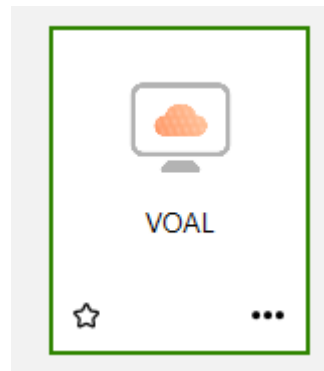
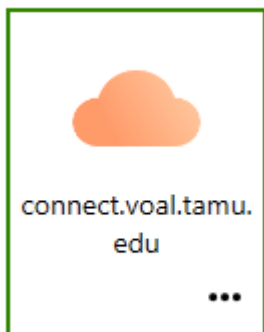


# Some Windows and Mac Stuff

- Getting to MS Office and Excel
  - Installed on your PC/Mac
  - Through VPN to the Open Access Labs
    - Go to <https://voal.tamu.edu/>
    - Install the VMware Horizon Client for Windows or Mac
    - Open the Client, “Add Server” with address connect.voal.tamu.edu
    - It will prompt you to log in using your Net ID then go to VOAL to open a virtual Windows desktop



## VOAL Client Connector Downloads

[VMware Horizon Client](#)

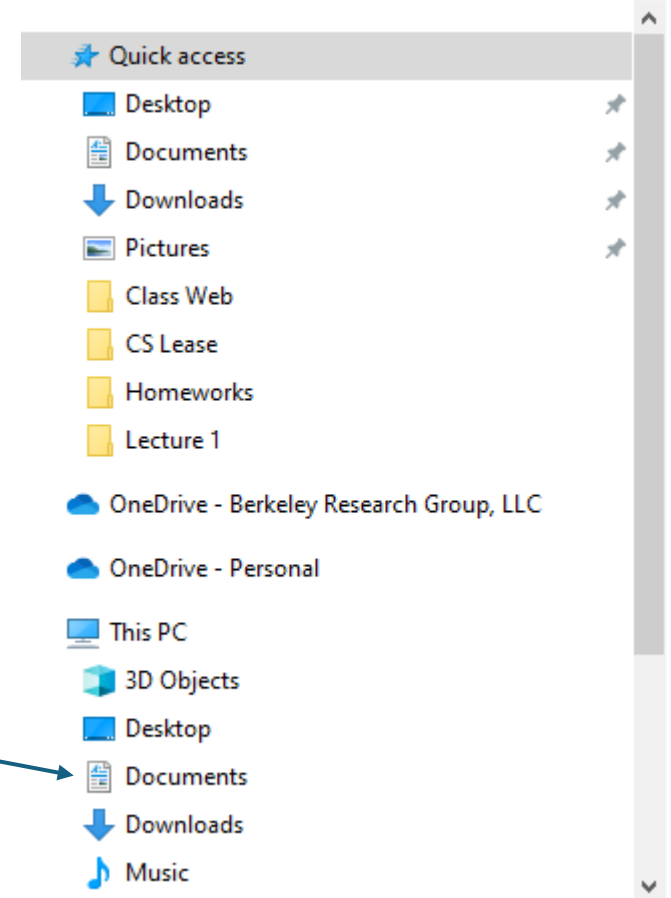
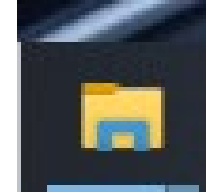
Home / VMware Horizon Clients

## Download VMware Horizon Clients

Product
✓ VMware Horizon Client for Windows
VMware Horizon Client for Windows
✓ VMware Horizon Client for Mac
VMware Horizon Client for macOS

# Windows File Explorer

- Windows file structure
  - Windows File Manager
  - Beware the Cloud
    - The default for most Windows installations is to save documents to the Cloud – OneDrive
    - If you save documents to the Cloud, you only have access to those documents when you have an active Internet connection
  - I HIGHLY recommend that you save files on your local drive by going to the Documents folder under “This PC” and creating new folders to organize your documents



# Excel Defaults

- Similarly, the defaults in Excel are typically set to save to the Cloud
- In Excel, go to File, Options (at the bottom of the screen) and on the ‘Save’ tab, you can set the “Default local file location” to your Documents folder

Excel Options ?

General

Formulas

Data

Proofing

**Save**

Language

Accessibility


Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

 Customize how workbooks are saved.

**Save workbooks**

AutoSave files stored in the Cloud by default in Excel ?

Save files in this format:

Save AutoRecover information every  minutes

Keep the last AutoRecovered version if I close without saving

AutoRecover file location:

Don't show the Backstage when opening or saving files with keyboard shortcuts

Show additional places for saving, even if sign-in may be required.

Save to Computer by default

Default local file location:

Default personal templates location:

Show data loss warning when editing comma delimited files (\*.csv)

# Downloading Files

- I have fielded several questions regarding apparent problems downloading the Excel workbooks for class
- Most likely, this is due to default settings in your Internet browser set to automatically save files that cannot be displayed in the browser to a “Downloads” folder

