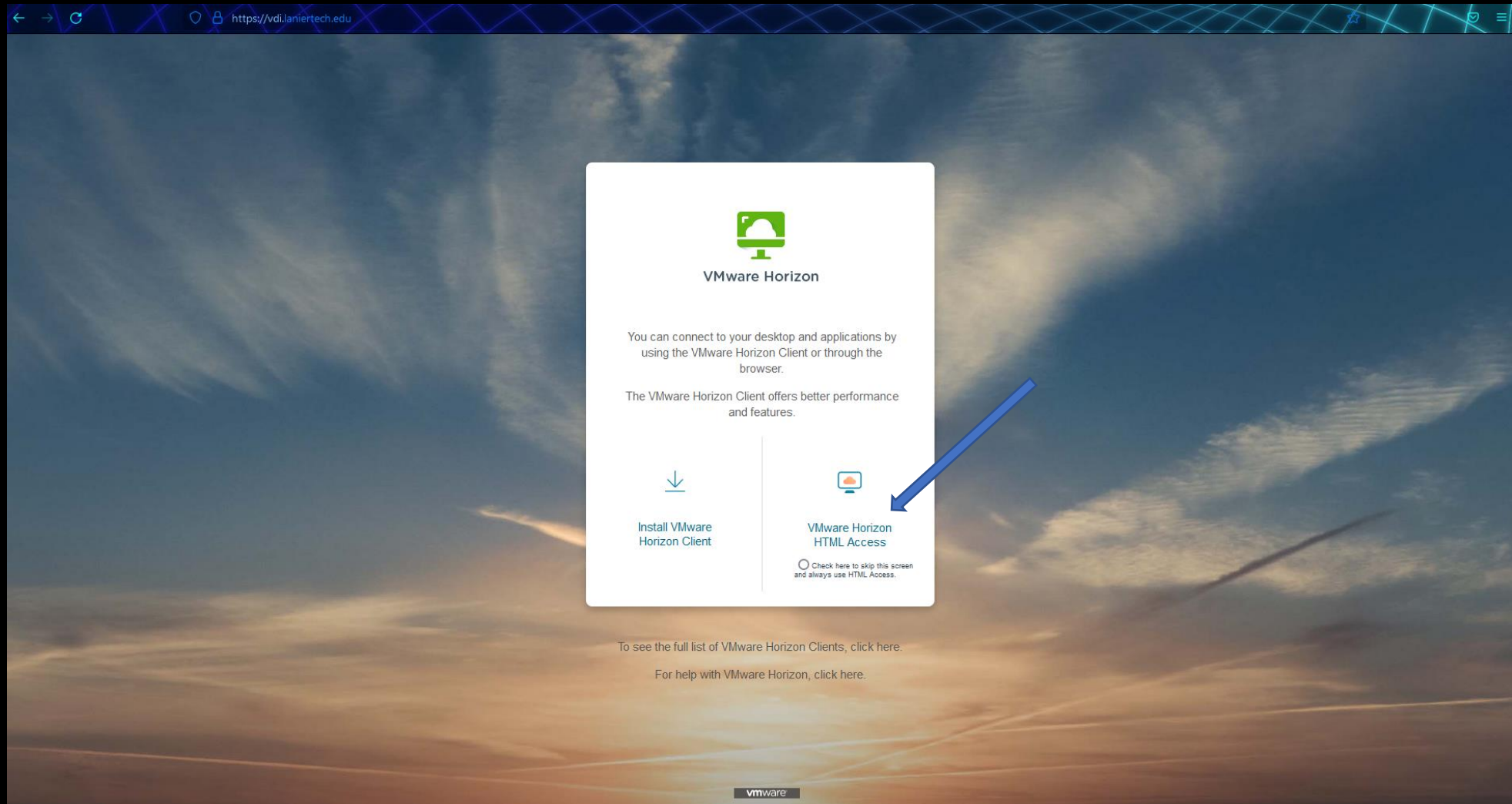


The document has now been saved to OneDrive!

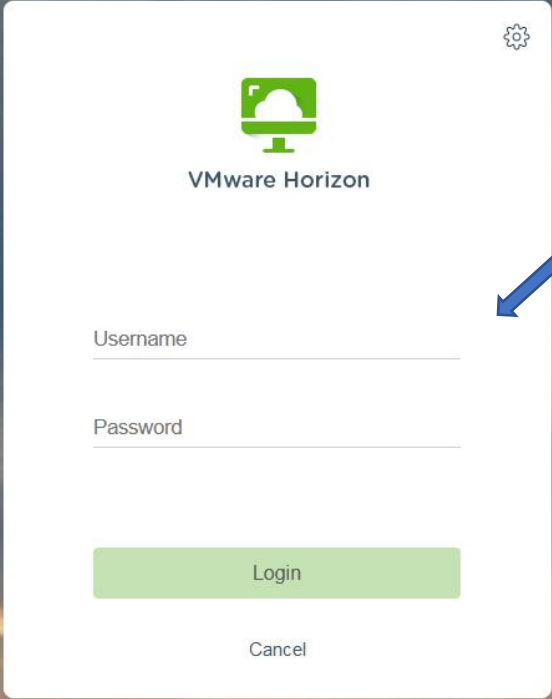
# How to Retrieve Documents From OneDrive in VDI

