



Connecting to your Virtual Machine (VM)

A step by step guide on how to access Azure Lab Services (Windows & Mac)

Part One: Login to Azure Lab Services (*Windows / Mac*)

Note

To connect to your Virtual Machine, you will start by logging into Azure Lab Services. **To access Azure Lab Services, you will need to have an active Microsoft Account.** ([What is a Microsoft Account?](#))

Microsoft Accounts

Faculty, Staff and Undergraduate / Graduate Students:

Active Microsoft accounts exist under your current UBC Email/CWL. To login, please use your associated UBC email (first.last@ubc.ca) or your student CWL email (cwl@student.ubc.ca), and your corresponding password. *This login type is preferred if you have it available.*

Continuing and Professional Education Learners:

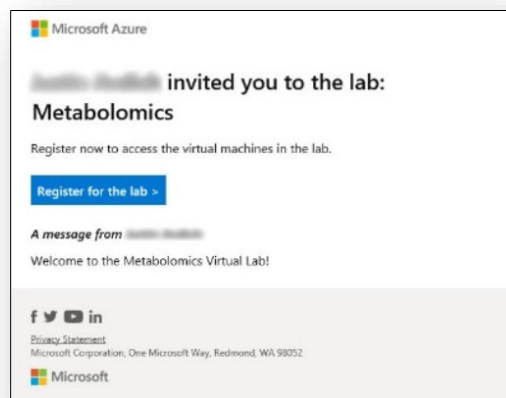
You may already have an active Microsoft Account if you use any of the following services: Outlook.com, Office, Skype, OneDrive, Xbox Live, Bing, Microsoft Store, Windows, or MSN. Should you use one of the above services, please use your associated account information to login. If you do not use any of the above services, you may create a Microsoft Account for free. ([How do I create a Microsoft Account?](#))

Joining & Logging in to Microsoft Azure Lab Services

You will receive an email inviting you to register for your Virtual Lab. Using your Microsoft Account, please click the blue 'Register for the lab' button to register.

Using your Microsoft Account, log into Azure Lab Services. You will now be directed to your virtual machine dashboard.

[Login to Azure Lab Services](#)

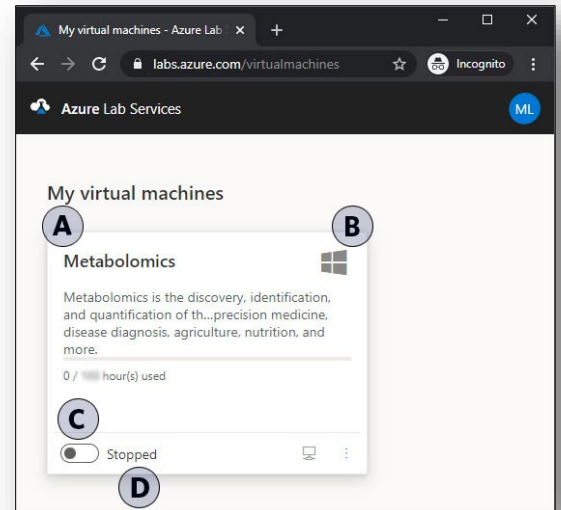


Part Two: Turning on your Virtual Machine (*Windows / Mac*)

Once logged into the Azure Lab Services, you can now boot your Virtual Machine (VM). From your dashboard view, confirm that you see the VM for the lab you wish to have access to.