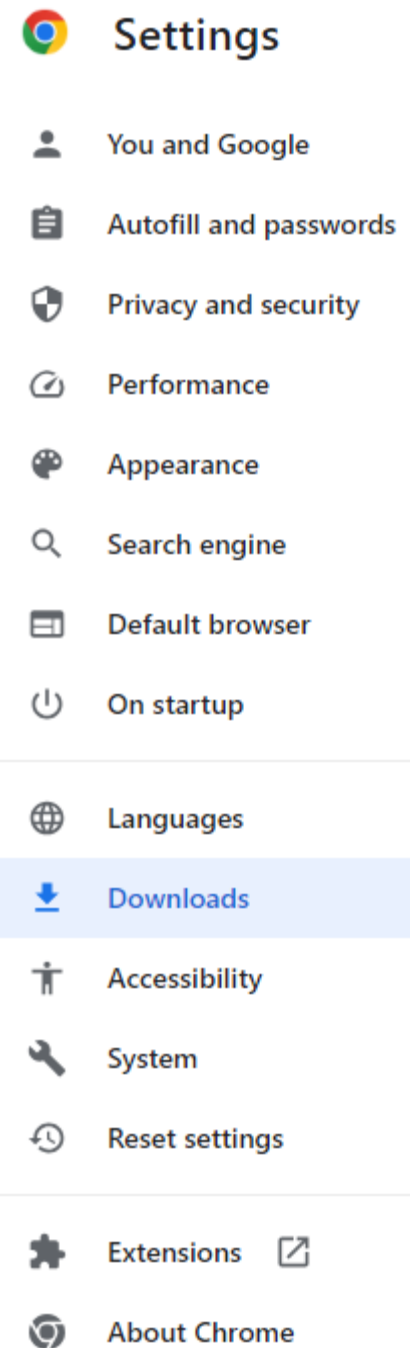


# Downloading Files

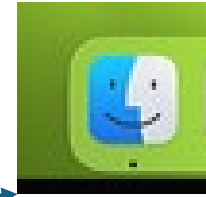
- I recommend that you set your browser defaults to prompt you for where you want to save downloads
- For example, in Chrome Settings, go to Downloads and turn on “Ask where to save each file before downloading”
- There should be similar settings in other browser software

## Downloads

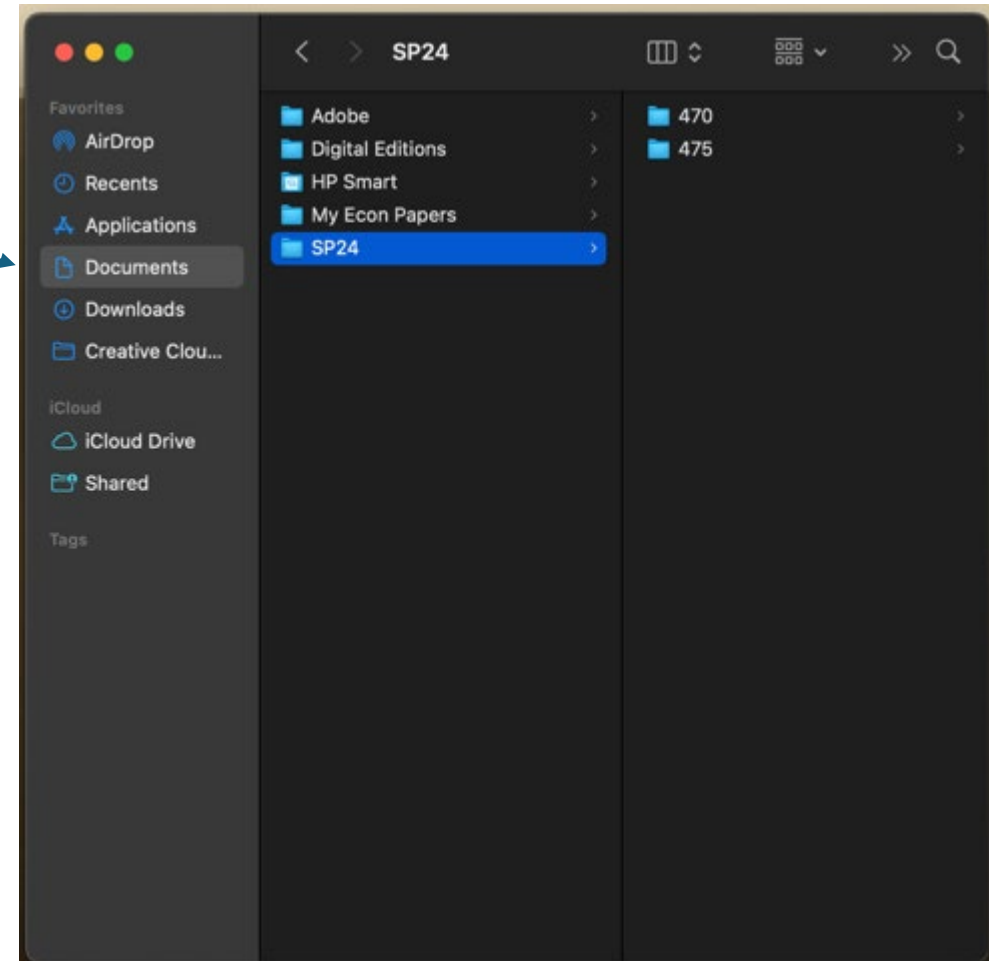
Location C:\Users\Cschulman\Downloads	<a href="#">Change</a>
Ask where to save each file before downloading	<input checked="" type="checkbox"/>
Show downloads when they're done	<input checked="" type="checkbox"/>



# Mac File Structure



- The Mac equivalent to Windows File Explorer is Finder
- I recommend that you go to the Documents folder on your Mac and create new folders to organize your documents



# “ZIP” Files

- I will occasionally combine multiple lecture backup files as a compressed file\_name.zip file
- Download the file
- Open it in File Explorer or Mac equivalent
- Copy the files to your computer