

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

The screenshot shows a web browser window with the address bar displaying <https://vdi.laniertech.edu>. The main content area has a background image of a sunset over a desert. A white card is centered on the page with the following text and elements:

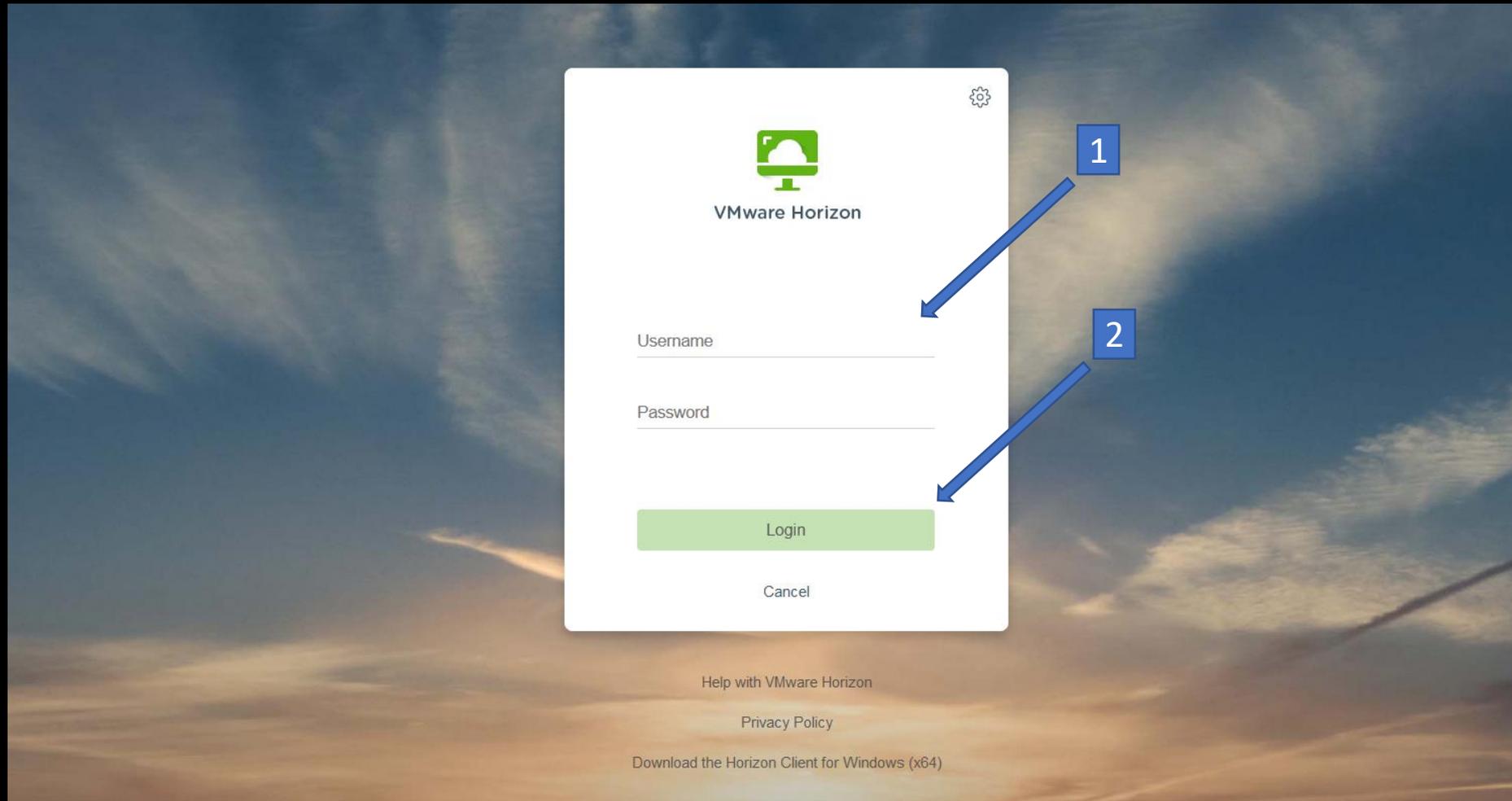
- VMware Horizon** logo and title.
- Text: "You can connect to your desktop and applications by using the VMware Horizon Client or through the browser."
- Text: "The VMware Horizon Client offers better performance and features."
- Two columns of options:
 - Left column: A downward arrow icon, followed by the text "Install VMware Horizon Client".
 - Right column: A monitor icon with a cloud, followed by the text "VMware Horizon HTML Access". Below this is a radio button and the text "Check here to skip this screen and always use HTML Access."

A blue arrow points from the right side of the screen towards the "VMware Horizon HTML Access" option. Below the white card, there are two lines of text:

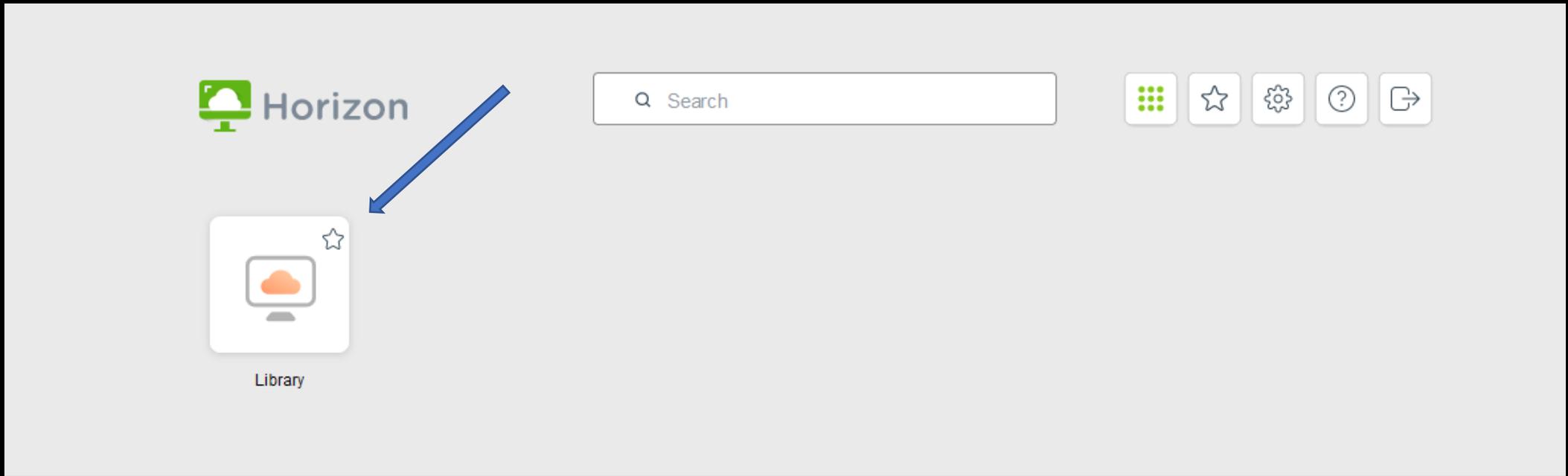
- "To see the full list of VMware Horizon Clients, click here."
- "For help with VMware Horizon, click here."

The VMware logo is visible at the bottom center of the page.

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

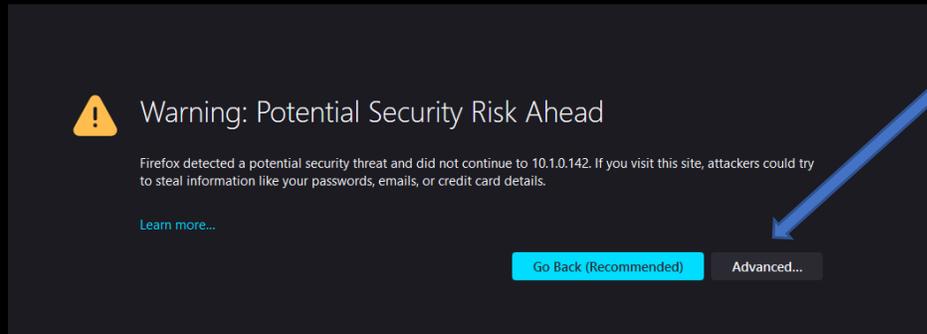


Click: Library, or Win10 Base, etc. (this will depend on which class you are currently enrolled)



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

Firefox



A screenshot of a Firefox security warning. The background is dark grey. At the top left is a yellow warning triangle icon. To its right, the text reads "Warning: Potential Security Risk Ahead". Below this, a smaller line of text says "Firefox detected a potential security threat and did not continue to 10.1.0.142. If you visit this site, attackers could try to steal information like your passwords, emails, or credit card details." Underneath is a link "Learn more...". At the bottom, there are two buttons: "Go Back (Recommended)" in a light blue box and "Advanced..." in a dark grey box. A blue arrow points from the top right towards the "Advanced..." button.

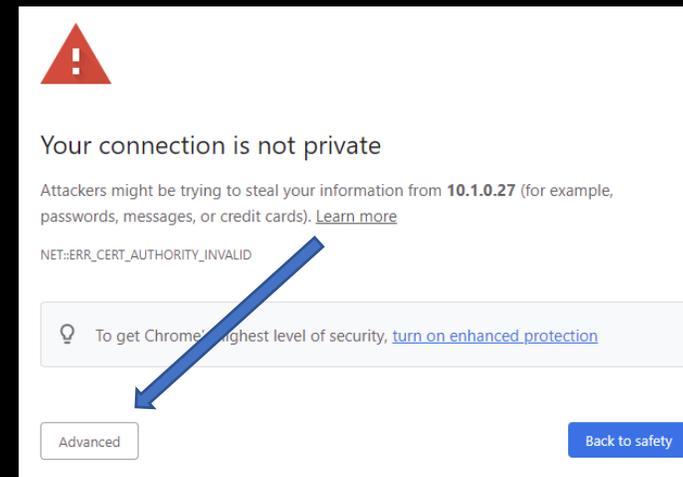
Warning: Potential Security Risk Ahead

Firefox detected a potential security threat and did not continue to 10.1.0.142. If you visit this site, attackers could try to steal information like your passwords, emails, or credit card details.

