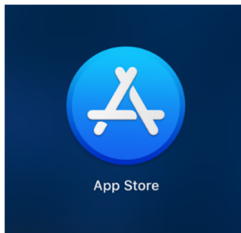# How to Access Files from and Use the Virtual Application Server on a Mac

In this Document:

Step 1. Install Remote Desktop.

A. Locate and open the **App Store** on your Mac. It can be found on the **Launchpad** and in the **Application** folder. You will need to log in to the App Store with your **Apple ID**.


B. Search for and install **Microsoft Remote Desktop**. In the screenshot below, it is already installed. Before it is installed, the **OPEN** button will be replaced by a **GET** button or, if you have downloaded and removed it previously, by a cloud icon. Click the **GET** button or the **cloud** icon to install.
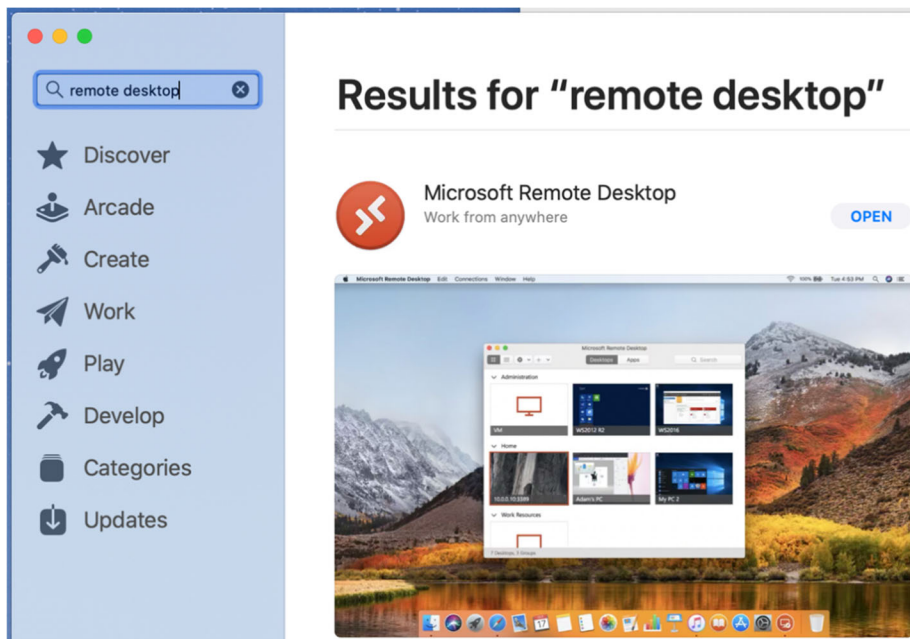
Step 2. Connect to OpenVPN.

A. Before you can run any application from the virtual application server, you need to install the OpenVPN client. Directions to install OpenVPN on your computer or mobile device are available here. Once it is installed, you will need to start the OpenVPN client and log in to access the application server.