Note: If you are already in the VDI computer, skip to page 25

Open a web browser to navigate to a vdi desktop.  
Go to: <https://vdi.laniertech.edu>  
Click on: VMware Horizon HTML Access



Sign in by using your LTC Student account  
Click: Login



The image shows a VMware Horizon login dialog box centered on a background of a sunset sky. The dialog box is white with rounded corners and contains the VMware Horizon logo (a green monitor icon with a cloud) and the text "VMware Horizon". Below the logo are two input fields labeled "Username" and "Password". A blue arrow points to the "Username" field. At the bottom of the dialog box are two buttons: a green "Login" button and a "Cancel" button. Below the dialog box, there are three links: "Help with VMware Horizon", "Privacy Policy", and "Download the Horizon Client for Windows (x64)".

VMware Horizon

Username

Password

Login

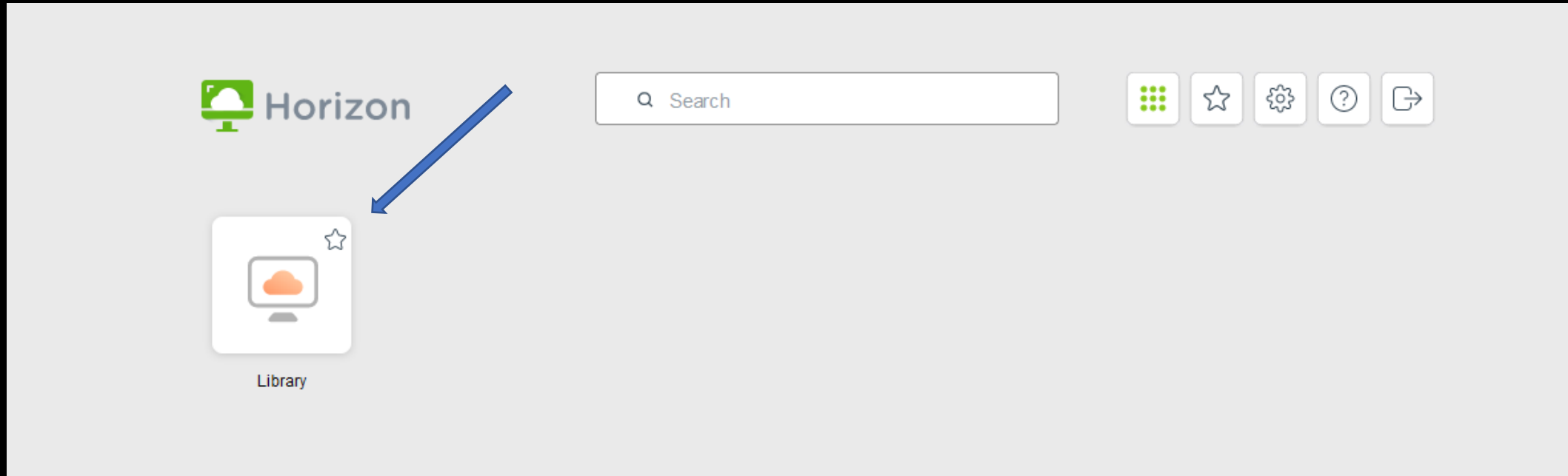
Cancel

[Help with VMware Horizon](#)

[Privacy Policy](#)

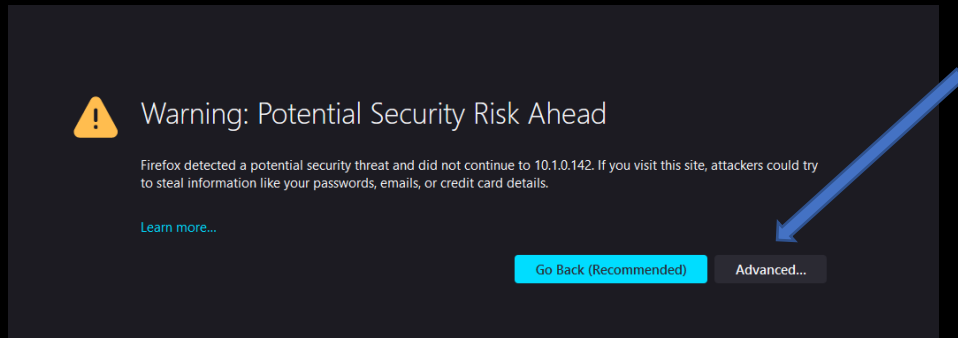
[Download the Horizon Client for Windows \(x64\)](#)

