

Attaching a USB to a Virtual Machine

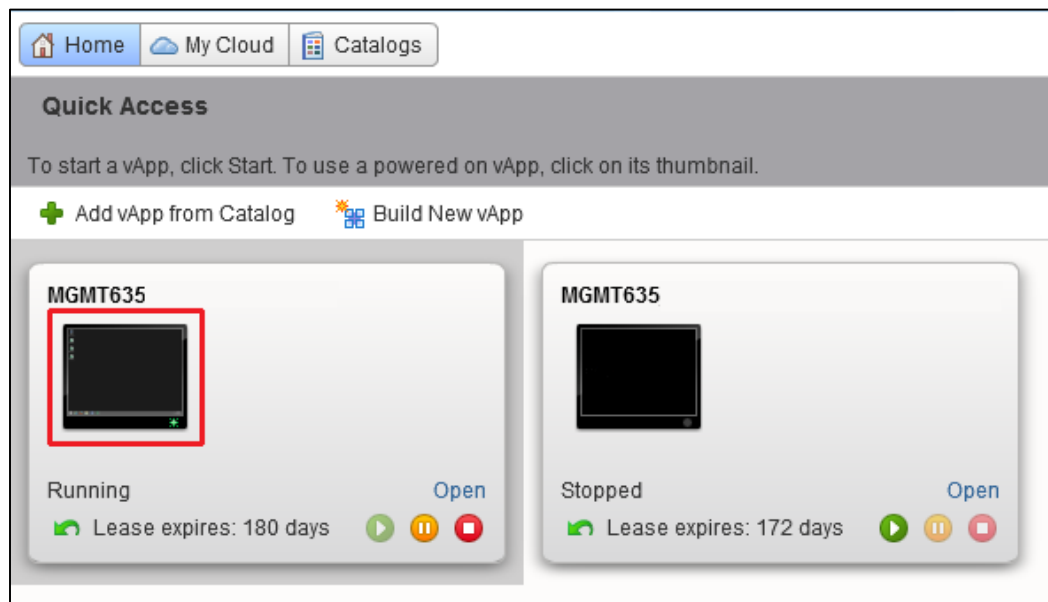
Requirements

- Windows or Mac OSX
- Internet Explorer, Firefox, or Google Chrome
- VLab access
- Physical USB device

Steps to Add a USB Device to a Virtual Machine

If you need to copy information from a virtual machine to a USB device, follow the steps below to properly connect a USB device to your virtual machine. Note that this technique can be used to copy information from a machine on which the Internet has stopped working correctly.

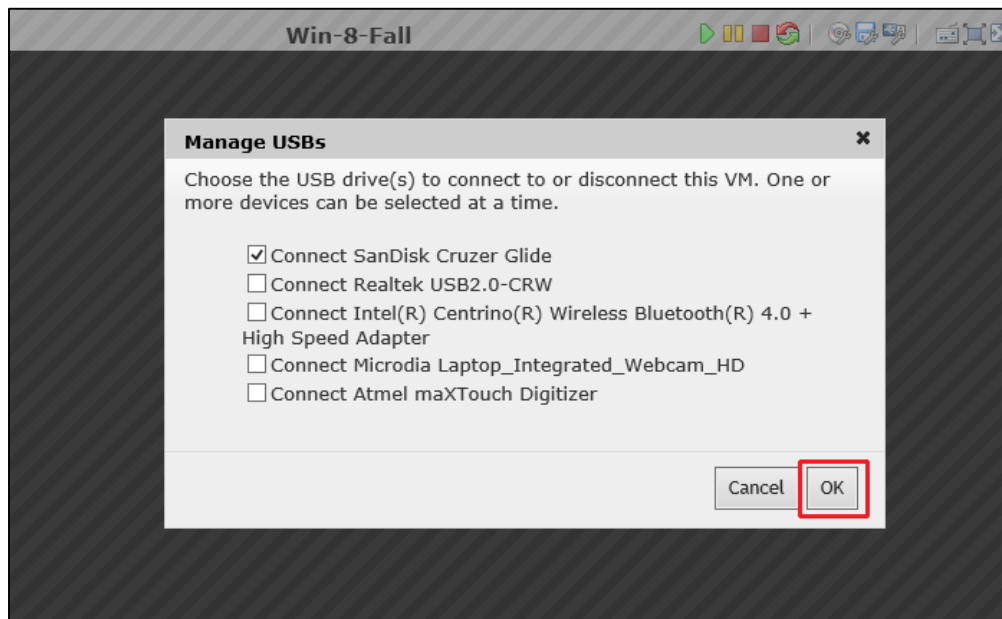
1. Log in to your VLab account and navigate to the Home page where your virtual machine exists.
2. Plug in your USB device to the physical computer being used (your personal laptop, home desktop, etc.).
3. From the Home page, click on the icon of the virtual machine. A new window will launch, displaying the machine.