If you have already installed OpenVPN, you can click the icon to open it and select **Connect** to start the login process.
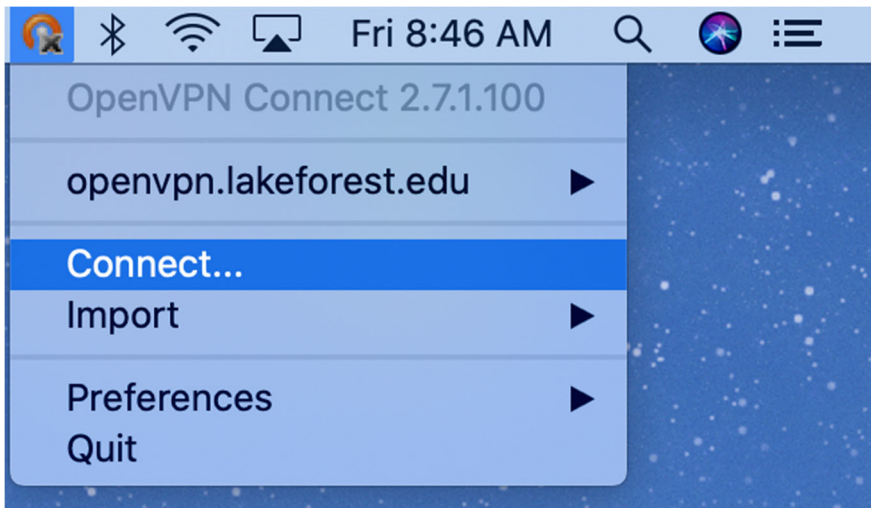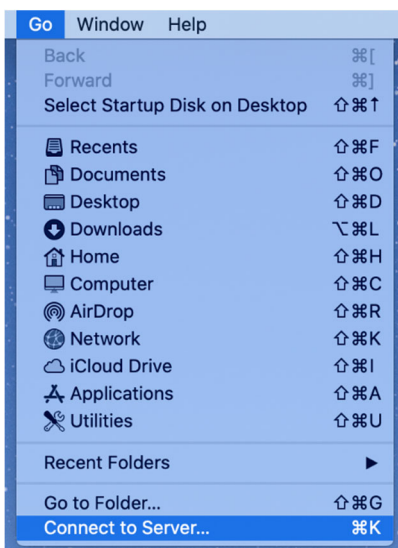

Step 3. Copy the data you need to the file server.

A. Be sure you are connected and logged in to OpenVPN. Then click on a blank space of your desktop to get to the **Finder** menu.


B. Click **Go** and select **Connect to Server**.

C. Enter the correct path to get to your personal network storage space.

Students should enter smb://elite.lakeforest.edu/students$/[username] in the **Connect to Server** box. Your username is the part of your College email address before the @, so the path entered for a student with the username of tjackson would be smb://elite.lakeforest.edu/students$/tjackson.

Faculty and Staff should enter smb://elite.lakeforest.edu/FacStaffHome$/[username] in the **Folder:** box. Your username is the part of your Lake Forest College email before the @, so the path entered for a faculty member with the username of tjackson would be smb://elite.lakeforest.edu/FacStaffHome$/tjackson.

Click the **+** sign in the lower-left corner of the screen to add it to your **Favorite Servers:** list. The next time you want to connect, you can select it from the saved list. Next, click the **Connect** button.
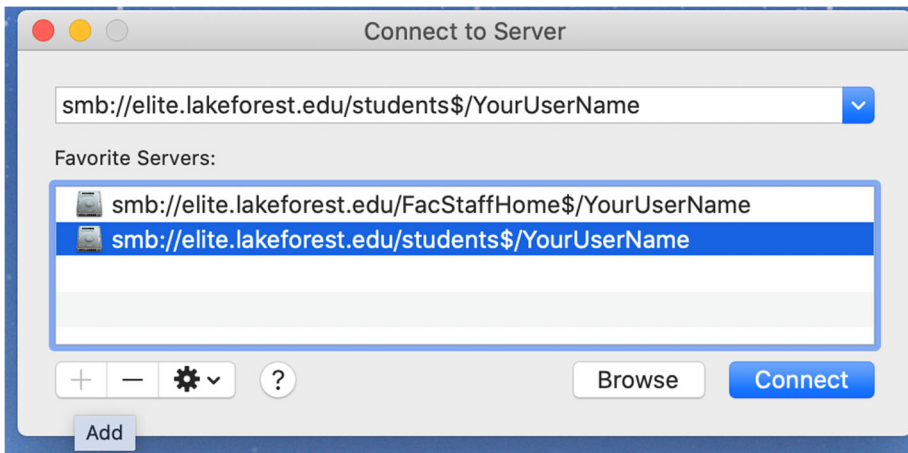

