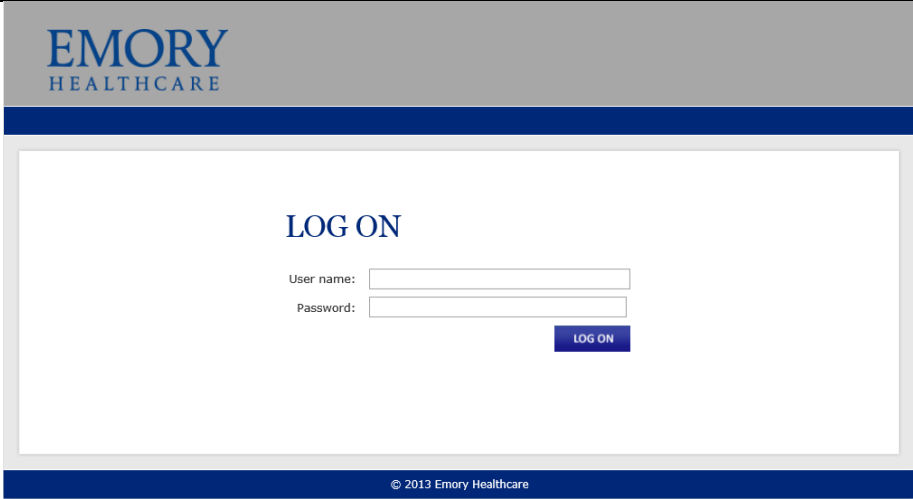


<h2>VDT Environment</h2>	
Overall Features	Each application to which you have access has an icon in an Applications tab. You can put your most-frequently used application icons in the Favorites tab.
Getting to the Virtual Desktop	<ol style="list-style-type: none"> 1. Double-click the EHC Virtual Desktop shortcut on the desktop 2. If you do not have a VDT shortcut on the desktop then: <ol style="list-style-type: none"> a) Start up the Internet Explorer b) Type in the address bar: <p style="margin-left: 20px;">https://mydesktop.emory.org if you are outside the Emory network</p> <p style="margin-left: 20px;">OR</p> <p style="margin-left: 20px;">http://mydesktop.eushc.org if you are inside the Emory Healthcare network</p>
Login Screen	



