

Instructions: How to Transfer Files from USB to the VDI

While in the VDI, select the tab for more options to appear.



And you will be presented with this:

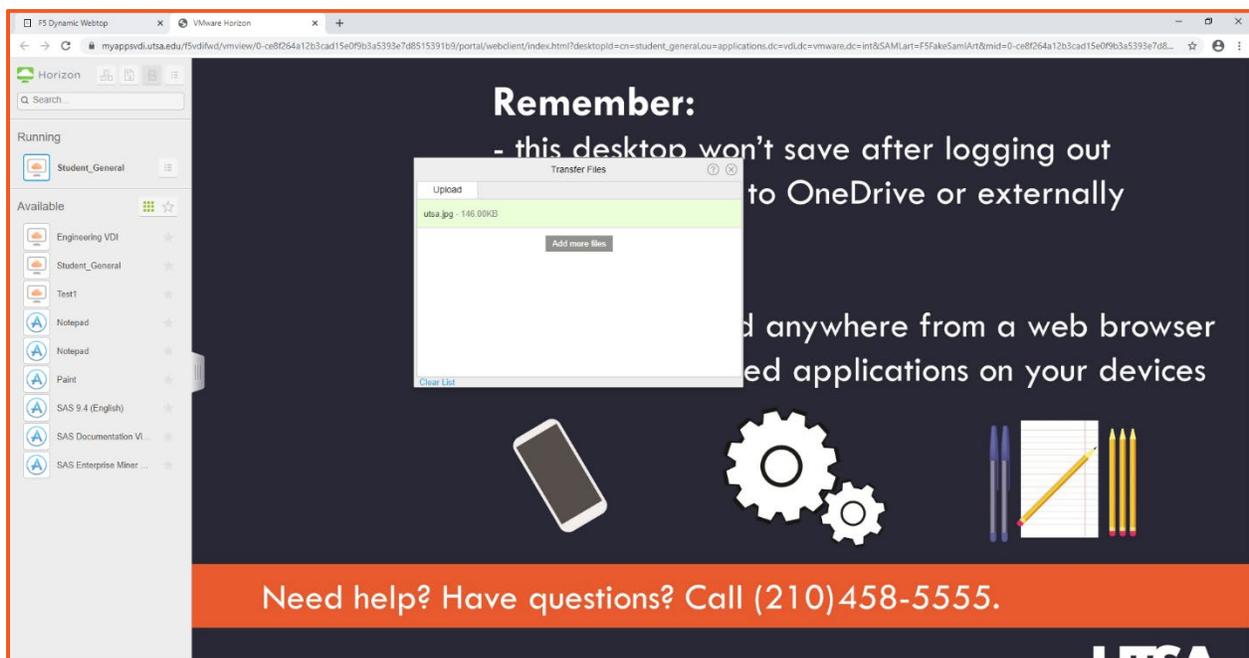


In the Options you may select: File Transfer which is the 2nd option.



A screenshot of a Horizon desktop environment. On the left, there is a sidebar with 'Running' and 'Available' desktops. The 'Running' section shows 'Student_General'. The 'Available' section lists various desktops like 'Engineering VDI', 'Test1', 'MobaXterm', 'Notepad', 'Paint', and 'SAS 9.4 (English)'. A red arrow points to the 'More Options:' menu in the top right corner, which lists 'Ctrl-Alt-Delete', 'File Transfer', and 'Menu'. A large dark overlay with white text reads: 'Remember: - this desktop won't save after logging out - save your work to OneDrive or externally'. Below this, it says 'Other: - VDI can be used anywhere from a web browser - access specialized applications on your devices'. There are icons for a smartphone, gears, and writing tools. At the bottom, a red banner says 'Need help? Have questions? Call (210) 458-5555.' The system tray shows the time as 3:07 PM on 4/13/2020.

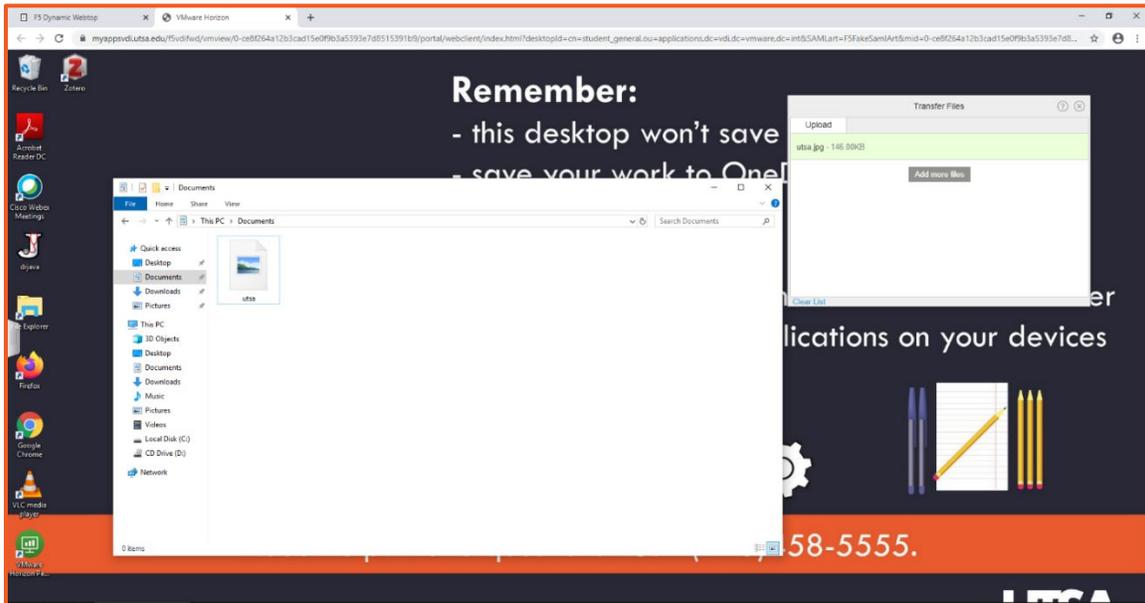
You will be presented with the window to drag files onto the box or select Upload Files.



A screenshot of a Horizon desktop environment, similar to the first one. A 'Transfer Files' dialog box is open in the center, showing an 'Upload' section with a file named 'utsa.jpg - 146.00KB' and an 'Add more files' button. The background overlay is the same as in the first image, with the 'Remember' text and icons. The red banner at the bottom also says 'Need help? Have questions? Call (210) 458-5555.' The system tray shows the time as 3:07 PM on 4/13/2020.

Once uploaded you will automatically see them in the File Explorer under the Documents Folder.

Note: There is a size limit of 2GB per file upload. If you are also running a x32 version of your browser, the limitation might be less as well.



Currently users are only able to upload documents onto the VDI but are not able to download. Users may use OneDrive for Business in order to start saving their documents.

If users decide to utilize the VMware Horizon client. USB options will be presented at the top like the image below, and have different options on when to connect, whether it be automatically or once plugged in.