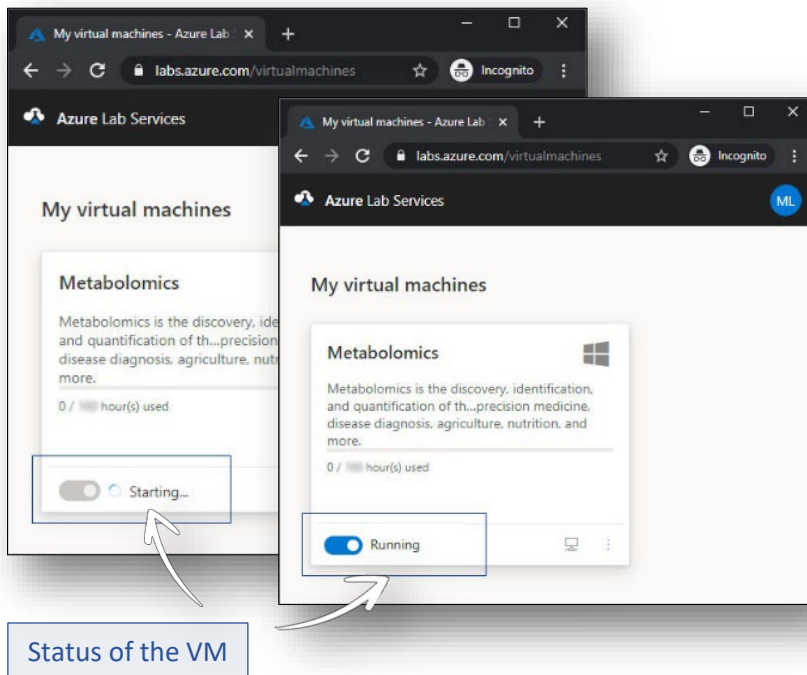
On the VM tile, notice the following fields:

- A. At the top of the tile, you see the name of the lab.
- B. To its right, you see the icon representing the operating system (OS) of the VM. In this example, it's Windows OS.
- C. You see icons/buttons at the bottom of the tile to start/stop the VM, and connect to the VM.
- D. To the right of the buttons, you see the status of the VM. Confirm that you see the status of the VM is Stopped.



Turning on your VM:

1. Start the VM by clicking the status button (*marked as C above*) to switch the status to “starting”.
2. **This process usually takes between 2-5 minutes. If the VM has not started after 5 minutes, please refresh the page and try again.**
3. Confirm that the status of the VM is set to Running.



Note


If you should run into any complications in starting your VM, please reference the following progress bar scenarios ([Virtual Machine Progress Bar Scenarios](#)) and email the progress bar information to cpe.support@ubc.ca.

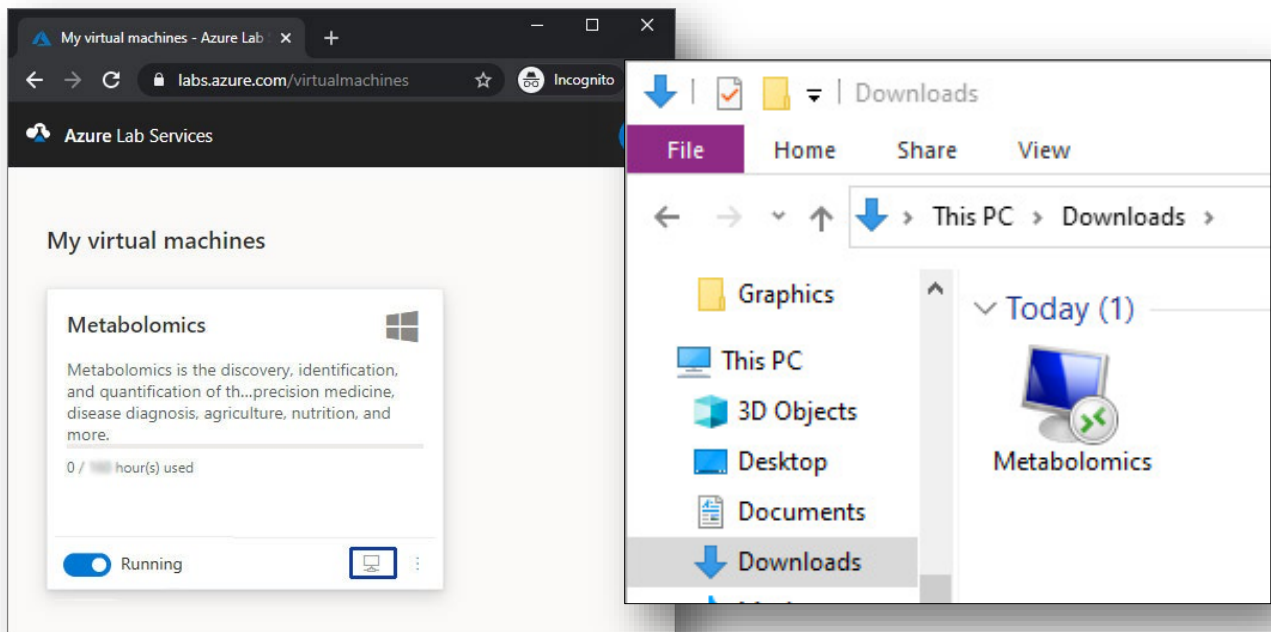
Additionally - To turn off the VM, click on the status toggle again. This will turn off your VM.

