Files Upload and Download in Virtual Labs

After you successfully login to a virtual lab you can upload and download files from your desktop to and from vlab desktop.

1. Locate the options pane at the top of the vlab desktop screen.

2. Double-click **Computer** icon at the top-left corner of the vlab desktop to display drives on the virtual machine.
3. Double-click the **Lab#-File Transfer** drive (# being the vlab desktop number you are logged on to). The folder that opens allows you to upload and download files to/from the virtual lab.

To download files form the virtual lab to your computer:

4. Save the file to the desktop of your virtual lab. Then, copy and paste the file in **Lab#-File Transfer** using the right-click menu.
5. From the options pane at the top of the vlab desktop, select **File Transfer** and then **File Manger** from the drop down menu.

6. A new tab titled **File Transfer Manager** will open next to the vlab desktop window.

7. Double-click **Lab#-File Transfer** to open the file transfer folder. Right-click the file you wish to download to the computer and select **Download**.
8. Open or Save the file.

To upload a file from your own computer the virtual lab:

9. From the options pane at the top of the vlab desktop, select **File Transfer** and then **File Manger** from the drop down menu to open the File Transfer Manger window.

10. Double-click **Lab#-File Transfer** to open the transfer folder. Then, right-click on the transfer folder white space and select **Upload Files**.
11. **Browse** your computer for the file you wish to upload. Select and **OK**.

12. When upload is complete, the file will appear on the file transfer folder.
13. Close the File Transfer Manager tab and open **Lab#-File Transfer** folder (under **Computer**) to find the uploaded file in your vlab desktop.