[Learn more...](#)

[Go Back \(Recommended\)](#) [Advanced...](#)

Chrome



A screenshot of a Chrome security warning. The background is white. At the top left is a red warning triangle icon with an exclamation mark. Below it, the text reads "Your connection is not private". Underneath, a line of text says "Attackers might be trying to steal your information from 10.1.0.27 (for example, passwords, messages, or credit cards). [Learn more](#)". Below this is the error code "NET:ERR_CERT_AUTHORITY_INVALID". In the center, there is a light blue box containing a lightbulb icon and the text "To get Chrome's highest level of security, [turn on enhanced protection](#)". At the bottom, there are two buttons: "Advanced" in a white box and "Back to safety" in a blue box. A blue arrow points from the top right towards the "Advanced" button.

Your connection is not private

Attackers might be trying to steal your information from 10.1.0.27 (for example, passwords, messages, or credit cards). [Learn more](#)

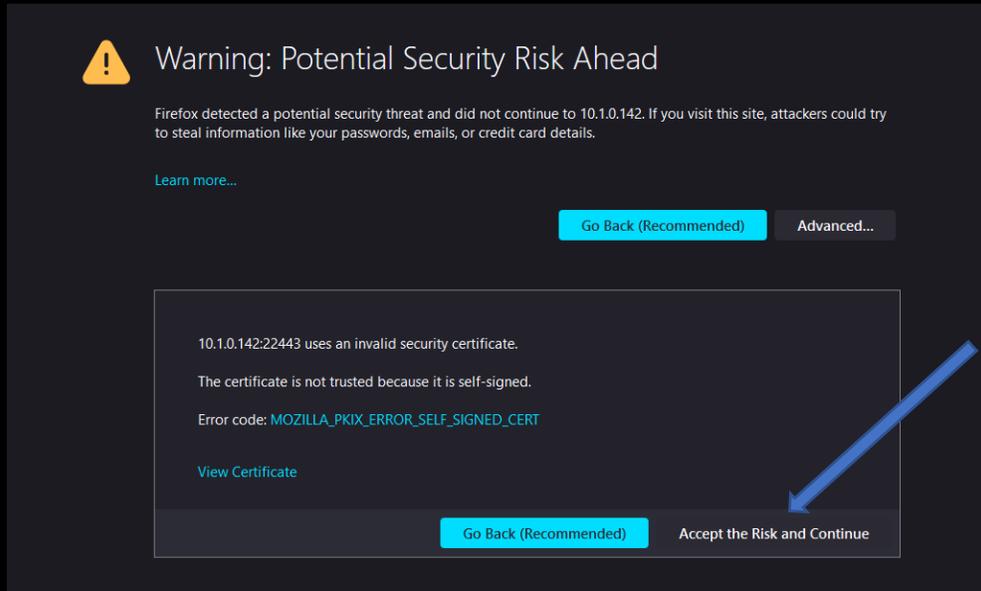
NET:ERR_CERT_AUTHORITY_INVALID

To get Chrome's highest level of security, [turn on enhanced protection](#)

[Advanced](#) [Back to safety](#)

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

Firefox



Warning: Potential Security Risk Ahead

Firefox detected a potential security threat and did not continue to 10.1.0.142. If you visit this site, attackers could try to steal information like your passwords, emails, or credit card details.

[Learn more...](#)

[Go Back \(Recommended\)](#) [Advanced...](#)

10.1.0.142:22443 uses an invalid security certificate.

The certificate is not trusted because it is self-signed.

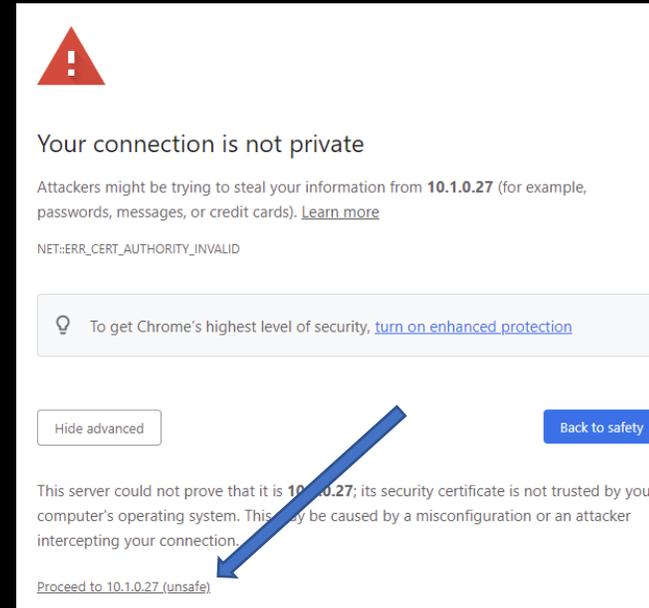
Error code: [MOZILLA_PKIX_ERROR_SELF_SIGNED_CERT](#)

[View Certificate](#)

[Go Back \(Recommended\)](#) [Accept the Risk and Continue](#)

A blue arrow points from the 'Accept the Risk and Continue' button in the detailed error box to the 'Accept the Risk and Continue' button in the main warning area.

Chrome



Your connection is not private

Attackers might be trying to steal your information from **10.1.0.27** (for example, passwords, messages, or credit cards). [Learn more](#)

NET::ERR_CERT_AUTHORITY_INVALID

To get Chrome's highest level of security, [turn on enhanced protection](#)

[Hide advanced](#) [Back to safety](#)

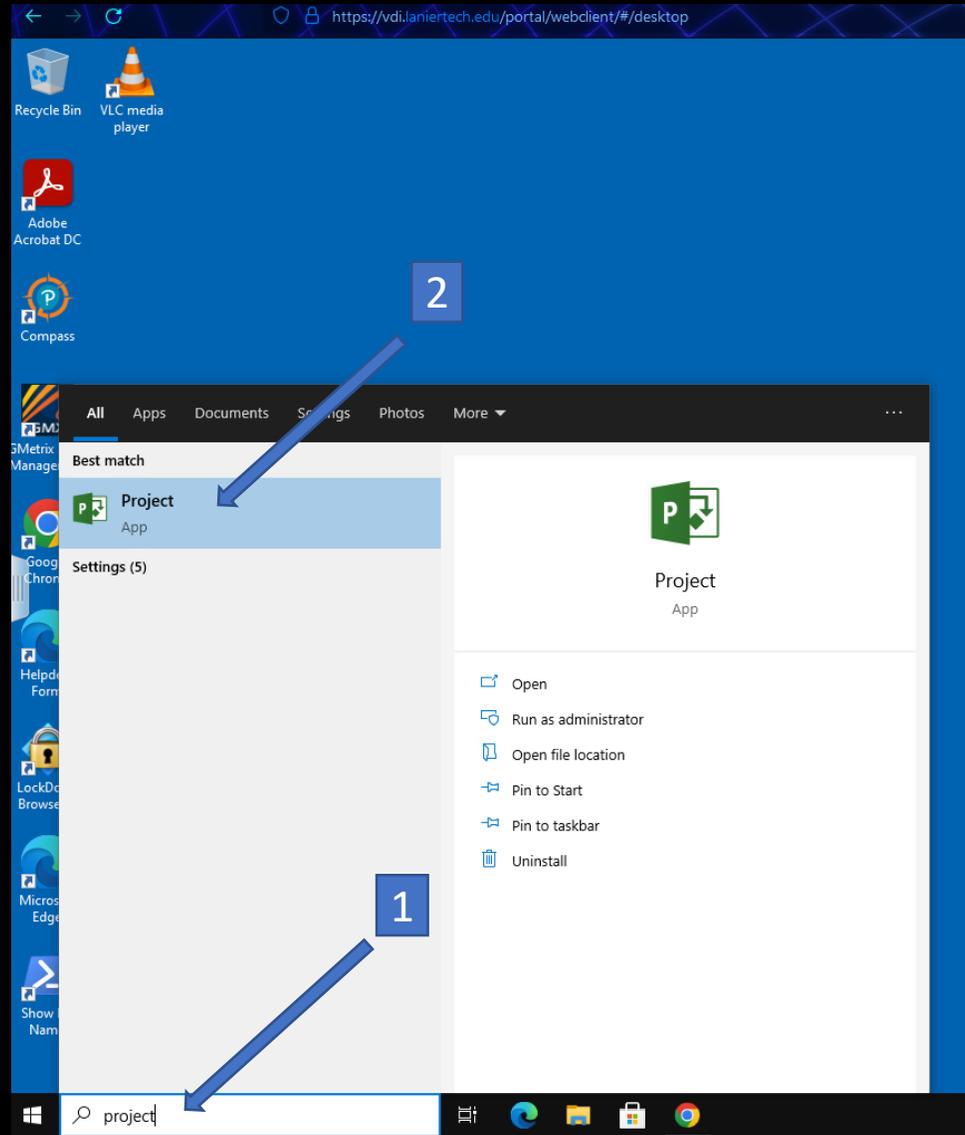
This server could not prove that it is **10.1.0.27**; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

[Proceed to 10.1.0.27 \(unsafe\)](#)

A blue arrow points from the 'Proceed to 10.1.0.27 (unsafe)' link to the 'Back to safety' button.

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.