Click the desired desktop computer (in this example, it would be Library)

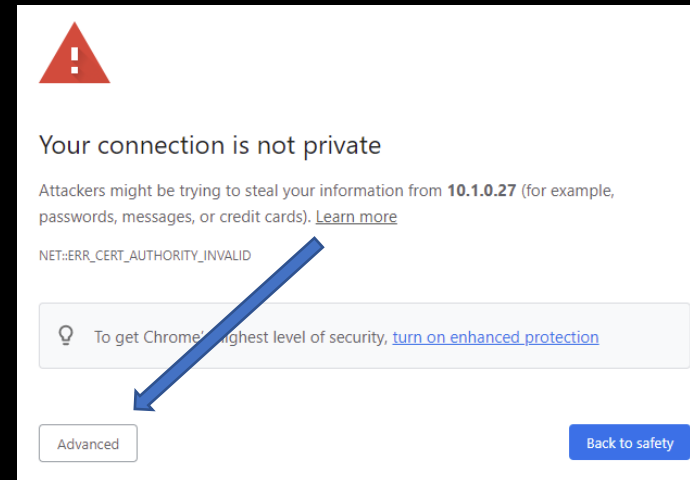


Click: Advanced... (this step may not always appear. Go to next slide)

## Firefox

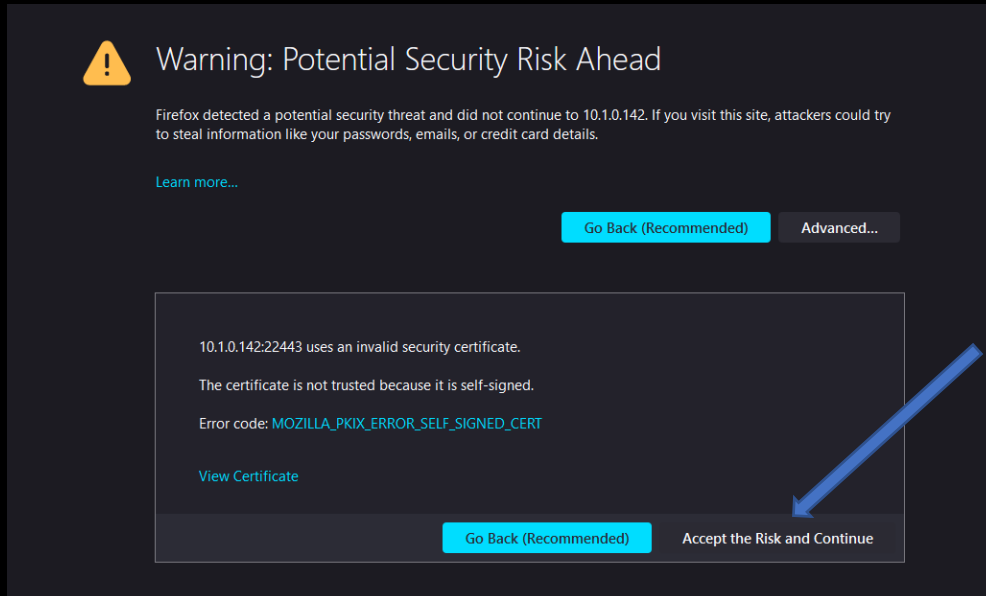


## Chrome

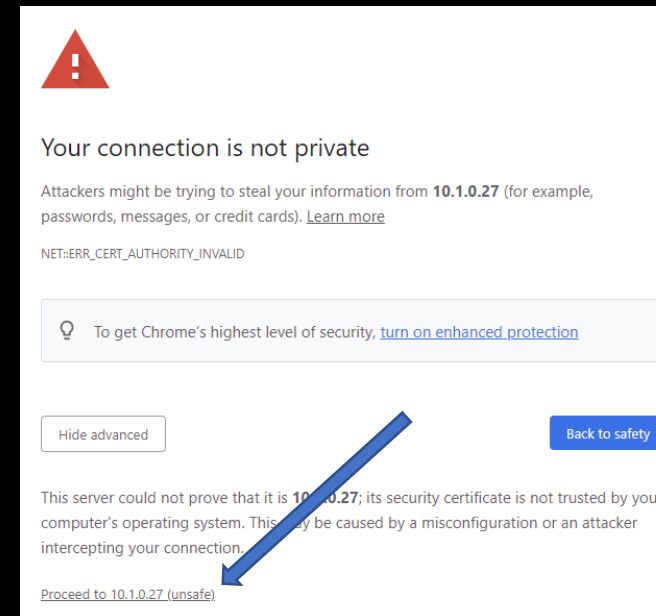


Click: Accept the Risk and Continue or Proceed to 10.1.0....  
(this step may not always appear. Go to next slide)