Part Three: Connecting to your Virtual Machine (*Windows*)

(For Mac directions, please go to page 6)

Now that the Virtual Machine is running, you can now connect to it via the Remote Desktop application. To do this you will need to use a Remote Desktop Protocol (RDP) file as the key to the Virtual Machine. The next steps will show you how to download and configure the RDP file to start your remote session:

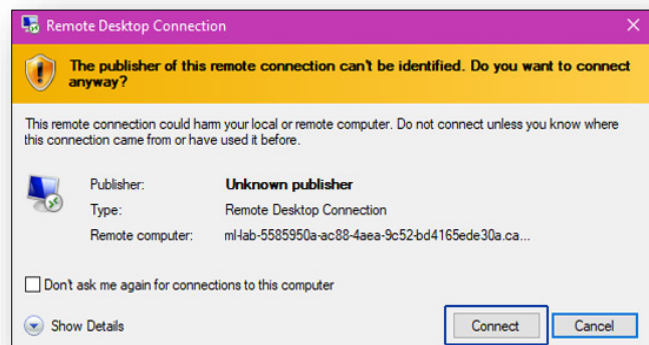
1. Once you ensure your VM is running, select the **Connect icon** [], and the RDP file will automatically start downloading. (**You may be asked to set a password for your VM.**)
2. When the RDP file is downloaded onto your machine, double click the file to open it, and it will launch the Remote Desktop application.



3. A 'Remote Desktop Connection' confirmation alert may pop up. Select **"Connect"**.

Note

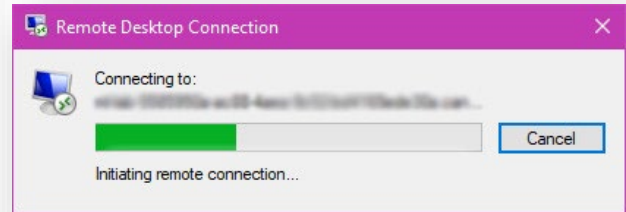
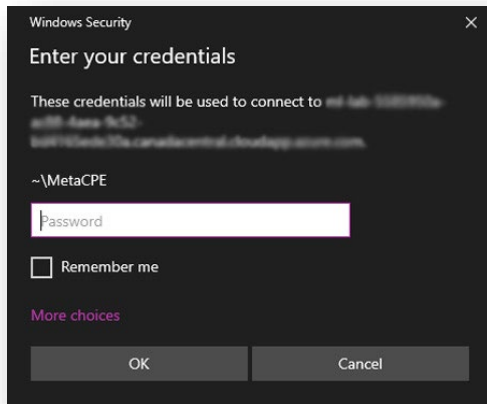
If you are using a personal computer, not shared, you can select the *"don't ask me again for connections to this computer"* option before selecting **"Connect"**.



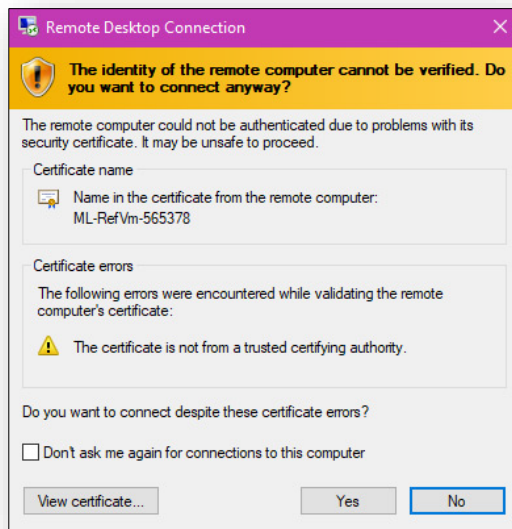
Part Three: Connecting to your Virtual Machine (*Windows*)

Continued.....

- Once the Remote Desktop Connection is established, you may be asked to enter the password you choose in the first step of part three (*Part 3, Step 1 on the previous page*).



