Manual Virtual workplace (Windows - EN)

Using apps.uva.nl you can access a virtual workplace. Here you can consult the same files on for example OneDrive as you would normally do when logged in on an UvA computer. This guide shows you how to start the virtual workplace on a device with Windows.

Two-step verification is used when logging in. You can read more about it [here](#) as an employee and [here](#) as a student.

Different access methods
By default, we recommend accessing the virtual ICT workplace through the browser ([web client](#)). If you want to use a different method, you can choose one of the following options: an app from the [Microsoft Store](#) or a client that you install via an installation file ([MSI client](#)). Benefits for each option (browser, Store app or MSI client) are described on the next page.

Saving files
Files you place in the Download or Upload folder are not saved. After you log out, they will be gone. Files that are saved to the desktop, in the Documents and Pictures folders, do get saved after you log out. OneDrive is also available. The upload folder is only available in the web client.

Benefits per client

For devices with Windows, you can use three different clients, each with its own characteristics and benefits.

Access via a web client (browser)
- Installation
    - No installation is required for. It works from the browser for any operating system and is quickly accessible. The link is: https://apps.uva.nl/
- Local files
    - Access to local disks of the managed ICT workplace is limited from the virtual ICT workplace environment. This is done per file via the Upload button. The file that you upload from your own workstation via this button ends up in the Upload folder.
    - Caution! The contents of the Upload folder are not saved when you log out.
- For heavy graphically intense applications (GPU), such as AutoCAD, Solidworks, Inventor or HSMWorks, we advise you to use the web client.

Access via the Store app
- Installation
    - Installation takes place via the Microsoft Store.
- Local files
    - You do not have access to local files.
- For heavy graphically intense applications (GPU), such as AutoCAD, Solidworks, Inventor or HSMWorks, we advise you to use the web client.

Access via the MSI-client
- Installation
    - You can easily download and install the app. The virtual ICT workplace is then accessed via a Subscribe button.
- Local files
    - You can access local files/drives. These are automatically linked.
- This client provides support for working with multiple displays.
- With this client, applications are also integrated in the local start menu of the managed ICT workplace.
- For heavy graphically intense applications (GPU), such as AutoCAD, Solidworks, Inventor or HSMWorks, we advise you to use the web client.

Access via a web client (browser)

1. Open a **browser** (such as Edge) and go to https://apps.uva.nl. Enter your UvA email address and choose **Next**.

2. Enter your **password** here and choose **Sign in**.

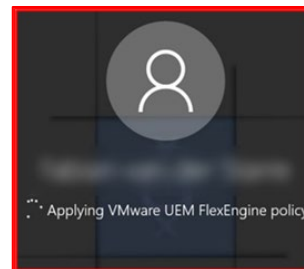3. You now need to approve the request. Go to your mobile device and approve the sign in request.

4. Click on the **Desktop** icon to open the virtual workspace.
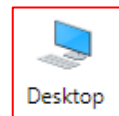
5. Choose which resources you want to give access to and click **Allow**.

6. The virtual workstation is now loading.

7. You are now logged in and you can get started with the UvA virtual workspace.

Upload local files with the web client

1. **Log into** the Virtual ICT workplace using <u>this method</u>.

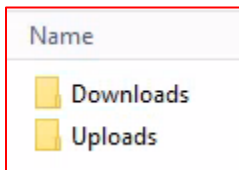2. Click the **Upload button** at the top right**.**
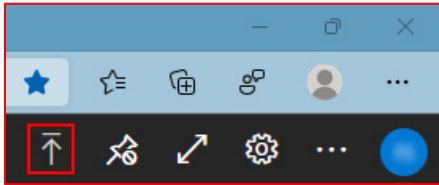
3. Select the desired file and choose **Open**.

4. Open the **File Explorer** via the icon on the desktop.
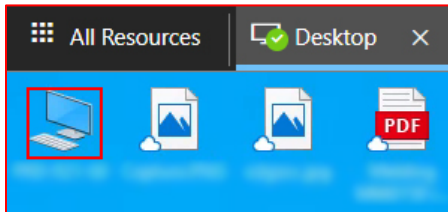
5. Click on **Remote Desktop Virtual Drive on RDWebClient.**
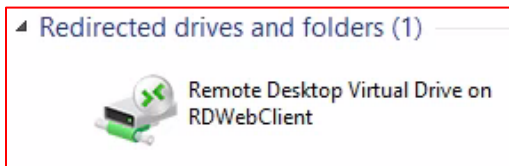
6. Open the **Uploads** folder.

7. The uploaded file can be found here.

    Caution! The contents of the Upload folder will not be saved when you log out.

Access via the Store app
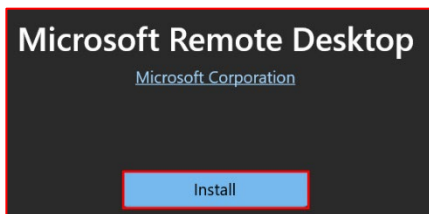
1. Open the **Start menu.**

2. Open the **Store**.
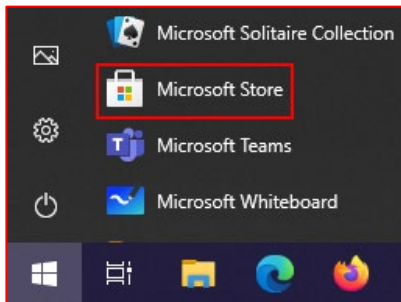
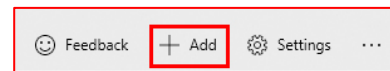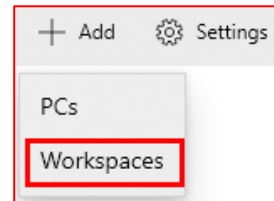3. Search for **Microsoft Remote Desktop** using the search bar.
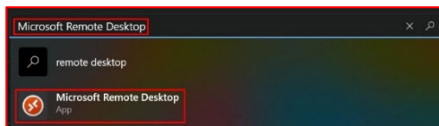
4. Click on **Install.**
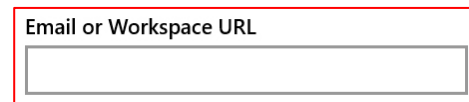
5. When the app is installed, you can press **Open**.