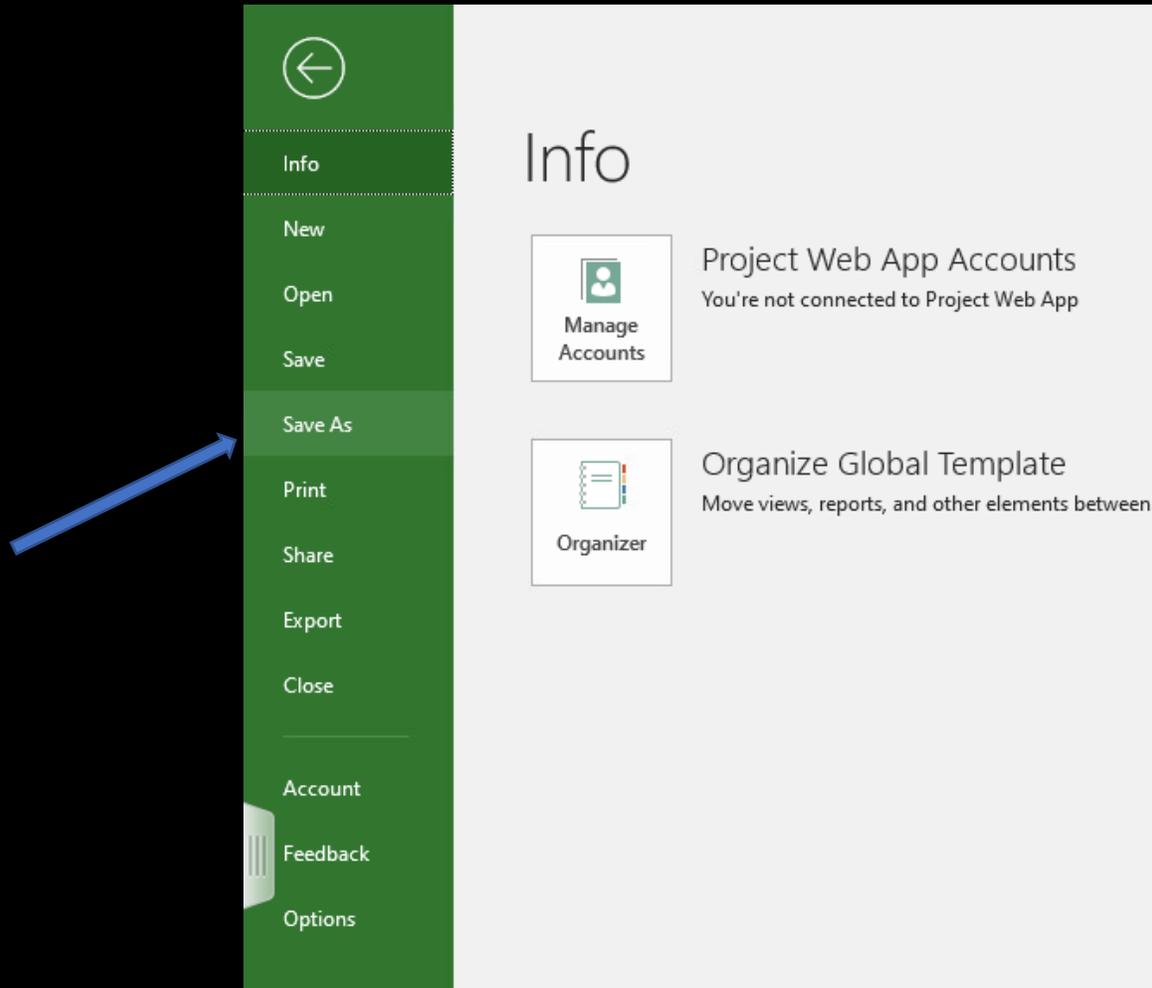


When you are ready to save your work,
Click: File

The screenshot displays the Microsoft Project interface. The top ribbon is green and contains the following tabs: File, Task, Resource, Report, Project, View, Help, Format, and a search bar labeled "Tell me what you want to do". The "File" tab is currently selected and highlighted. A blue arrow points to the "File" tab. Below the ribbon, the "Gantt Chart Tools" ribbon is visible, with sub-tabs for "Clipboard", "Font", "Schedule", "Tasks", and "View". The main workspace shows a Gantt chart with a timeline starting at 8:00 AM on Wednesday, 4/13/22. A task named "VDI: Save document to OneDrive" is listed in the task list below the chart. The task list has columns for Task Name, Duration, Start, Finish, Predecessors, and Resource Names.

Task ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1						
2						
3	VDI: Save document to OneDrive					