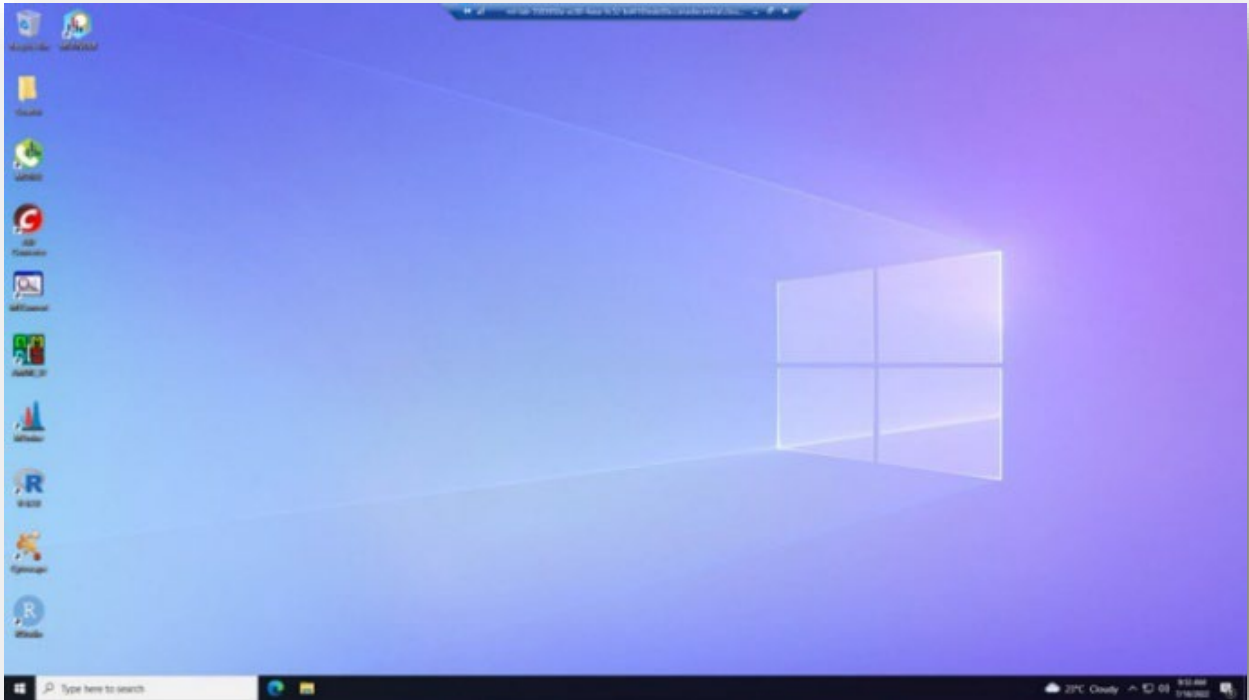
- After you enter your password, the Remote Desktop Connection certificate approval pop up may appear. Select "Yes".



Note

If you are using a personal computer, not shared, you can select the "don't ask me again for connections to this computer" option before selecting "Yes".

6. Once login credentials have been entered, and the Remote Desktop Connection certificate has been accepted, your virtual machine will load. (*Virtual Machine example pictured below*)



See [page 8](#) for Tips and Tricks on working with your VM from Windows/PC and Mac.