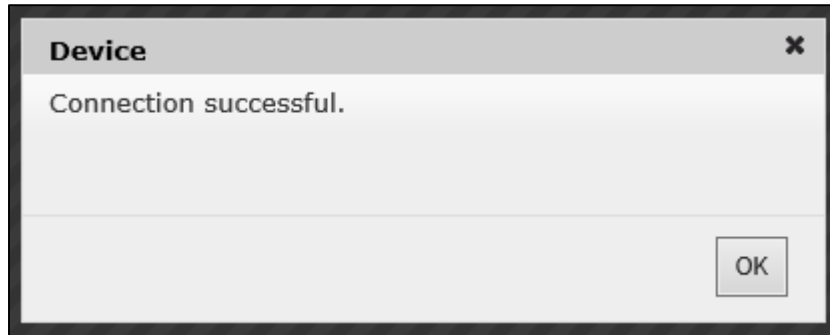
4. In the resulting window, click on the USB icon in the upper right corner of the screen. If it has been enabled, this will be the fourth icon from the right. Hovering over the icon will pop up a dialog that says "USB".



5. The first time you click on the USB icon, a dialog box may appear asking that you allow the USB function to be used by the virtual machine. If this dialog box appears, be sure to allow the USB function.
6. A new window will open called **Manage USBs**. It will show all devices which may be currently connected to the virtual machine. **Check** the box next to the desired USB device(s). You may need to know the brand of your USB device for this step. In this example, we are using a SanDisk Cruzer Glide USB. Then **click OK** to attach the USB device to the virtual machine.



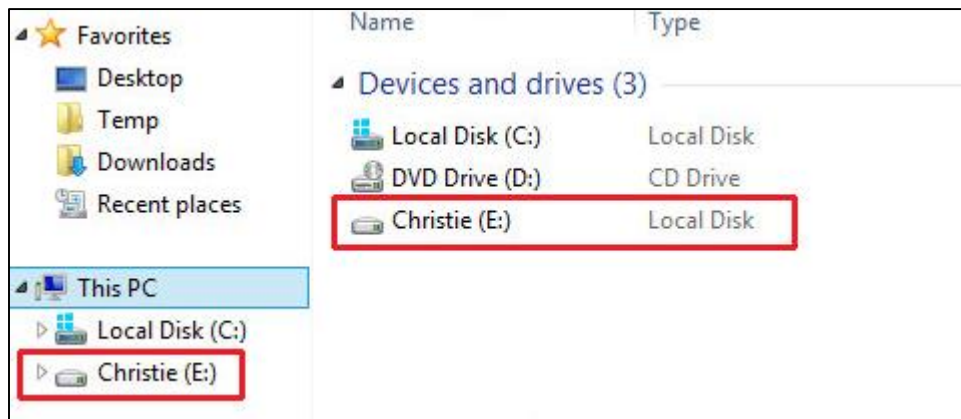
7. If the USB device connects successfully, a new dialog window will open stating that that USB has been connected. Click **OK** to continue to the desktop. Note that while a USB is connected to a virtual machine, it cannot be accessed from the physical machine into which it is physically connected.



8. To view the USB and its contents, navigate on the desktop of the virtual machine, and click on the **File Explorer** icon at the bottom of the screen.

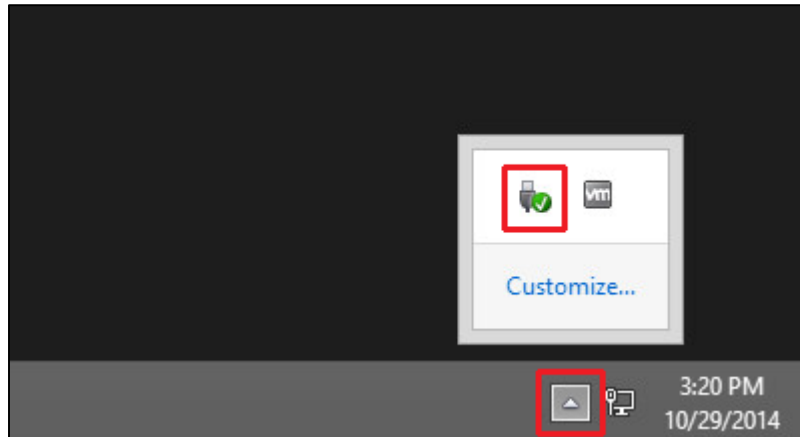


9. A new window will open on the desktop showing the currently connected devices. Note that the USB is shown to be connected to the virtual machine. You can now move contents to and from the USB device.



Steps to Disconnect a USB Device to a Virtual Machine

1. It is important to properly disconnect a USB in order to prevent loss of data. To properly disconnect your USB device from the virtual machine, navigate to the bottom right corner of the virtual machine desktop, and **click on** the small upward-pointing arrow button. You should see an icon with a green checkmark. **Click** this icon.



2. A small menu of devices currently attached to the virtual machine will appear. Click on the USB device that you added to the virtual machine in order to properly disconnect it from the virtual machine. The device will disappear from this list of connected devices. The USB has now been safely disconnected from the virtual machine.