## Firefox

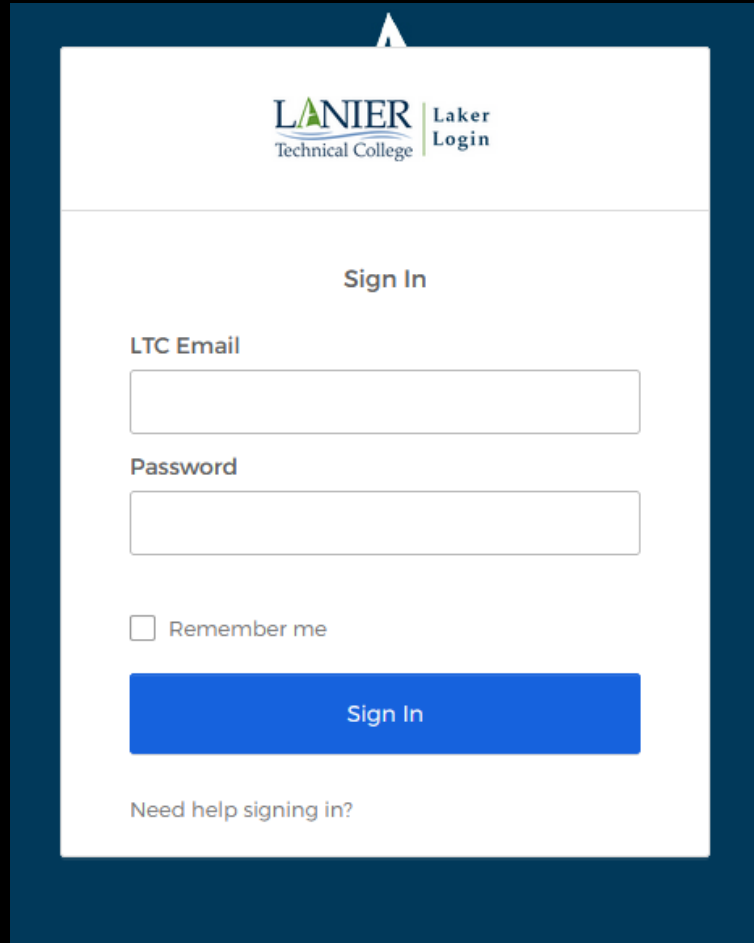


## Chrome





Once you are in VDI  
Open a web browser  
Go to: <https://login.laniertech.edu>  
Login with your student email and password.

The image shows a web browser window displaying the LANIER Technical College Laker Login page. The page has a white background with a blue border. At the top, the LANIER Technical College logo is on the left, and "Laker Login" is on the right. Below the logo, the text "Sign In" is centered. Underneath, there are two input fields: "LTC Email" and "Password". Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the form is a blue button labeled "Sign In". Below the button, the text "Need help signing in?" is displayed.