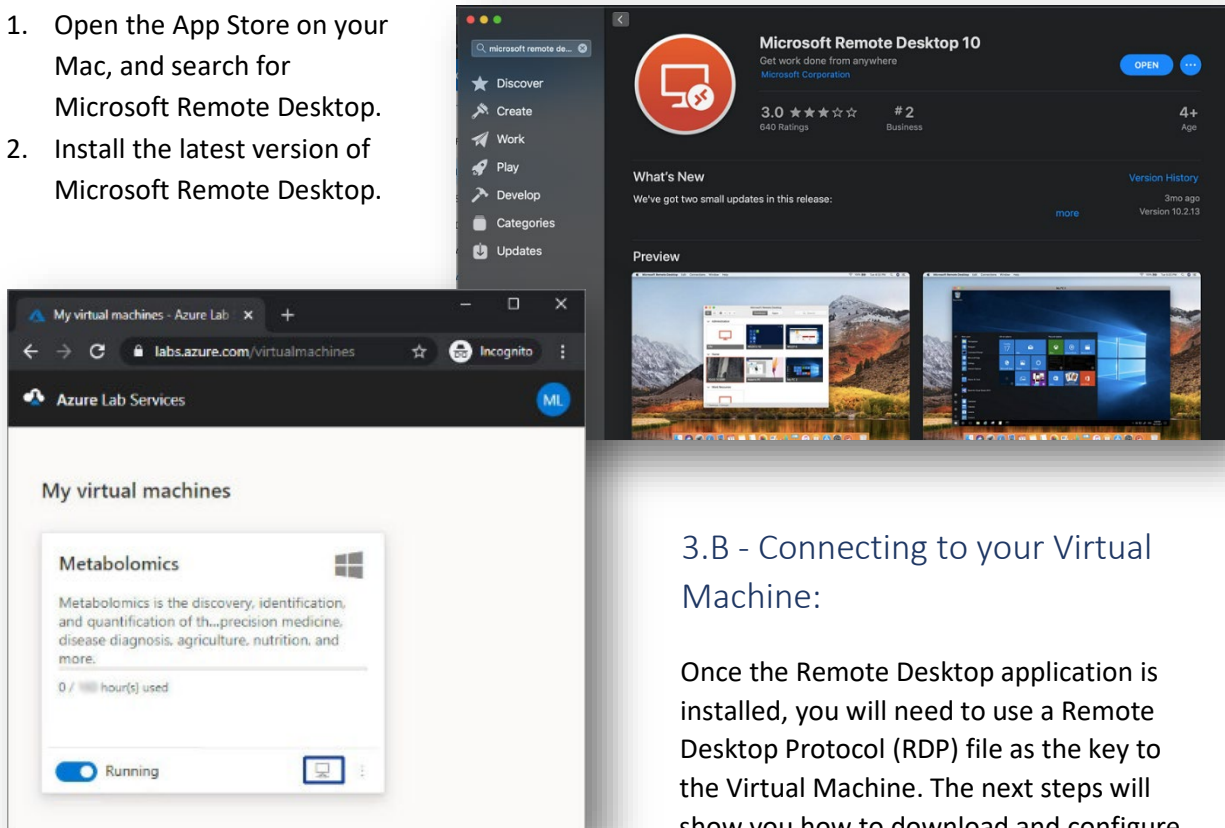
Part Three: Connecting to your Virtual Machine (*Mac*)

(For Windows directions, please go to page 3)

Now that the Virtual Machine is running, you can now connect to it via the Remote Desktop application. If you do not have Microsoft Remote Desktop already installed, you can download it from the App Store from your Mac device:


3.A - Install Microsoft Remote Desktop on your Mac:

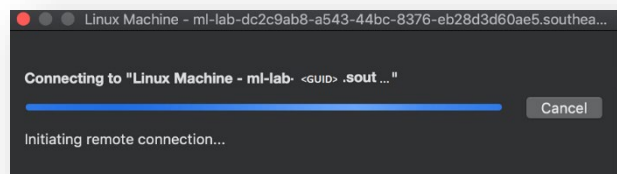
1. Open the App Store on your Mac, and search for Microsoft Remote Desktop.
2. Install the latest version of Microsoft Remote Desktop.



3.B - Connecting to your Virtual Machine:

Once the Remote Desktop application is installed, you will need to use a Remote Desktop Protocol (RDP) file as the key to the Virtual Machine. The next steps will show you how to download and configure the RDP file to start your remote session:

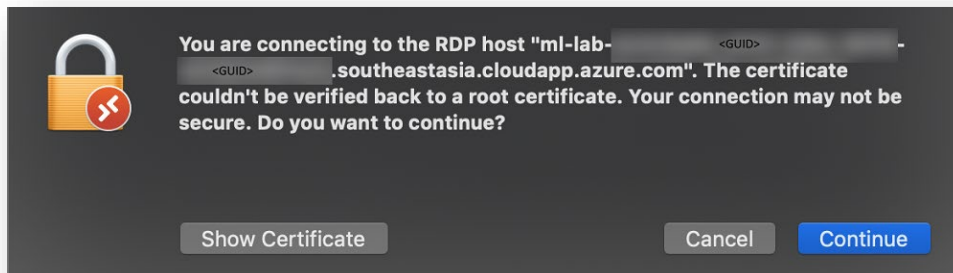
1. Once you ensure your VM is running, select the **Connect icon** [], and the RDP file will automatically start downloading. (You may be asked to set a password for your VM.)
2. When the RDP file is downloaded onto your machine, double click the file to open it, and it will launch the Remote Desktop application.