EHC Virtual Desktop

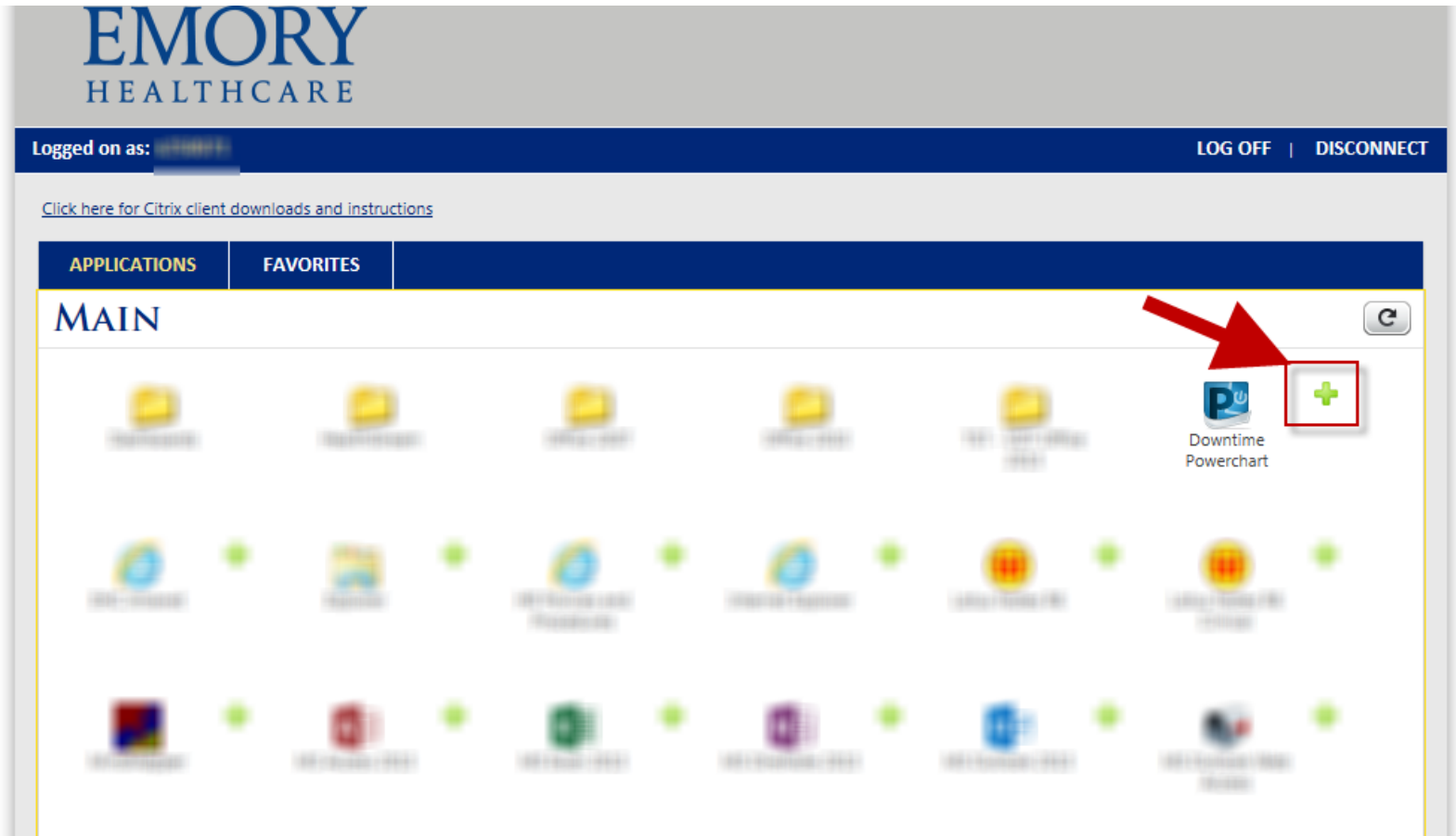
<p>Start Screen</p>	<p>The VDT screen consists of several sections.</p> <ul style="list-style-type: none"> Two tabs for application icons: Applications and Favorites. Application tab: Holds all of your icons. Favorites Tab: You can place your most-frequently used application icons. A rolling announcement message section at the bottom left. A client configuration information section on the bottom right. A Log Off and Disconnect bar at the top right. <p>You may have to use the scroll bar on the right to see more applications or to see the bottom two sections.</p>	
<p>Disconnect /Log Off</p>	<ol style="list-style-type: none"> Click on Log Off to completely close all applications AND Log Off the VDT (Use this option at the end of your work day). <p>OR</p> <ol style="list-style-type: none"> Click on Disconnect to leave your applications open “behind the scenes” but to close your VDT session. (Use this option when you will be moving from one computer to another within the same unit or section. When you log in to the Virtual Desktop from the next computer, your applications will start back up where you left them.) 	

Accessing Your Applications

All of your applications are available on the main **Applications tab** (the start-up screen).

You can add your most frequently used applications to the “Favorites” tab by clicking on the **green plus sign** beside the application icon on the main tab.

You can also manage your Favorites icons from the **Favorites tab**.



Accessing Files

You now have one icon, **Explorer**, to get to all of your files instead of three separate icons. You can launch more than one instance of “Explorer” if you need to get to both your home drive (formerly accessed via My Documents) and your department’s shared network drive (formerly accessed via Shared Data), for instance.



Using Explorer

You can navigate to your drives and files using the left folder pane or the icons on the right.