LANIER Technical College | Laker Login

Sign In

LTC Email

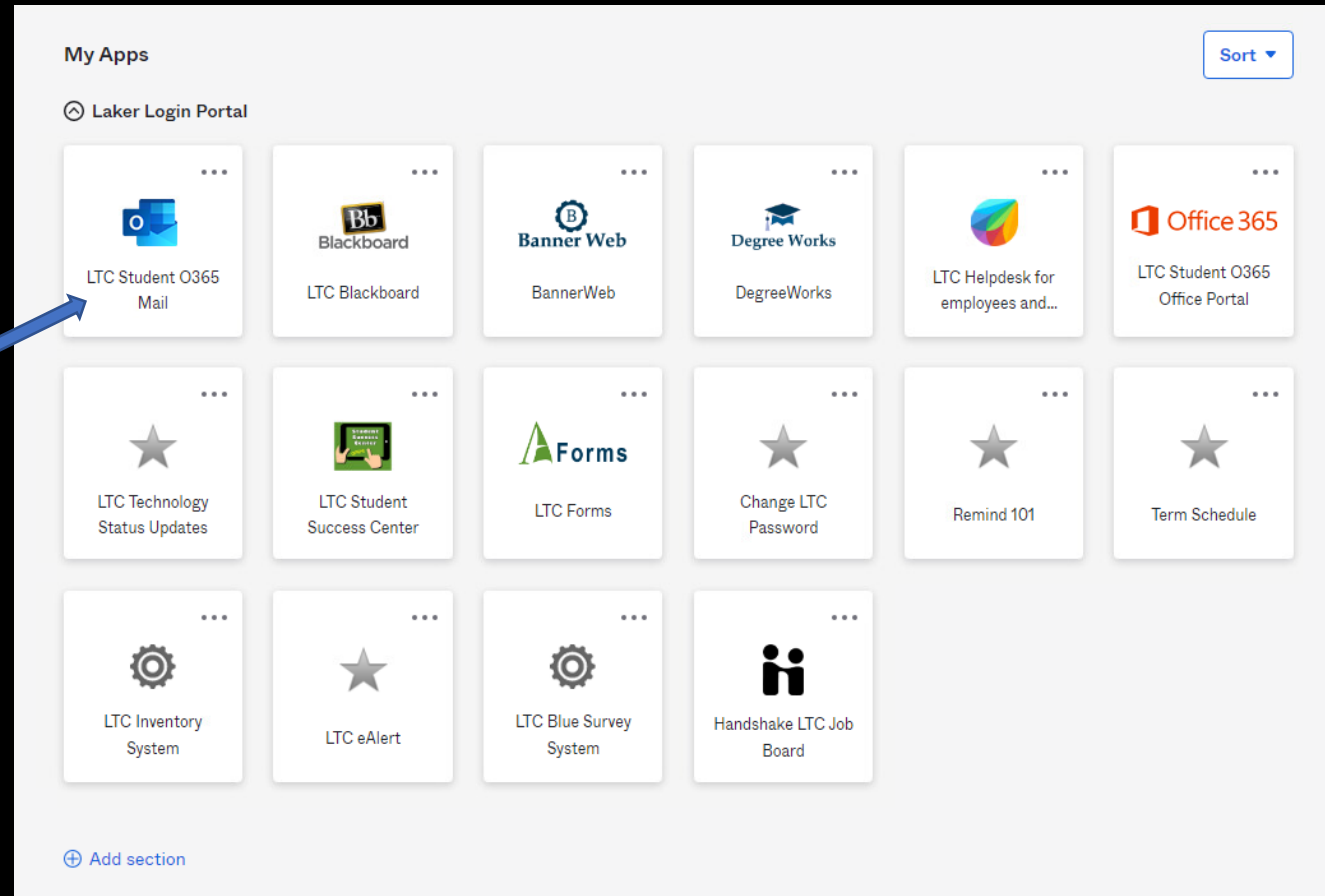
Password

☐ Remember me

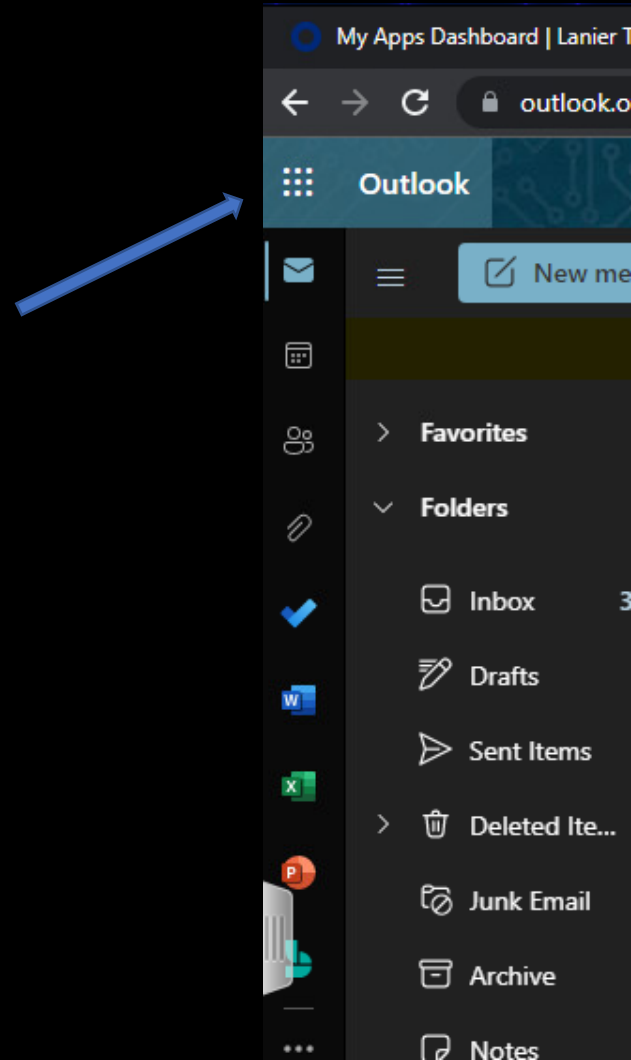
Sign In

Need help signing in?

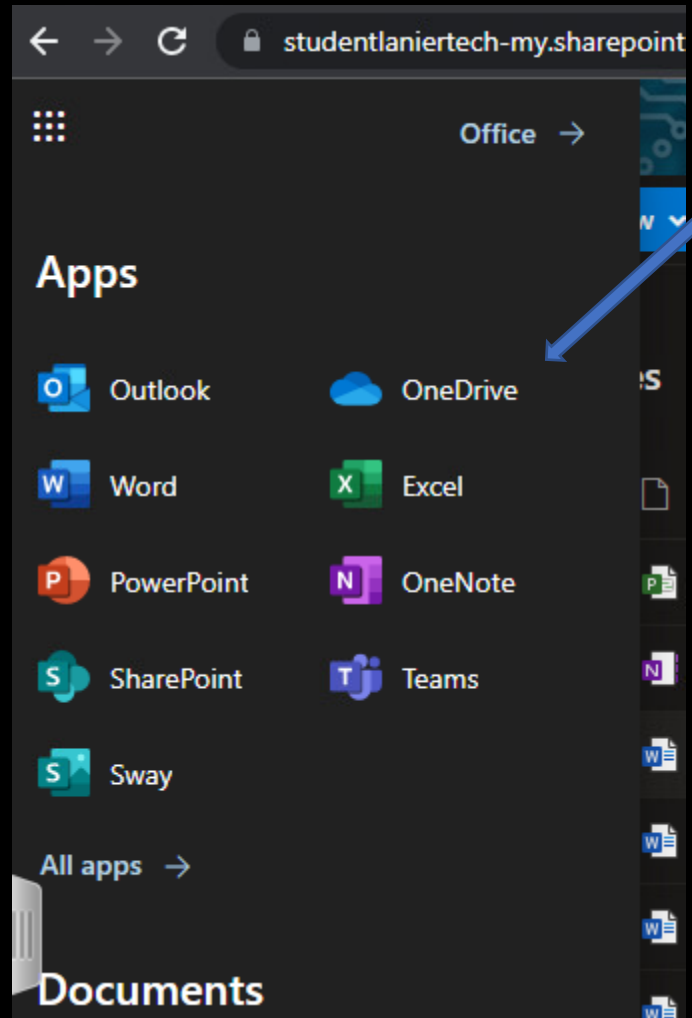
To get to OneDrive, we will click a link from your webmail  
Click: LTC Student O365 Mail



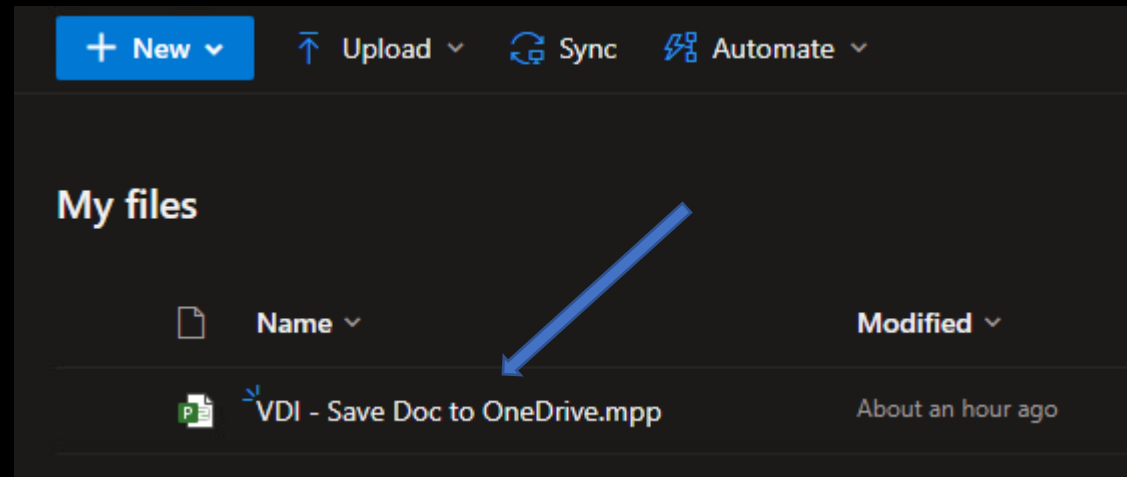
Click: The menu icon (top left)