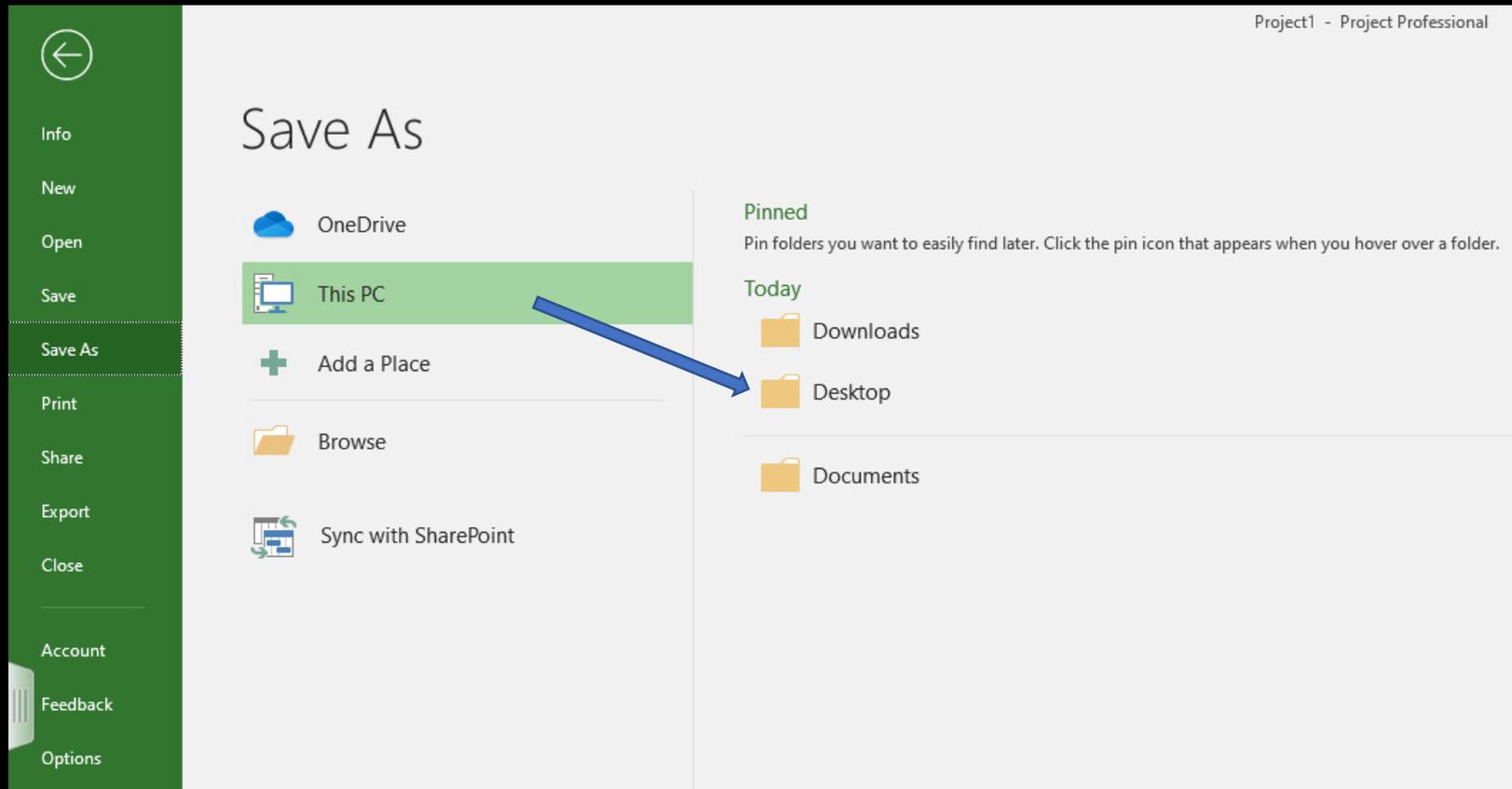
Click: Save As



Click: Desktop

Project1 - Project Professional

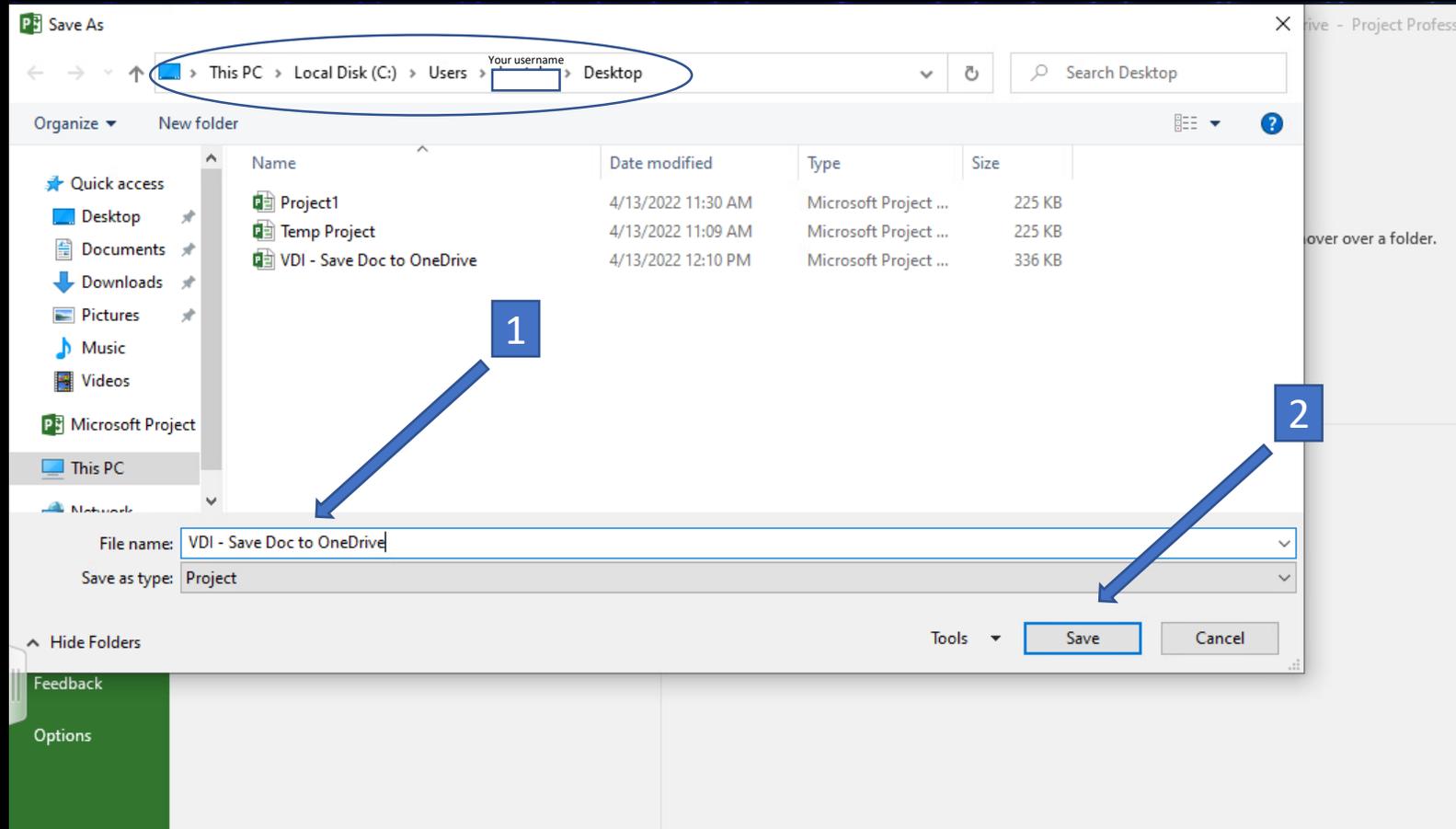
Save As



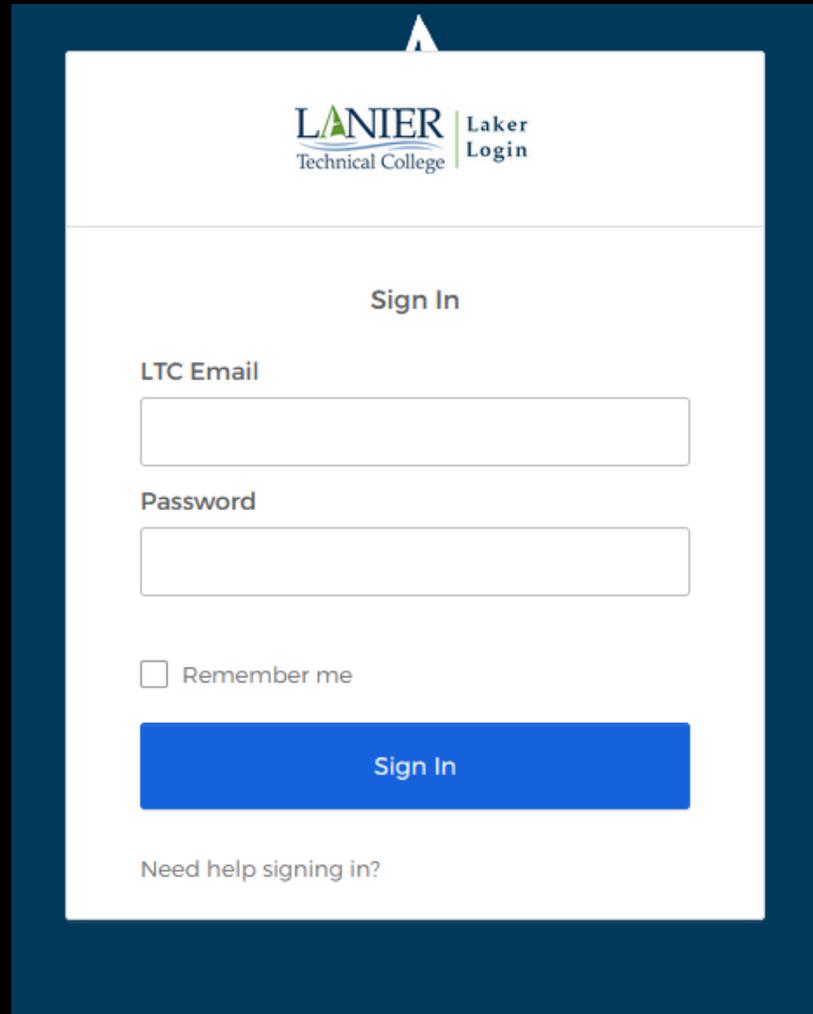
The screenshot shows the 'Save As' dialog box in Microsoft Project Professional. On the left is a green ribbon with various options: Info, New, Open, Save, Save As (highlighted), Print, Share, Export, Close, Account, Feedback, and Options. The main area is titled 'Save As' and contains several sections:

- OneDrive**: A cloud icon and the text 'OneDrive'.
- This PC**: A computer icon and the text 'This PC', which is highlighted with a green background. A blue arrow points from this section to the 'Desktop' folder.
- Add a Place**: A plus sign icon and the text 'Add a Place'.
- Browse**: A folder icon and the text 'Browse'.
- Sync with SharePoint**: A SharePoint icon and the text 'Sync with SharePoint'.
- Pinned**: A section header with the text 'Pin folders you want to easily find later. Click the pin icon that appears when you hover over a folder.'
- Today**: A section header with a list of folders: 'Downloads', 'Desktop', and 'Documents'.

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



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.



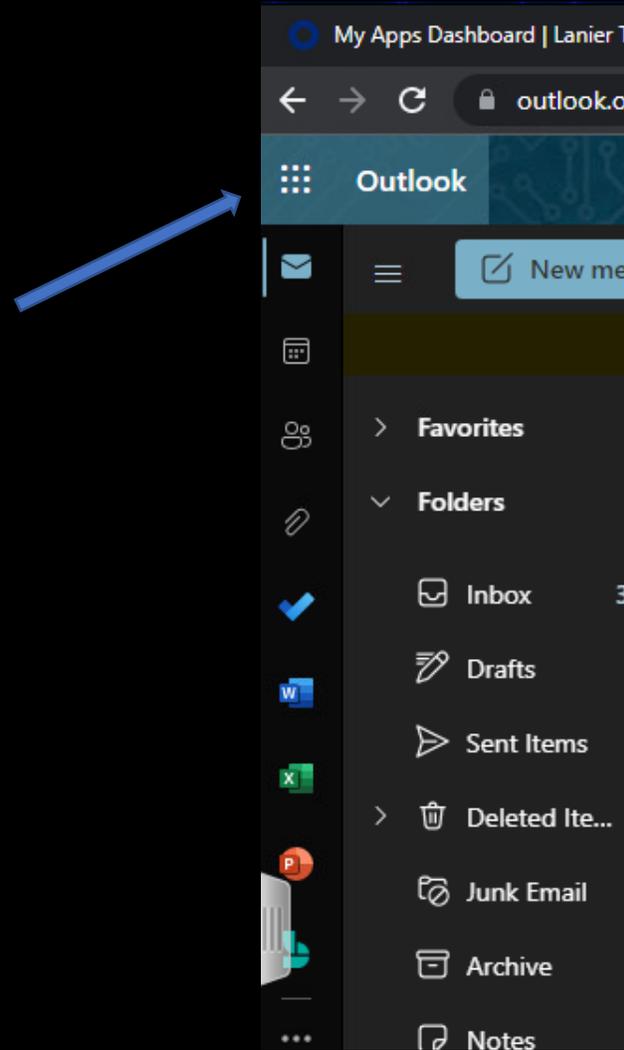
The image shows a screenshot of the LANIER Technical College Laker Login page. The page has a white background with a dark blue border. At the top center, there is the LANIER Technical College logo, which includes the word "LANIER" in a stylized font with a green triangle above the "A", and "Technical College" below it. To the right of the logo is 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 is a checkbox labeled "Remember me". At the bottom of the form is a blue button with the text "Sign In". Below the button is the text "Need help signing in?".

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

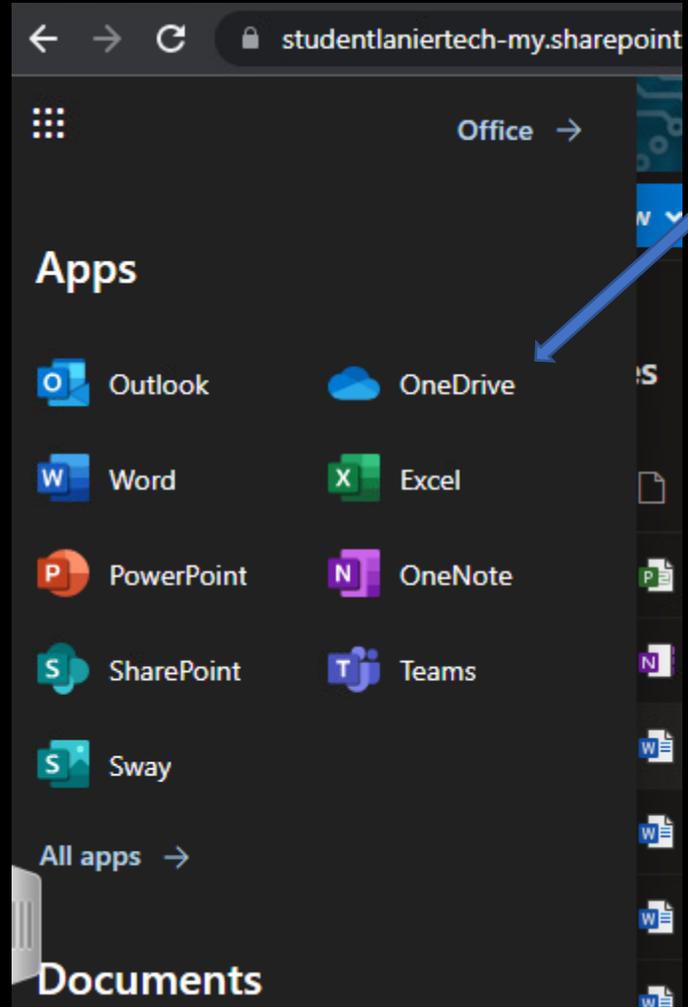
The screenshot shows a 'My Apps' dashboard with a 'Sort' dropdown in the top right. Below the title is a 'Laker Login Portal' section. The dashboard contains a grid of application tiles, each with an icon, a title, and a three-dot menu icon in the top right corner. A blue arrow points to the 'LTC Student O365 Mail' tile, which features the Office 365 logo. Other tiles include Blackboard, Banner Web, Degree Works, LTC Helpdesk, Office 365 Office Portal, LTC Technology Status Updates, LTC Student Success Center, LTC Forms, Change LTC Password, Remind 101, Term Schedule, LTC Inventory System, LTC eAlert, LTC Blue Survey System, and Handshake LTC Job Board. At the bottom left, there is an 'Add section' button.

App Name	Icon
LTC Student O365 Mail	Office 365 logo
LTC Blackboard	Blackboard logo
BannerWeb	Banner Web logo
DegreeWorks	Degree Works logo
LTC Helpdesk for employees and...	Helpdesk icon
LTC Student O365 Office Portal	Office 365 logo
LTC Technology Status Updates	Star icon
LTC Student Success Center	Success Center icon
LTC Forms	Forms logo
Change LTC Password	Star icon
Remind 101	Star icon
Term Schedule	Star icon
LTC Inventory System	Gear icon
LTC eAlert	Star icon
LTC Blue Survey System	Gear icon
Handshake LTC Job Board	Handshake icon

Click: The menu icon (top left)

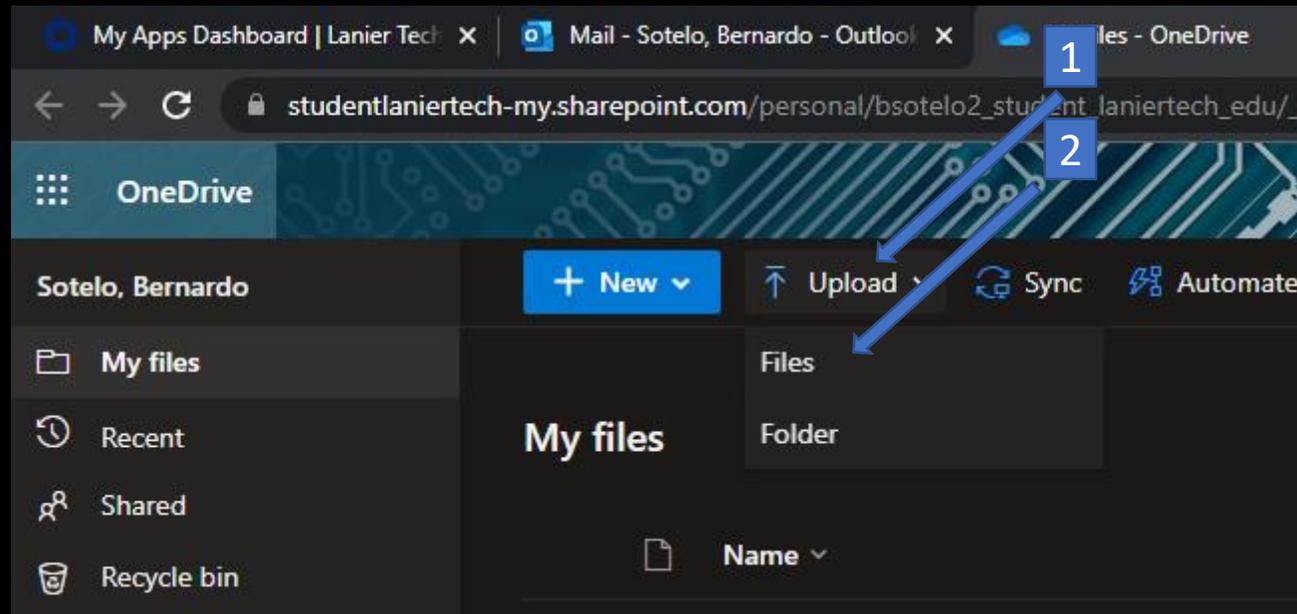


Click: OneDrive

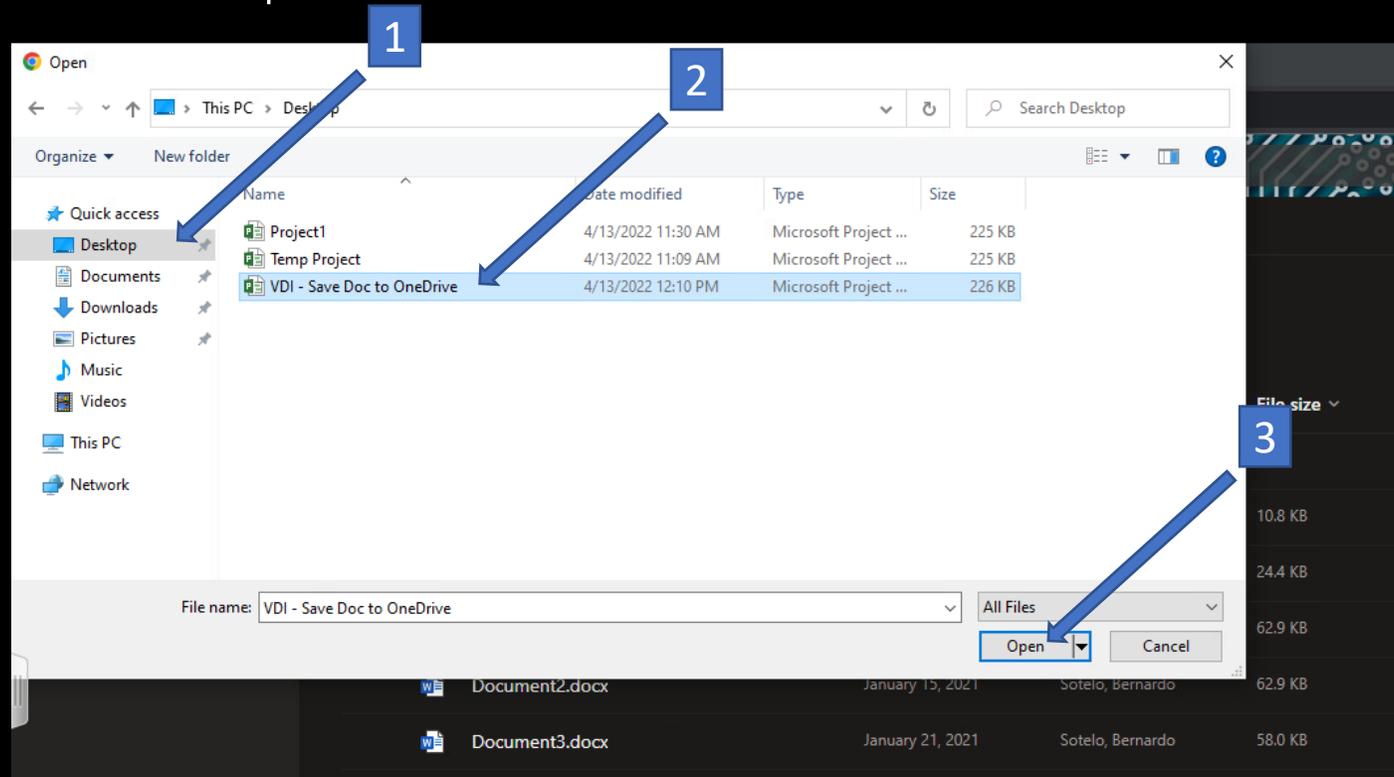


To save files from your computer, you will need to upload to OneDrive

1. Click: Upload
2. Click: File



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

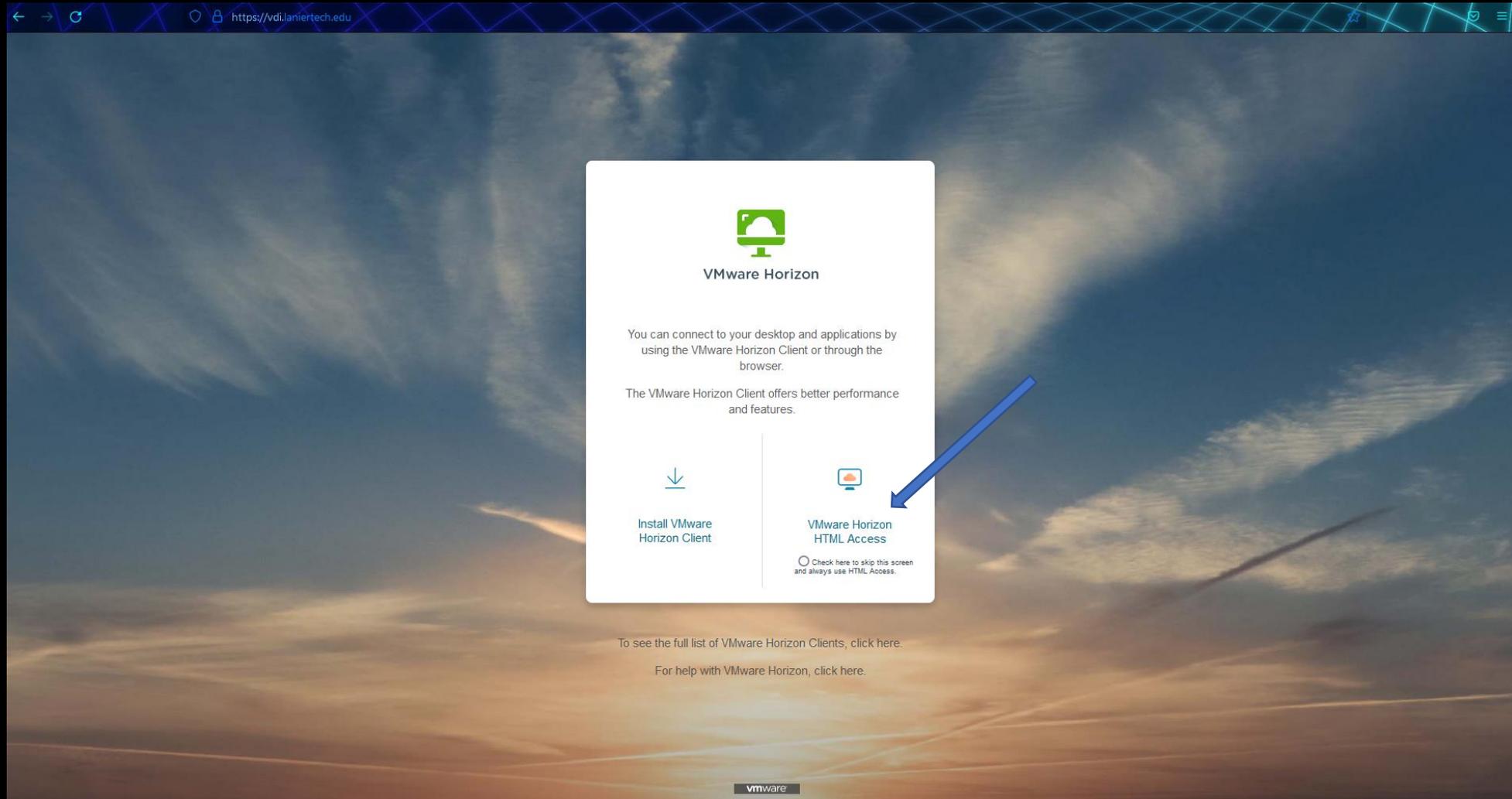


The document has now been saved to OneDrive!