Part Three: Connecting to your Virtual Machine (*Mac*)

Continued.....

1. Select **Continue** if you receive the following warning.



2. Once the Remote Desktop Connection is established, you may be asked to enter the password created in the first step of part 3.B (*Part 3.B, Step 1 on the previous page*).
3. After login credentials have been entered, and the certificate has been accepted, your VM will load.
4. You should see the VM desktop. (*Virtual Machine example pictured below*)

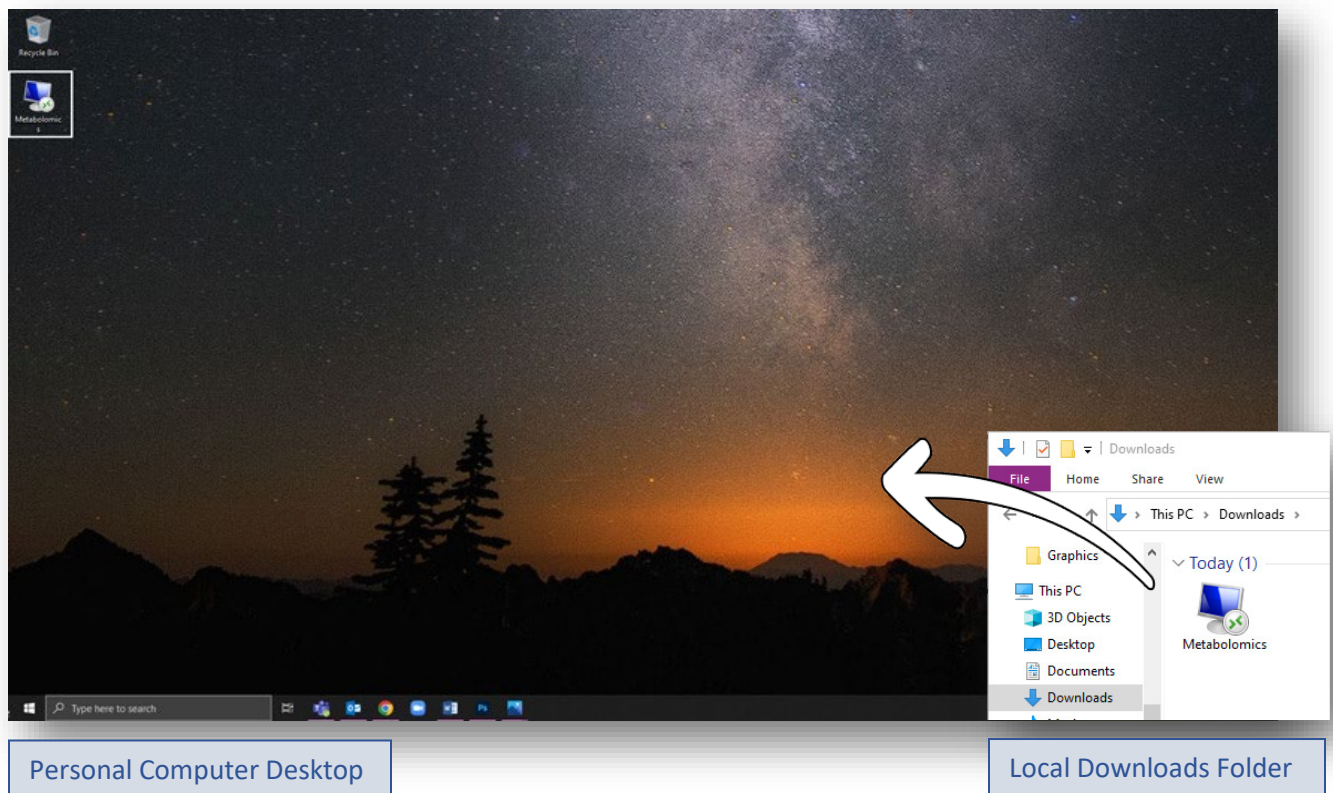


See [page 8](#) for Tips and Tricks on working with your VM from Windows/PC and Mac

TIPS & TRICKS

Creating quick access to your Virtual Machine from your personal computer desktop. (*Windows*)



Did you know that you can move your Azure Virtual Labs RDP file that you downloaded in part 3, step 2 to your desktop for a quicker connection going forward? You can drag and drop this file to your desktop (*as pictured below*) for quicker access to your VM.

