## CUNY Virtual Desktop: Save to USB via Mac

## **IMPORTANT**:

- 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:

 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:

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Open URL								
Close Document	Ctrl+F4							
Close Window	Ctrl+Shift+F4							
Save	Ctrl+S							
Save As	Ctrl+Shift+S							
Save To Cloud								
Export As								
Send								
Recent Documents	•							
Print	Ctrl+P							
Print Preview								
Page Setup	Ctrl+Shift+P							
Document Properties								
Exit	Alt+F4							

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

Save As						×
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## 5. Click Save:

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