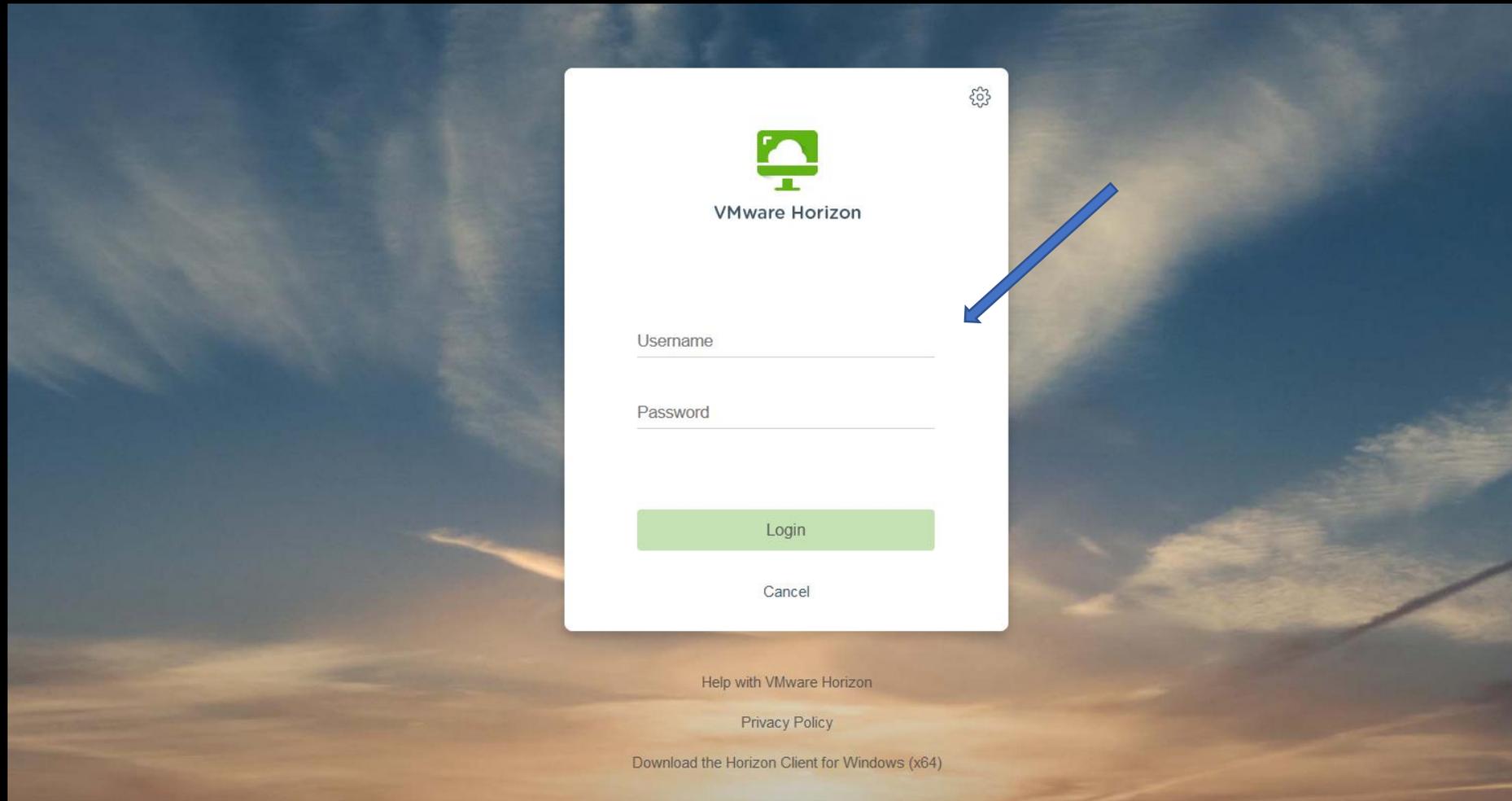
How to Retrieve Documents From OneDrive in VDI

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

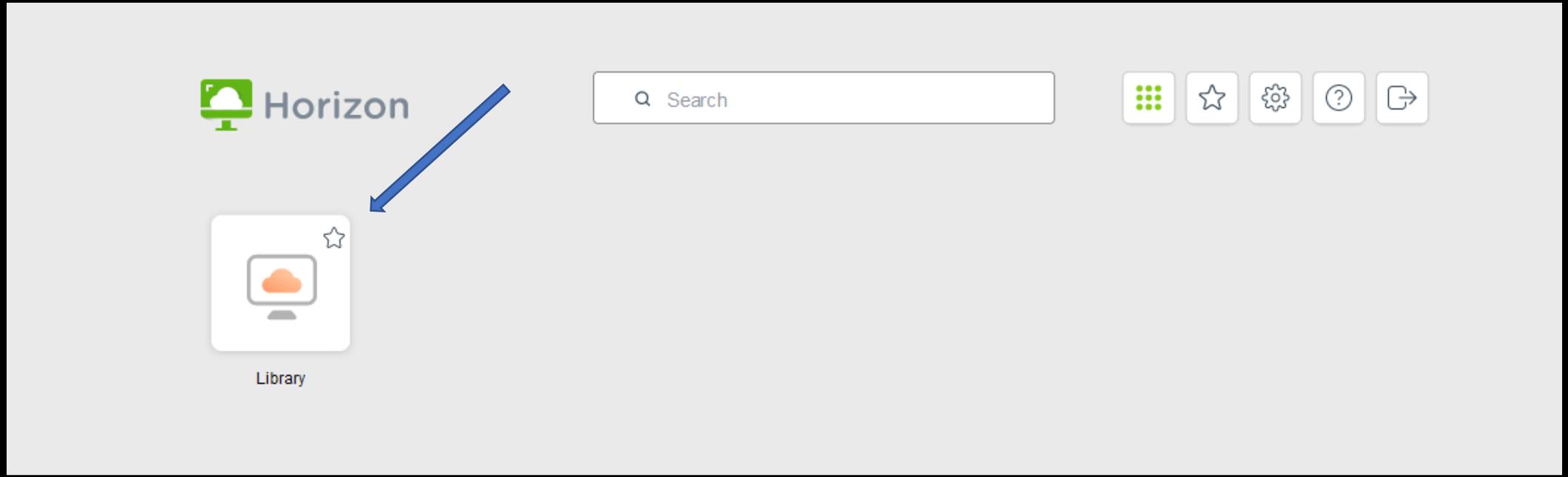
Open a web browser to navigate to a vdi desktop.
Go to: <https://vdi.laniertech.edu>
Click on: VMware Horizon HTML Access



Sign in by using your LTC Student account
Click: Login

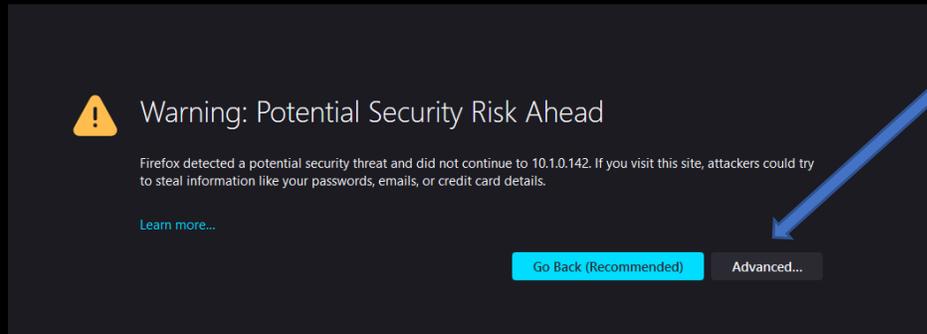


Click the desired desktop computer (in this example, it would be Library)



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

Firefox



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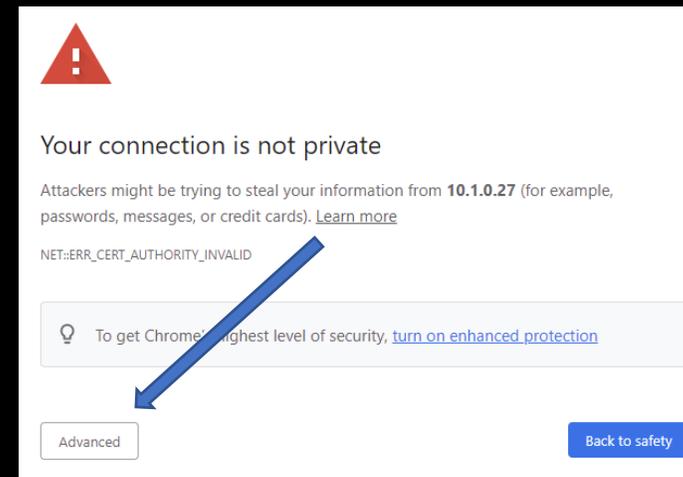
Warning: Potential Security Risk Ahead

Firefox detected a potential security threat and did not continue to 10.1.0.142. If you visit this site, attackers could try to steal information like your passwords, emails, or credit card details.

