CUNY Virtual Desktop: Save to USB via Mac

IMPORTANT:

1. You should frequently save your data while using the CUNY Virtual Desktop (No data is saved in this environment). Any data that is not saved before you log off or are disconnected will be lost. You must save your data to your **local device, USB device or OneDrive** to avoid permanent loss of data.

2. You may work continuously within the CUNY Virtual Desktop for up to 8 hours. Please note, sessions inactive for more than 20 minutes will automatically log off.

3. Use your CUNYfirst ID followed by "**@login.cuny.edu**", and your CUNYfirst password to log in to the CUNY Virtual Desktop.

Note: "Local Device" is your computer, tablet or smartphone from which you are accessing the CUNY Virtual Desktop.

The CUNY Virtual Desktop provides access to course software remotely. To save to your USB device, please follow the instructions below:
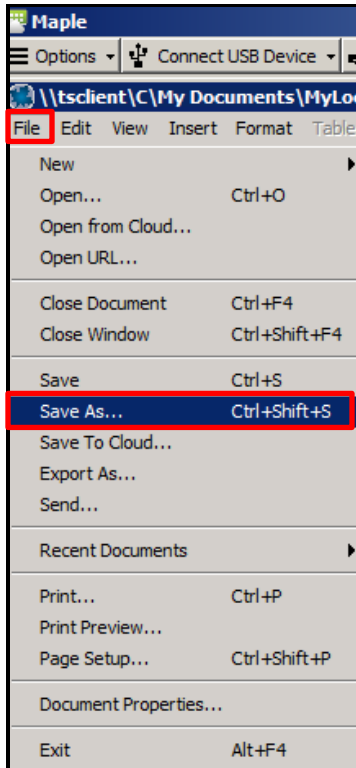
1. **Note**: Be certain that your USB device is connected to your local computer. Click **Connect USB Device** down-arrow, click **Automatically Connect when Inserted**, then click the option that identifies your USB device (e.g., **Lexar Media USB Flash Drive)**:
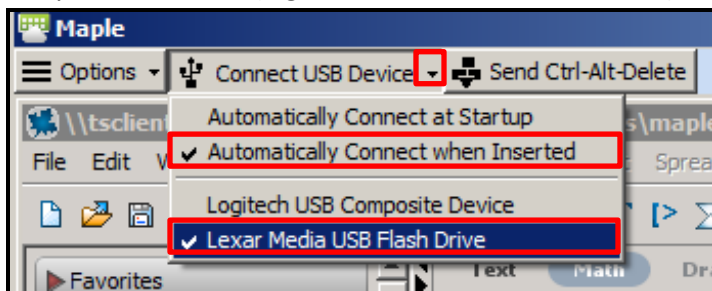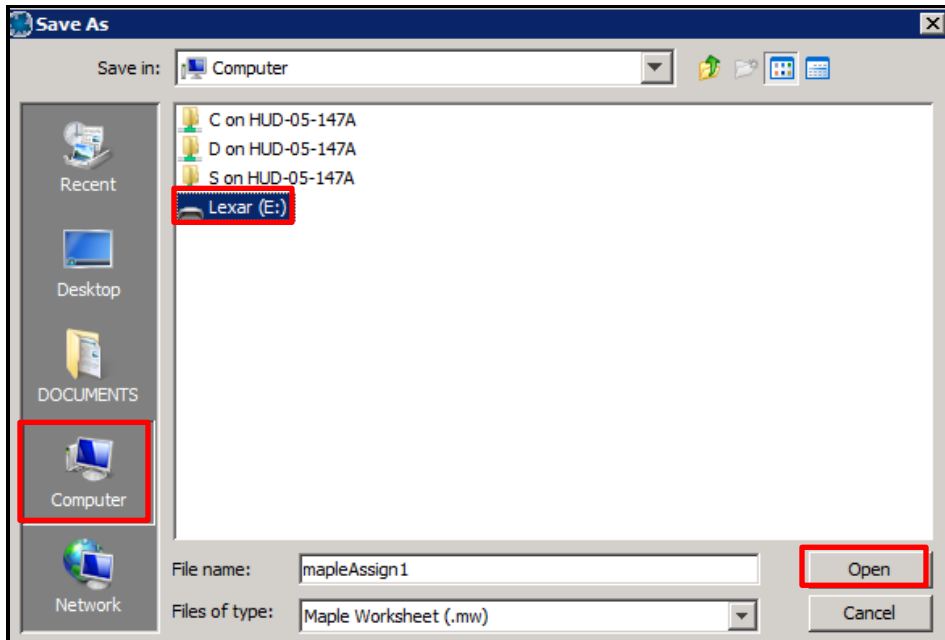

2. Open the document to be saved:
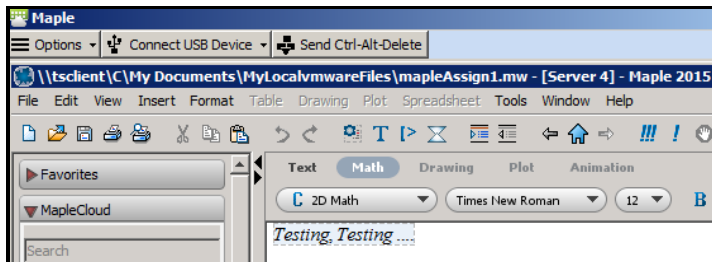
3. Click **File**>**Save As**:

4. Click **Computer**, select your removable disk (e.g., **Lexar (E:)**, then click **Open:**

5. Click **Save**: