

CUNY Virtual Desktop: Save Locally via Windows

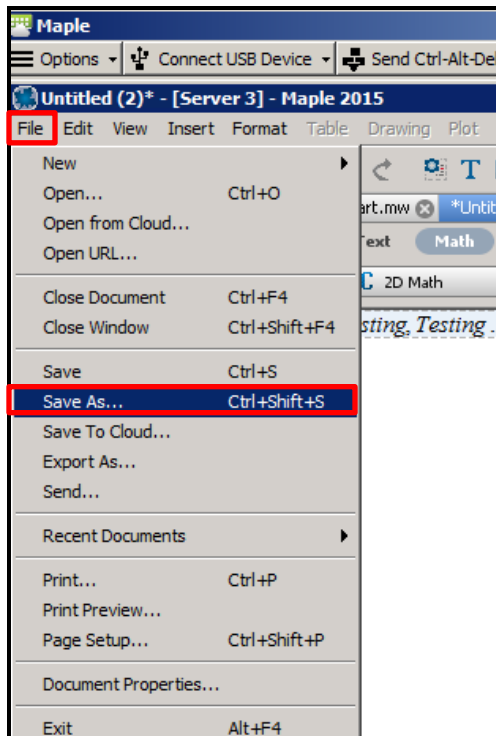
IMPORTANT:

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 locally, please follow the instructions below:

1. Use the application as usual, then when saving, click **File>Save As:**



2. Save in a local location (e.g. **Documents**, “**MyLocalvmwareFiles**”, then click **Save**):