[Learn more...](#)

[Go Back \(Recommended\)](#) [Advanced...](#)

Chrome



A screenshot of a Chrome security warning. The background is white. At the top left is a red warning triangle icon with an exclamation mark. Below it, the text reads "Your connection is not private". Underneath, a line of text says "Attackers might be trying to steal your information from 10.1.0.27 (for example, passwords, messages, or credit cards). [Learn more](#)". Below this is the error code "NET:ERR_CERT_AUTHORITY_INVALID". In the center, there is a light blue box containing a lightbulb icon and the text "To get Chrome's highest level of security, [turn on enhanced protection](#)". At the bottom, there are two buttons: "Advanced" in a white box and "Back to safety" in a blue box. A blue arrow points from the top right towards the "Advanced" button.

Your connection is not private

Attackers might be trying to steal your information from 10.1.0.27 (for example, passwords, messages, or credit cards). [Learn more](#)

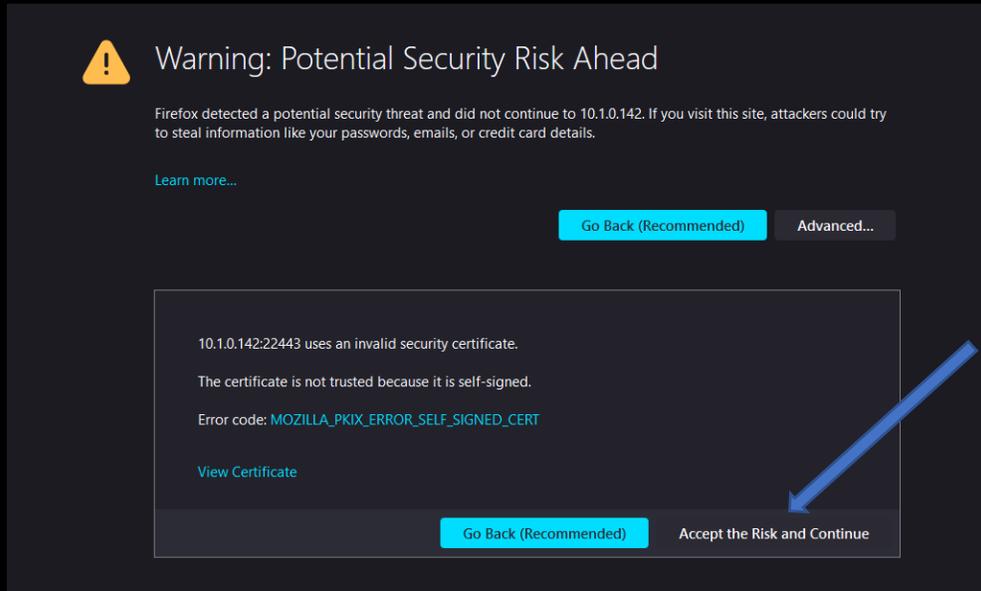
NET:ERR_CERT_AUTHORITY_INVALID

To get Chrome's highest level of security, [turn on enhanced protection](#)

[Advanced](#) [Back to safety](#)

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

Firefox



Warning: Potential Security Risk Ahead

Firefox detected a potential security threat and did not continue to 10.1.0.142. If you visit this site, attackers could try to steal information like your passwords, emails, or credit card details.

[Learn more...](#)

[Go Back \(Recommended\)](#) [Advanced...](#)

10.1.0.142:22443 uses an invalid security certificate.

The certificate is not trusted because it is self-signed.

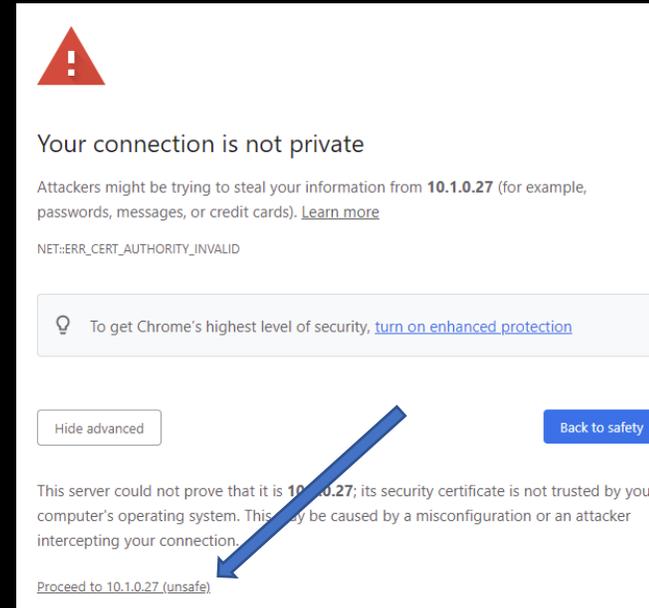
Error code: [MOZILLA_PKIX_ERROR_SELF_SIGNED_CERT](#)

[View Certificate](#)

[Go Back \(Recommended\)](#) [Accept the Risk and Continue](#)

A blue arrow points from the 'Accept the Risk and Continue' button in the expanded details box to the 'Accept the Risk and Continue' button in the main warning area.

Chrome



Your connection is not private

Attackers might be trying to steal your information from **10.1.0.27** (for example, passwords, messages, or credit cards). [Learn more](#)

NET::ERR_CERT_AUTHORITY_INVALID

To get Chrome's highest level of security, [turn on enhanced protection](#)

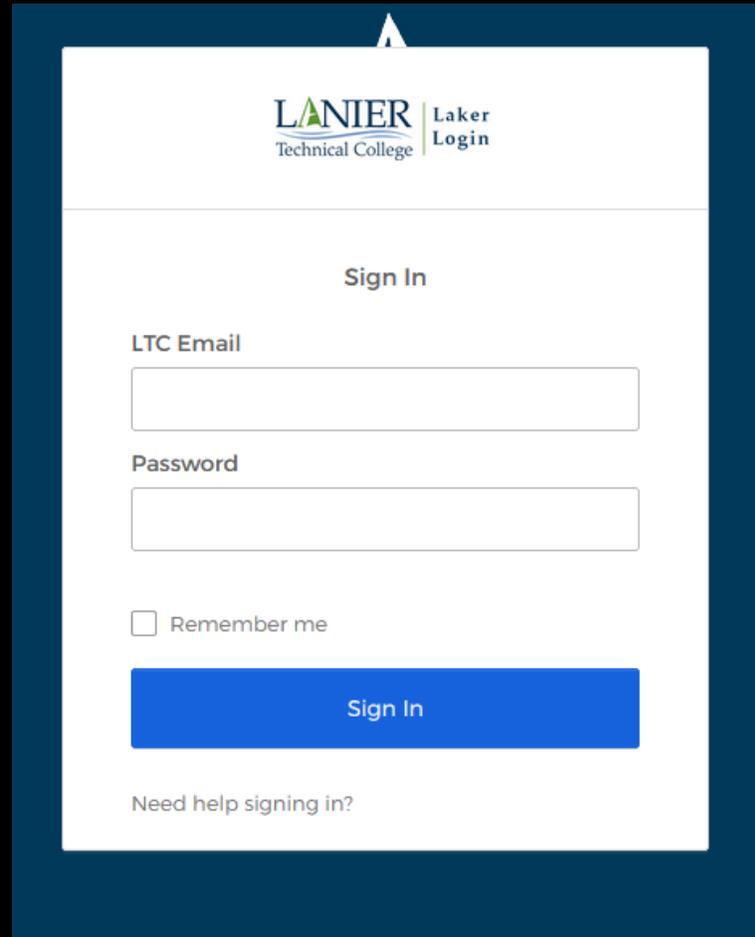
[Hide advanced](#) [Back to safety](#)

This server could not prove that it is **10.1.0.27**; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

[Proceed to 10.1.0.27 \(unsafe\)](#)

A blue arrow points from the 'Proceed to 10.1.0.27 (unsafe)' link to the 'Back to safety' button.

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



The screenshot 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. There are two input fields: "LTC Email" and "Password". Below the "Password" field is a checkbox labeled "Remember me". At the bottom, there is a blue "Sign In" button 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?