D. Enter **lakeforest\[username]** in the **Name:** box, (e.g., lakeforest\tjackson), and your email password in the **Password** box. Click the **Connect** button.
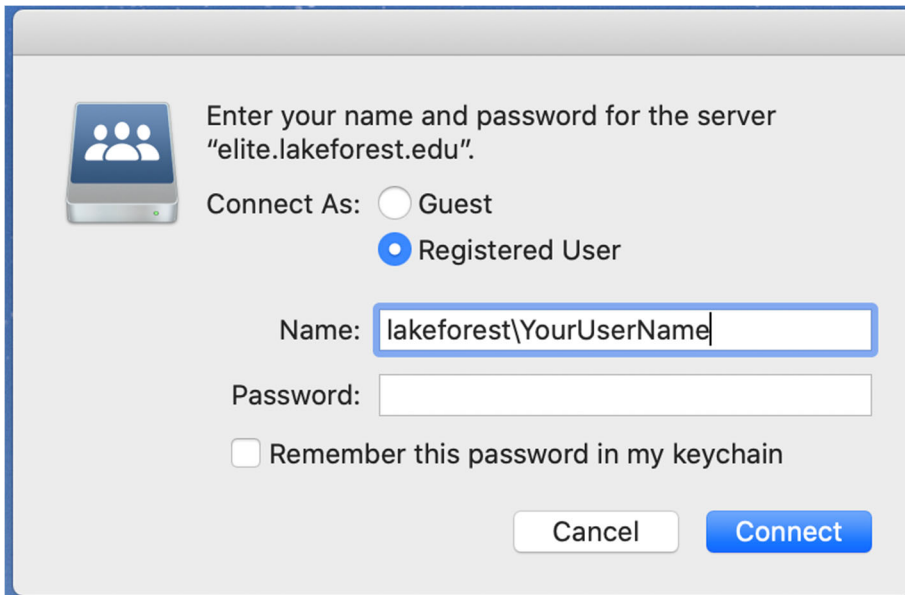
E. A folder will open, showing you the contents of your personal network storage. If you have been using your network storage on campus, you will see the files you have previously saved there.

You can create a new folder in your network storage for files you specifically want to use with a virtual application to help keep them organized. Then, drag files from your local desktop computer into that folder. The screenshot below shows a folder called **Art** that has a PDF dragged into it.
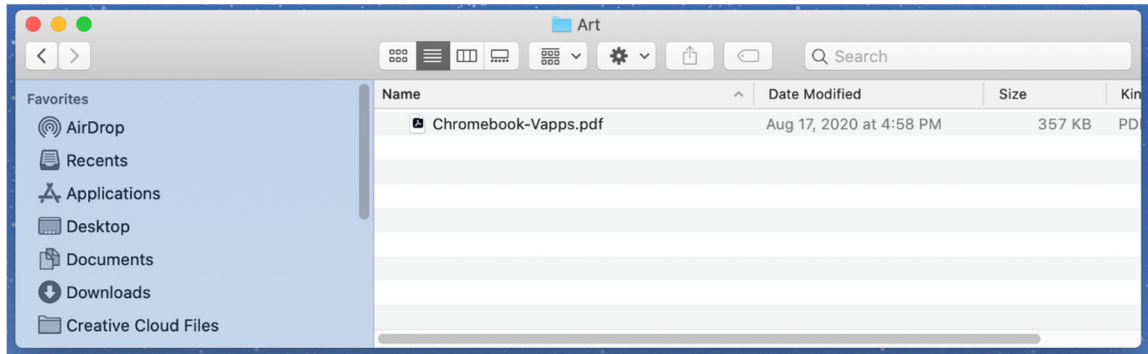

F. While connected to the server, the icon shown below will be on your desktop. When you are done copying the files you want to access through the virtual application, you can close the window shown above and drag the icon below to the **Trash**. This will disconnect you from the file server.