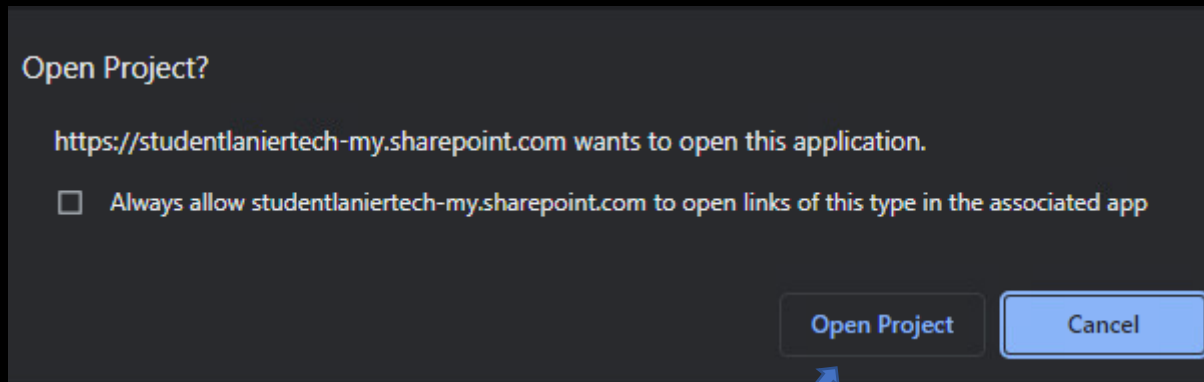
Click: OneDrive



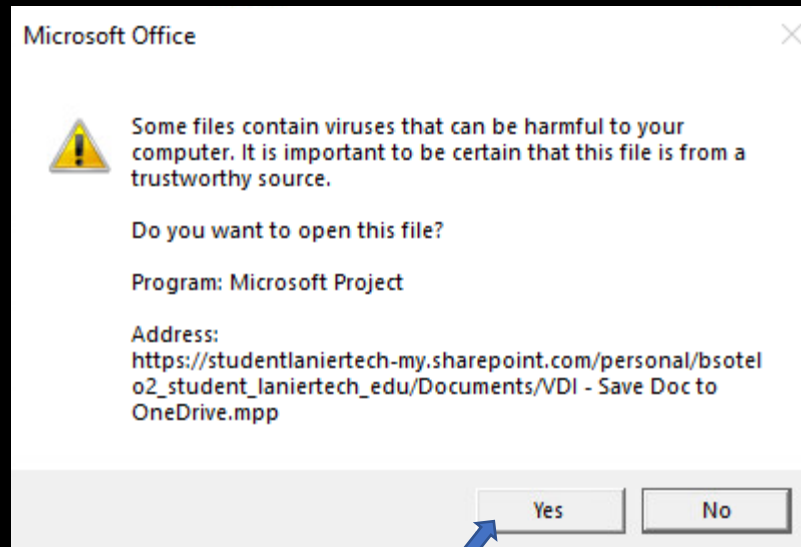
Click on the desired file



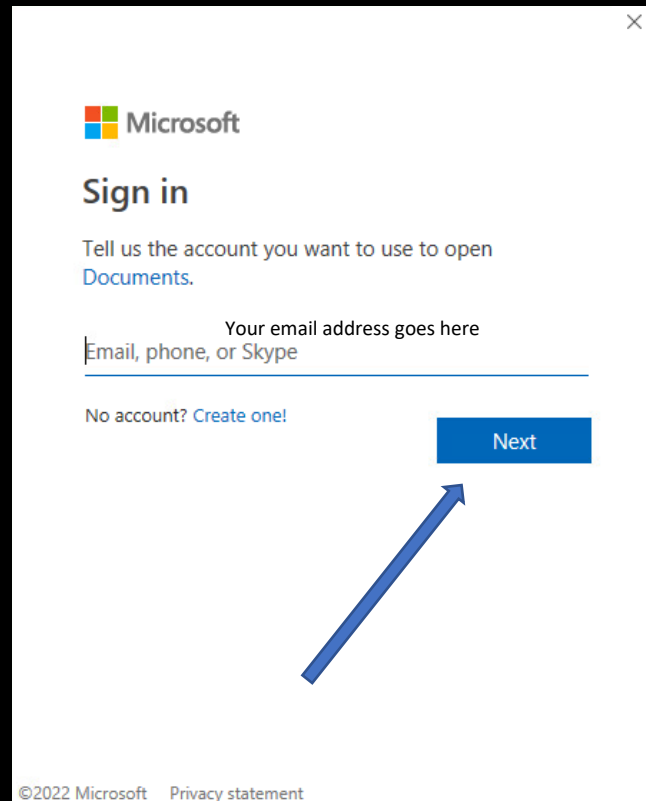
## Click: Open Project



Click: Yes



Input: Student email address  
Click: Next



A screenshot of the Microsoft sign-in interface for opening Documents. The interface is white with a grey close button (X) in the top right corner. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, a message says "Tell us the account you want to use to open Documents." followed by a blue link "Documents.". A text input field is present with the placeholder text "Your email address goes here" and "Email, phone, or Skype". Below the input field, there is a link "No account? Create one!". To the right of the input field is a blue button labeled "Next". A large blue arrow points from the bottom left towards the "Next" button. At the very bottom, there is a footer with the text "©2022 Microsoft" and a link for "Privacy statement".