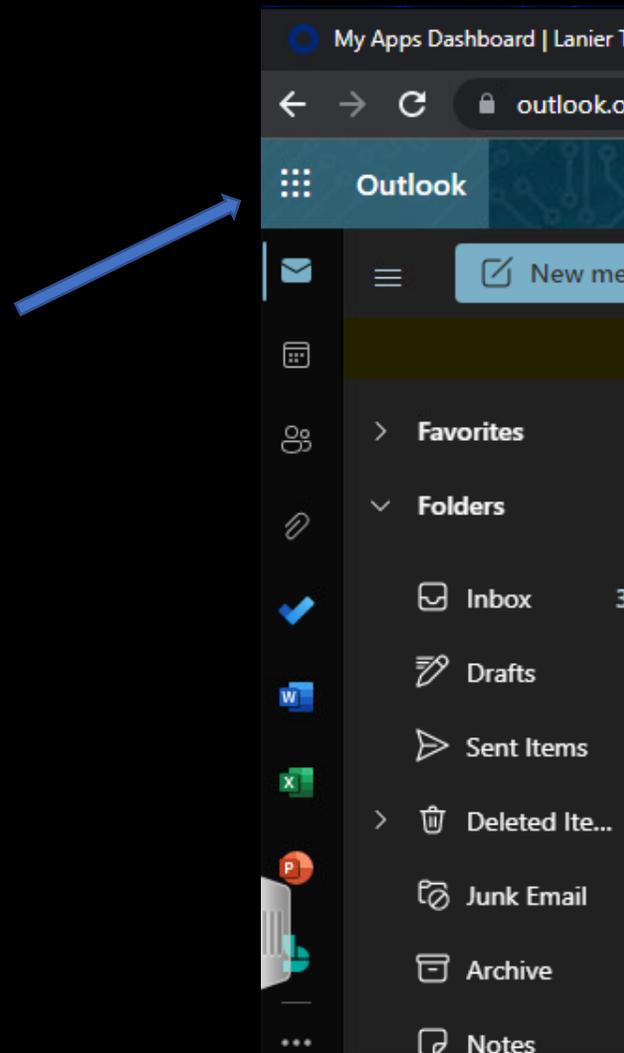
To get to OneDrive, we will click a link from your webmail
Click: LTC Student O365 Mail

The screenshot shows a 'My Apps' dashboard with a 'Sort' dropdown in the top right. Below the title is a 'Laker Login Portal' section. The dashboard contains 22 app tiles arranged in three rows. A blue arrow points to the 'LTC Student O365 Mail' tile in the first row, first column. The tiles are as follows:

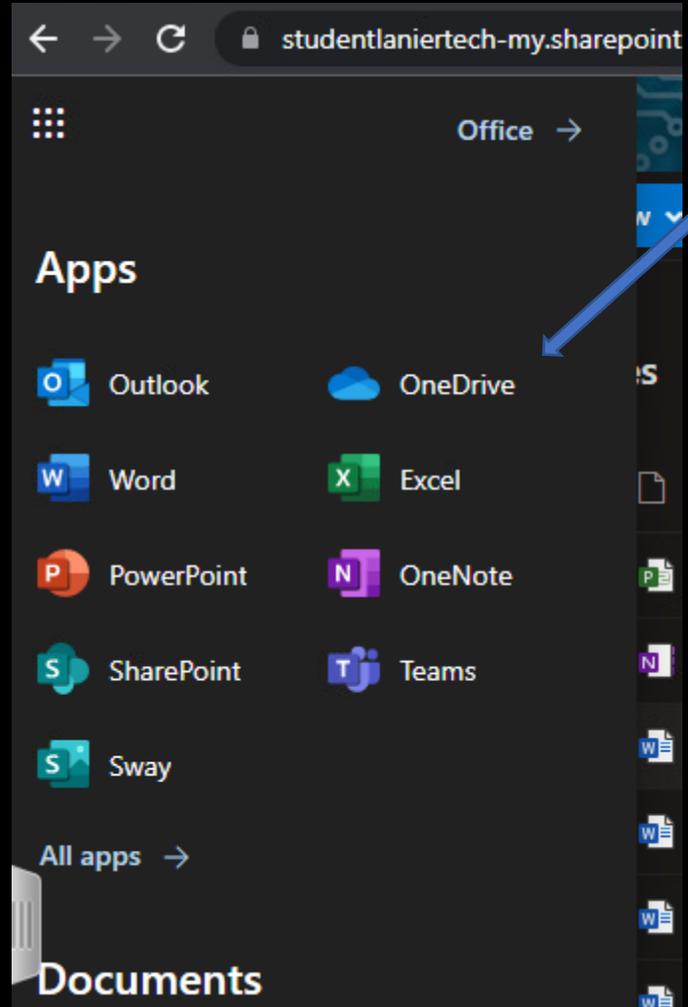
App Name	Icon
LTC Student O365 Mail	Outlook icon
LTC Blackboard	Blackboard icon
BannerWeb	BannerWeb icon
DegreeWorks	DegreeWorks icon
LTC Helpdesk for employees and...	Helpdesk icon
LTC Student O365 Office Portal	Office 365 icon
LTC Technology Status Updates	Star icon
LTC Student Success Center	Success Center icon
LTC Forms	Forms icon
Change LTC Password	Star icon
Remind 101	Star icon
Term Schedule	Star icon
LTC Inventory System	Gears icon
LTC eAlert	Star icon
LTC Blue Survey System	Gears icon
Handshake LTC Job Board	Handshake icon

At the bottom left, there is an 'Add section' button with a plus sign icon.

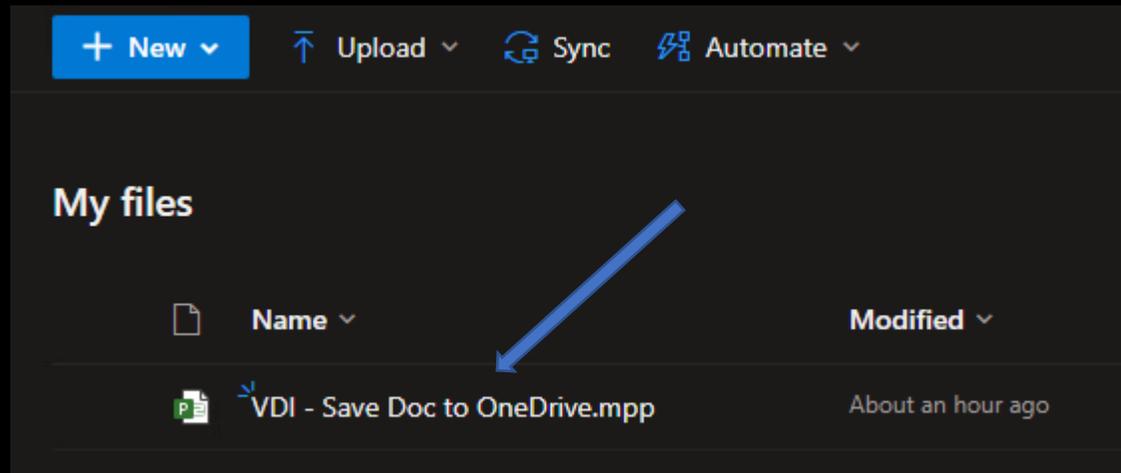
Click: The menu icon (top left)



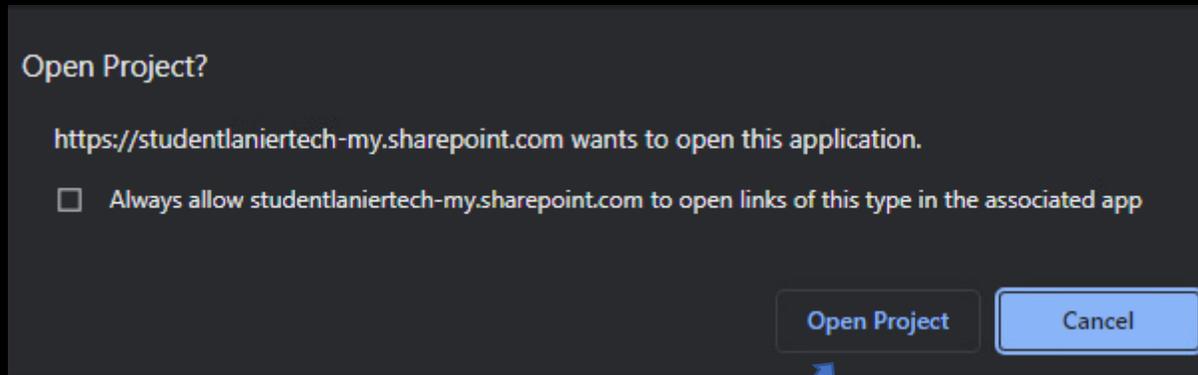
Click: OneDrive



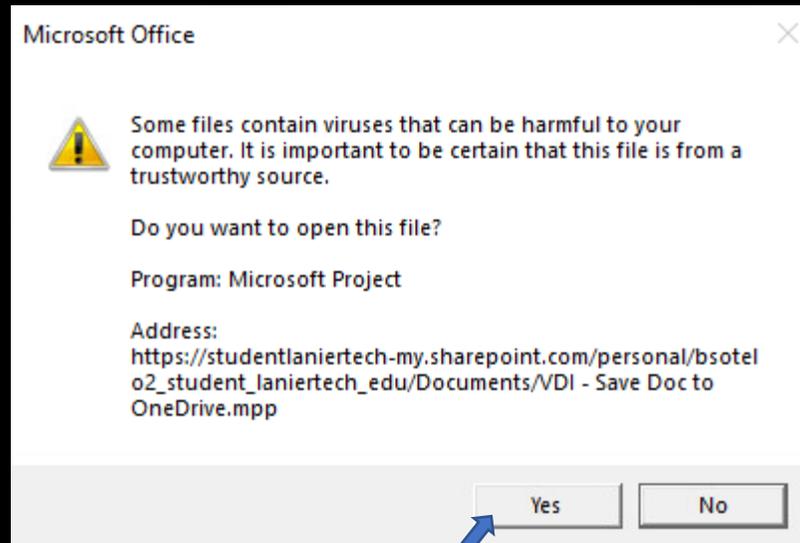
Click on the desired file



Click: Open Project



Click: Yes



Input: Student email address
Click: Next

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!

The screenshot displays the Microsoft Project Professional interface. The title bar indicates the file is 'VDI - Save Doc to OneDrive - Project Professional'. The ribbon includes 'File', 'Task', 'Resource', 'Report', 'Project', 'View', 'Help', and 'Format'. The 'Task' ribbon is active, showing options like 'Manually Schedule', 'Auto Schedule', 'Inspect', 'Move', and 'Mode'. Below the ribbon is a 'TIMELINE' view showing a start date of 'Wed 4/13/22' and a time scale from 8:00 AM to 3:00 PM. A task list table is visible below the timeline, with columns for 'Task Mode', 'Task Name', 'Duration', 'Start', 'Finish', 'Predecessors', and 'Resource Names'. The first task is 'VDI - Save doc to OneDrive'. The right side of the interface shows a calendar grid for the week of April 3, 2022, to April 24, 2022.

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Add New Column	Apr 3, '22	Apr 10, '22	Apr 17, '22	Apr 24, '22
	VDI - Save doc to OneDrive										

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