You do not need to be connected to the file server to use a virtual application. If you would like to copy the completed project files to your computer or add more for files to work on, follow the directions above and select the appropriate server connection from your **Favorite Servers:** list to reconnect.

Step 4. Download the virtual application file for the application you want to run from
https://vapps.lakeforest.edu.

A. Be sure you are connected and logged in to OpenVPN. Then open a web browser and go to
https://vapps.lakeforest.edu. Log in with your College username (without @mx.lakeforest.edu)
prepended by **lakeforest**, (e.g., lakeforest\tjackson) and your email password.
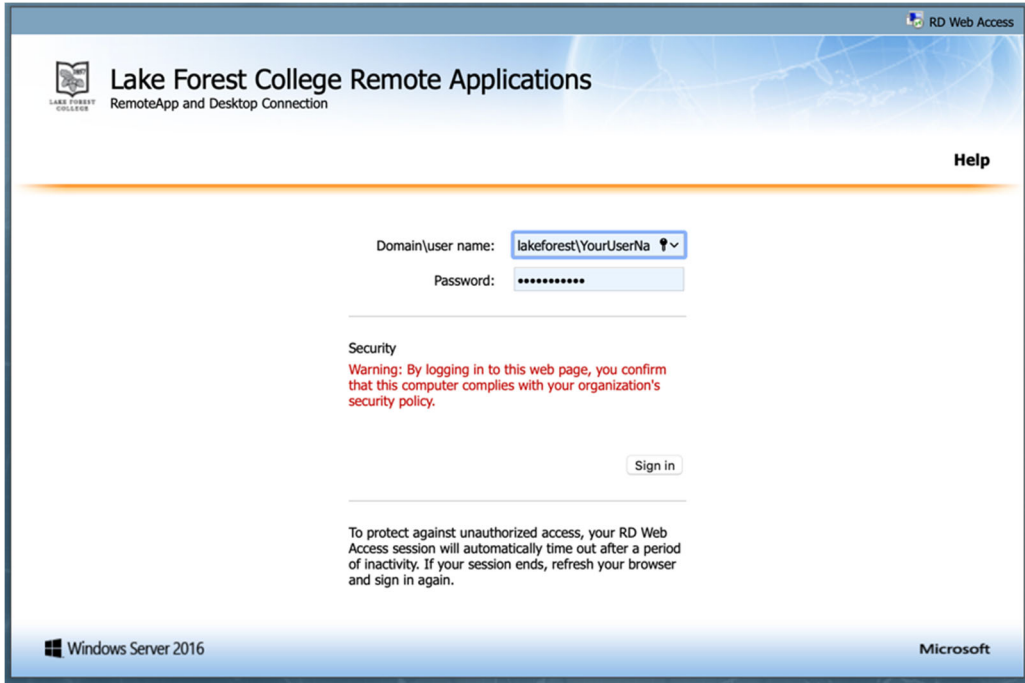
A. Once logged in, you will see a list of applications available for you to use. Each one you select
will **download an RDP file**. Once you have the need files, you can **close the browser**.
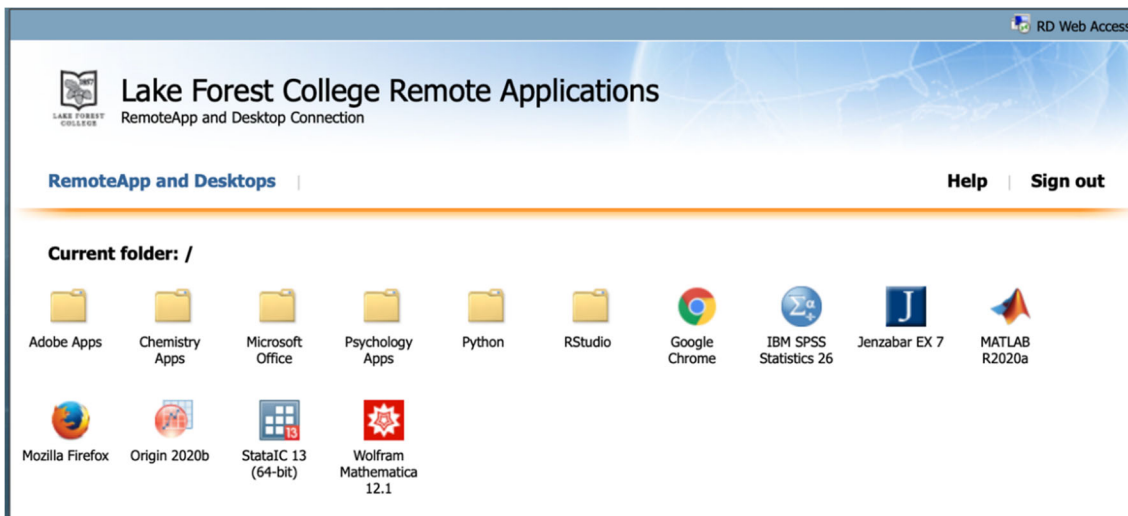
B. Click on the icon for the application you want to run. It will download a file that allows you to
run the selected application on your computer. This file may appear in different places
depending on which browser you are using, but it will commonly be in the **Downloads** folder for
the browser.

The downloaded file name will begin with the name **cpub-** and end with the extension of **.rdp**. For example, the SPSS download file is named **cpub-stats-First_Collection-CmsRdsh.rdp**. The screenshot below shows the files for SPSS, Photoshop, and Acrobat.
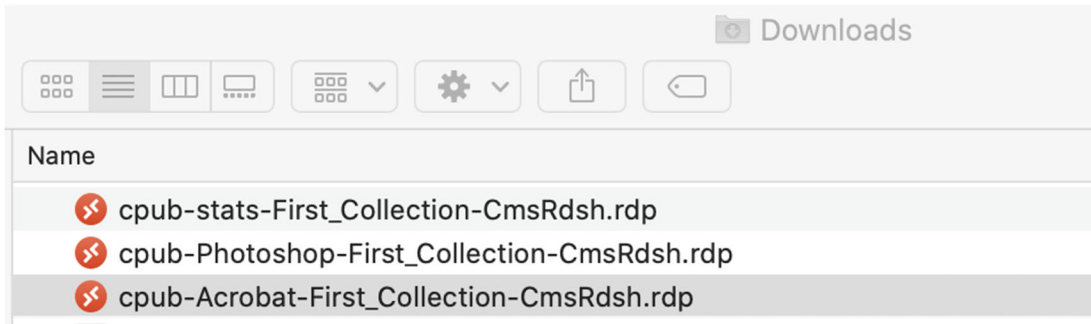
Step 5. Run the application to open and save files from the file server.

A. Once you have the RDP file for the application you wish to run, you can double-click on it to open the application anytime you are connected to OpenVPN. You do not need to re-download the files unless you deleted them after your last use. Again, they usually will be found in your **Downloads** folder.

B. You will be prompted to connect and again enter your College username and password. Use the same credentials you used before including the **lakeforest** in front of your Username.