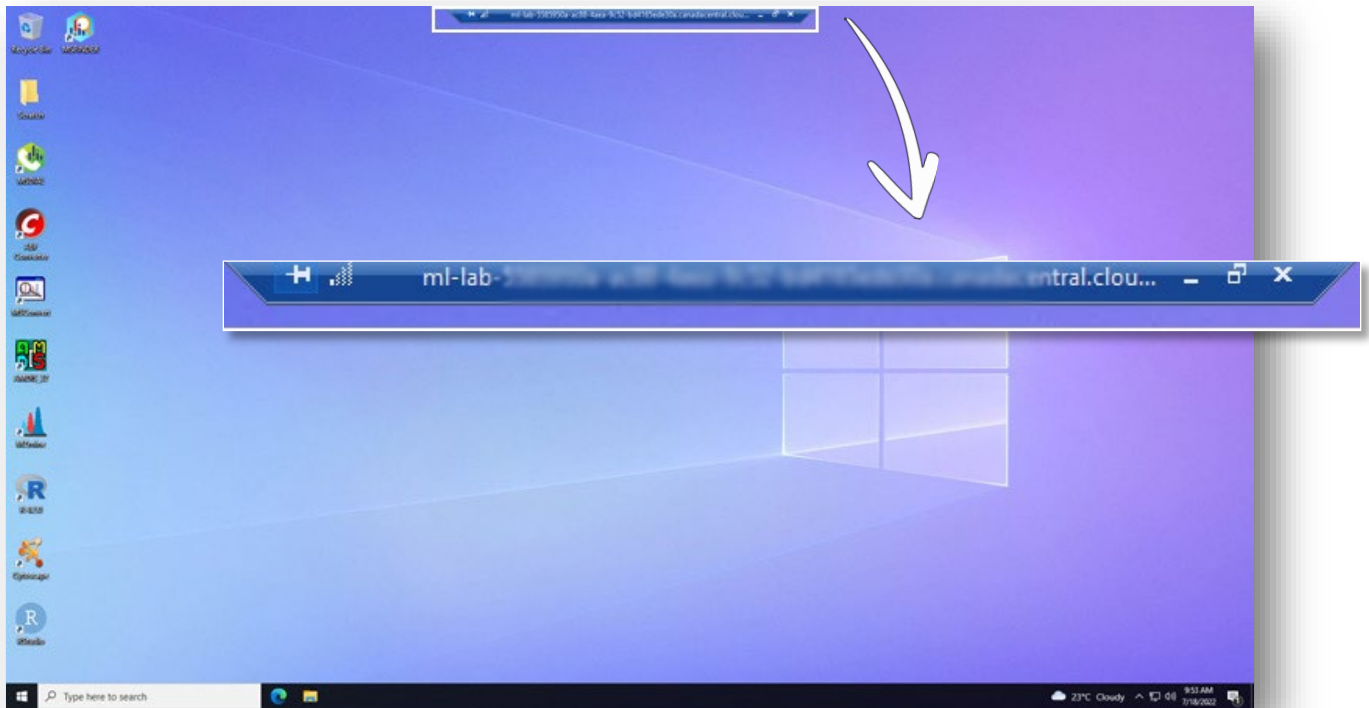


Note

Unsure where you downloaded the file to? Open your browser and press “**Ctrl + J**”. This will take you to your browser's downloaded files list. From here you can select “**Show in Folder**” under the downloaded RDP file to find the location of the downloaded files.

How do I switch from the Virtual Machine back to your personal computer desktop? (*Windows*)

To toggle between your VM and your main computer, you can simply double-click on the toolbar located at the top of the screen on your VM. This toolbar has the name of the VM. By double clicking on this toolbar, it will shrink the virtual desktop window so you can access your own computer desktop. Alternatively, you can select the minimize button,  or the Restore Down button. 



How do I switch from the Virtual Machine back to your personal computer desktop? (*Mac*)

To toggle between your VM and your main computer, you can simply mouse over the top of your desktop, and when the toolbar appears, choose **Window** and select **Exit Full Screen**.

