

How to use the Virtual Application Server on a PC

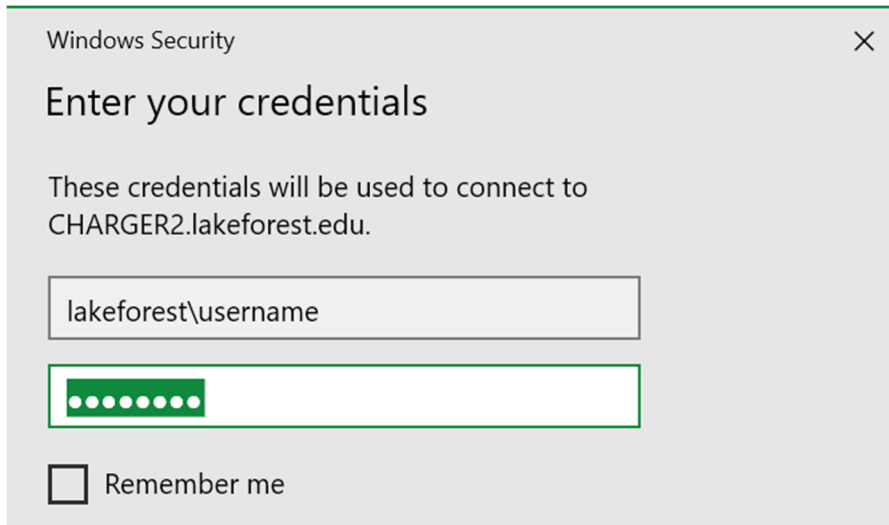
1. Before you can run any application from the virtual application server, you need to install the [OpenVPN client](#). Directions to install OpenVPN on your computer or mobile device are available [here](#). Once it is installed, you will need to start the OpenVPN client and log in to access the application server.
2. Once you have OpenVPN and the Microsoft Remote Desktop application installed, open OpenVPN and log in. Once connected, open a web browser and go to <https://vapps.lakeforest.edu>.
3. Log in with your College username (without @mx.lakeforest.edu) prepended by **lakeforest**, (e.g., lakeforest\tjackson).
4. Once logged in, you will see a list of applications available for you to use.



5. Click on the icon for the application you want to run. It will download a file that allows you to run the selected application on your computer. This file will appear in different places depending on which browser you are using, but it will commonly be in the **Downloads** folder for the browser.

The downloaded file name will begin with the name **cpub-** and end with the extension of **.rdp**. For example, the SPSS download file is named **cpub-stats-First_Collection-CmsRdsh.rdp**.

6. Double-click on the downloaded file. You will be prompted to connect and again enter your College username and password. Use the same credentials you used before:



7. After you log in, the application launch, and you can begin working with it as if you were running the application on any other computer.

NOTE: Files will be saved on your personal campus storage (your **U:** drive) on the College file server named Elite. You should see it when you try to open or save a file while using the virtual application. The next time you use the virtual application, you will be able to access your files from that location. You can access the files you have saved or add new ones that you would like to work with in your virtual application by following the directions found [here](#).

8. When you are finished working with the virtual application, you can close it as you normally would any other application. You start the virtual application again from the same .rpd download file anytime you would like after you have logged in to OpenVPN. If you lose the download file, you can download a new copy by following the process above beginning with step 2.