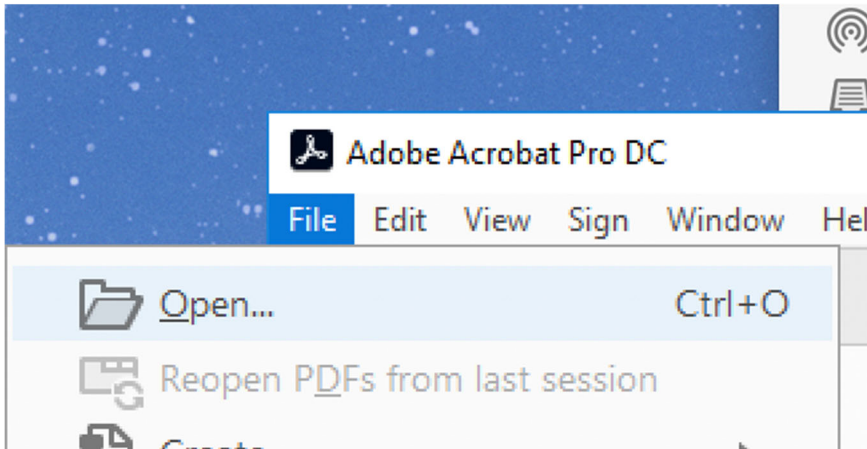C. When you want open or save a file, use the menu in the application. In the screenshot below, you can see **Open** is under the **File** menu. You cannot double-click on a file to open it, so navigate to the file through the menu. **Save** and **Save As** are also under the **File** menu.


D. To open a file you placed in your network storage, navigate to the network drive beginning with your **username (\\elite** and labeled with the letter **(U:)**.

The screenshot below shows the **Open** menu. The **Save As** box looks the same. **Do not save files on the desktop or other locations or since the virtual application environment goes away when you close the application.**
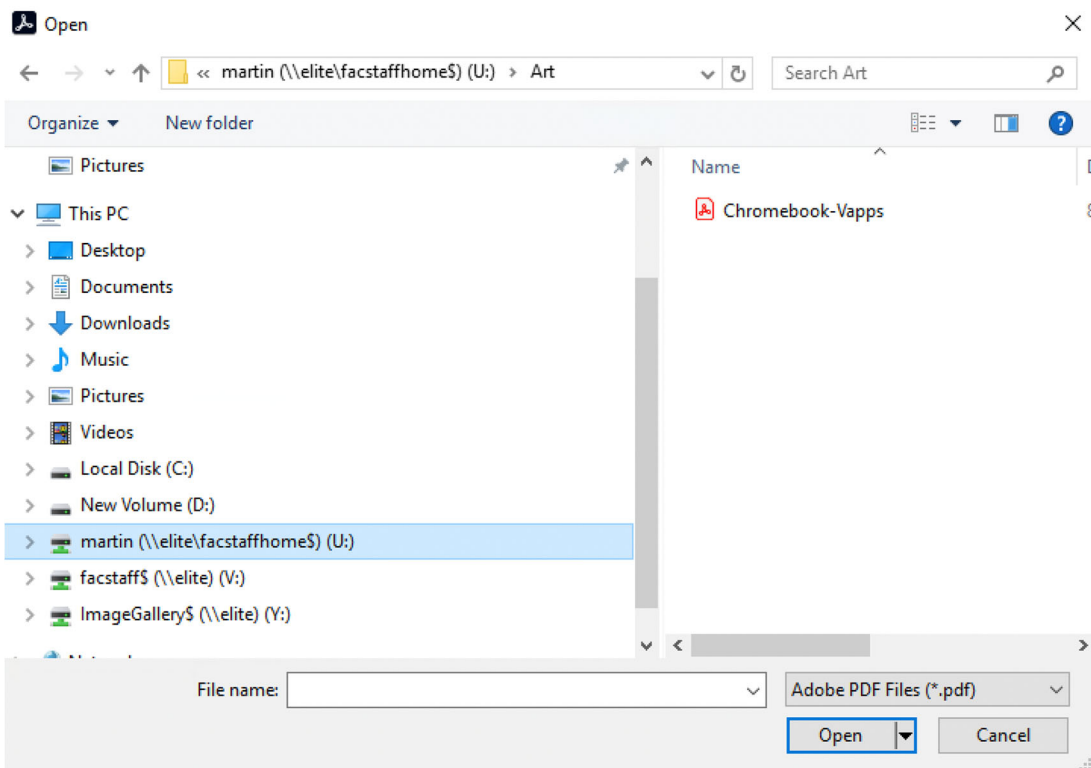
E. All virtual applications that you minimize will be on the dock under one icon. Right-click the **Remote Desktop** icon on the dock to see which ones are running. You can select one to maximize it on your screen again.
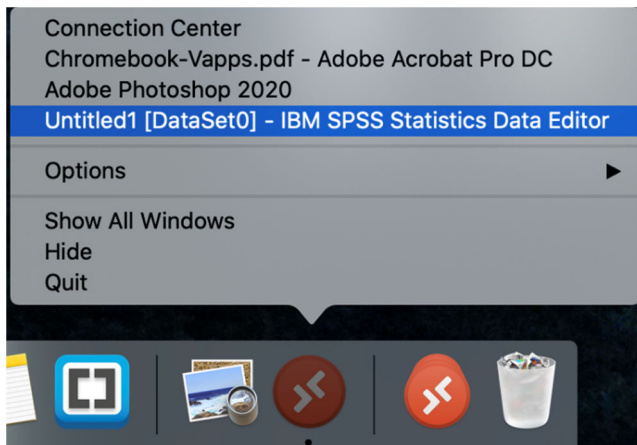
Special Notes about Adobe Products.

