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: via the [Windows app](#) or a client that you install via an installation file ([MSIX client](#)). Benefits for each option (browser, Store app or MSIX 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.

Access via the Windows app
- Installation
    - Installation takes place via the Microsoft Store*.
- Local files
    - You can access local files/drives. These are linked automatically.
- This client provides support for working with multiple displays.

    No access to the Microsoft Store in managed workstations.
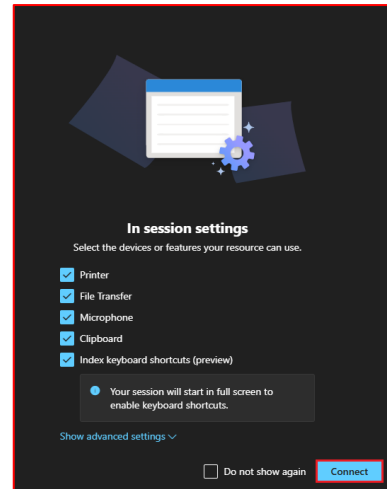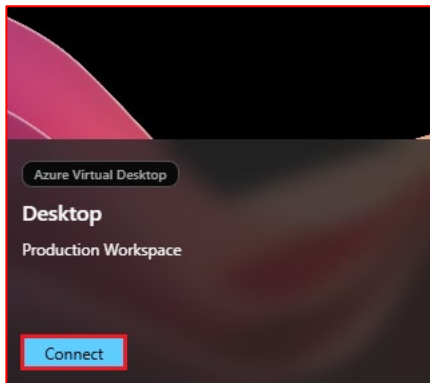

Access via the MSIX-client
- Installation
    - You can easily download and install the app. The virtual ICT workplace is then accessed via a Subscribe button.
- Local files
    - You can access local files/drives. These are automatically linked.
- This client provides support for working with multiple displays.
- With this client, applications are also integrated in the local start menu of the managed ICT workplace.

Need more information? Click here.

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. Then log in to your **UvA-ID**.

3. Click **Connect** on the **Desktop** icon to open the virtual workspace.

4. Choose which resources you want to give access to and click **Connect**.

5. You will be asked to log in again. Enter the **password** for your UvA-ID and click **To register**.

6. The virtual workstation is now loading.

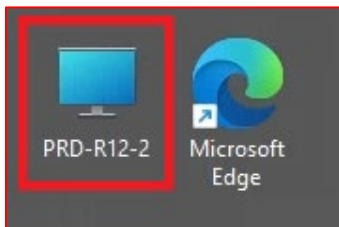7. You are now logged in and you can get started with the UvA virtual workspace.
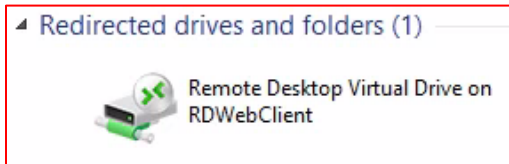
Upload local files with the web client

1. **Log into** the Virtual ICT workplace using this method.

2. Click the **Upload button** at the top right.
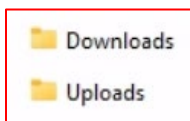

3. Select the desired file and choose **Open**.

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 **Microsoft Store** on your Windows device.

2. Search for the **Windows app** in the search bar.

3. Click **download** to install the app.

4. Then log in to your **UvA-ID**.

5. Click **connect** on the **Desktop** icon to open the virtual workspace.

6. You will be asked to log in again. Enter the **password** for your UvA-ID and click **To register**.

7. The virtual workstation is now loading.

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

Access via the MSIX-client

1. **Download** the MSIX client from this link.

2. Open the installation file and follow the instructions to install the app.

3. The **Windows app** is ready to use.

4. Then log in to your **UvA-ID**.