6. Click on **Add.**

7. Select **Workspaces.**

8. Enter the following **Workspace URL**: https://rdweb.wvd.microsoft.com
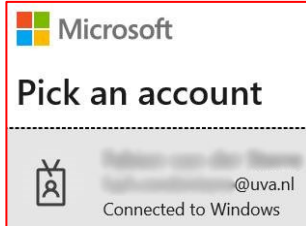
   Email or Workspace URL

9. Click on **Subscribe.**

10. You will now be asked to choose an account. Choose your **UvA-account**.

11. You now need to approve the request. Go to your mobile device and approve the sign in request.
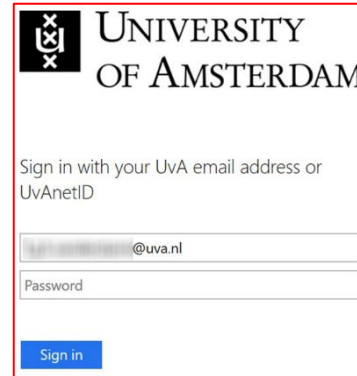

12. The Workspace is ready for use. Click on the **Desktop** icon to open the virtual workspace.

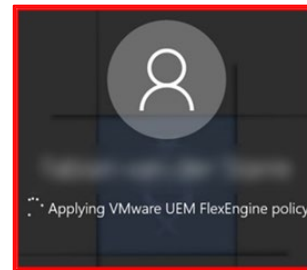13. On the next screen, choose **Active Directory**.

14. You will be asked to log in again. Enter the **password** for your UvAnet-ID and click **Sign in**.

15. On the next screen, choose **Connect**.

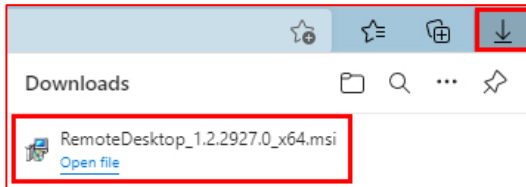16. The virtual workstation is now loading.

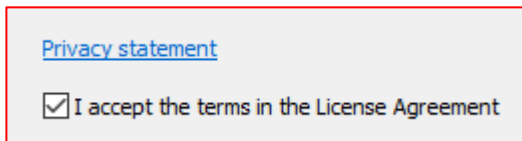17. You are now logged in and you can get started with the UvA virtual workspace.
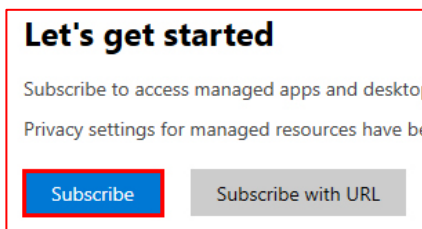
Access via the MSI-client

1. **Download** the MSI client from this link.
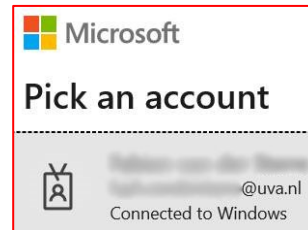
2. Open the **installation file**.

3. Choose **Next.**

4. Check **I accept the terms in the license agreement aan** and choose **Next.**

5. Click on **Install.**

6. Click on **Finish.**

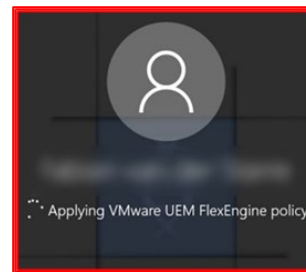7. Click on **Subscribe.**

8. You will now be asked to choose an account. Choose your **UvA account**.

9. The Workspace is ready for use. Double click on the **Desktop** icon to open the virtual workspace.

10. The virtual workstation is now loading.

11. You are now logged in and you can get started with the UvA virtual workspace.
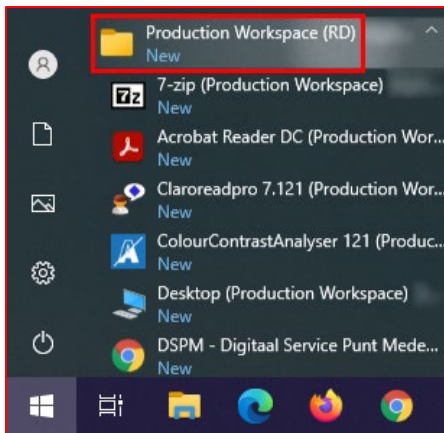
Apps in the Start menu

When using the MSI client, apps are integrated into the local start menu of your device with Windows.

1. Open the **Start menu**

2. Go to the folder **Production Workspace (RD)**

3. Here you will find every app available within the virtual ICT workplace, including the Desktop.

Logout

Logging out can be done in the following way.

1. Open the **Start menu** and click **this button**.

2. Choose **Sign out**.