A. You must sign-in to use an Adobe application. When you first run the application, an Adobe log on screen will appear. Enter **lakeforest.edu** as the email address (you do not need to enter your full email address, and it should <u>not</u> include the "mx." before **lakeforest.edu**.)
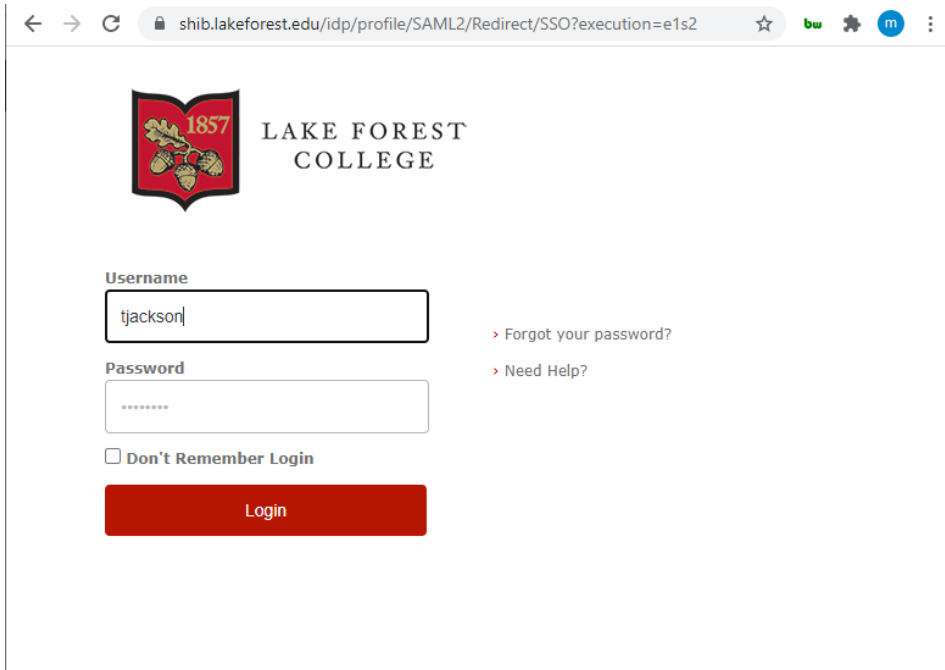
B. In the login window that appears, enter your Lake Forest College Username (this is only the name and <u>not</u> your full email address) and the Password you use to login to Moodle, my.lakeforest, and email. Press the **Login** button.

Do not enter **lakeforest** in front of your username. Only do that when specifically instructed.

C. When saving files, select **Save on your computer**. Adobe provides cloud storage space, but it is only 2GB. Once you have selected to save to your computer, you will see the save as box from step 5 D above.