Microsoft

## Sign in

Tell us the account you want to use to open Documents.

Your email address goes here  
Email, phone, or Skype

No account? [Create one!](#)

Next

©2022 Microsoft [Privacy statement](#)



Click: No, sign in to this app only

### Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

☒ **Allow my organization to manage my device**

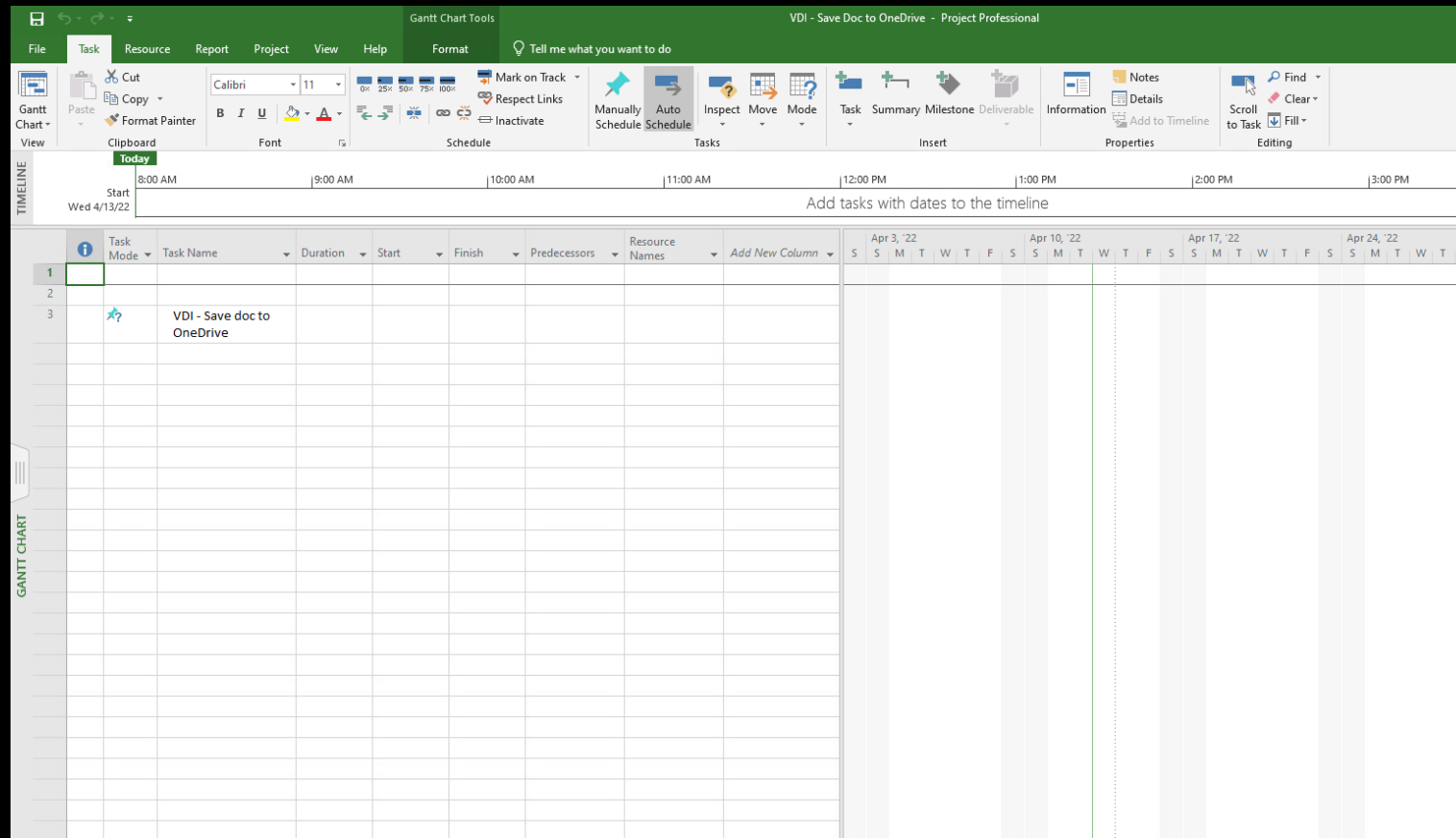
① Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.



No, sign in to this app only

OK

You should be back in your file!



Reminder – save and upload your file back to OneDrive when finished