



# Setting Up the Virtual Lab Software

Following instructions are for setting up and accessing the Ross IT Virtual Lab:

1. Please select the desired OS (Windows or Mac OS) to download the installation file
2. Select the installation file on the lower left side of the screen
3. This will open the software installer
4. Go through the required steps to finish installing the Virtual Lab Software
5. Once you have completed installing the software launch the application
6. You will be required to enter in your UM unquname and password
7. You will also need to type in: [vlab.bus.umich.edu](http://vlab.bus.umich.edu) in order to establish server connection

Once you have finished the above steps. You will be able to connect into the Virtual Lab.

*Please Note\*:*

- You will NOT always get the same virtual lab machine when you connect so it is STRONGLY ADVISED you do not store data on the virtual lab machine's hard drive.
- There are only 80 virtual lab machines. Past statistics would suggest this will never be a problem, however it is possible that you won't be able to connect if you happen to be user #81.
- Within the Virtual Lab window, it is exactly like you are using a lab computer. There is no direct connection to your own computer - the fact it appears within a window on your computer can be deceiving! The file is stored on the Virtual Lab computer, not your

own. Once you end your session, the file will be lost, so please remember to save your files to your Documents folder, email, or cloud storage service like Box.

- Occasionally the lab may be "reserved" for a specific class. You will be notified that this is the case when you try to connect.
- When printing something from within the Virtual Lab window, you are printing to a Ross printer, not to your personal printer. You will first need to save the file, then you can print it.