

Task 1: Create a Template

You can create a master copy of a virtual machine by converting a virtual machine to a template.

Use the following information from the class configuration handout:

- vCenter Server Appliance name
- vCenter Server Appliance administrator password
- Virtual machine for template creation
- ESXi host

1. Open vSphere Web Client.
2. In the contents pane, click **VMs and Templates**.
3. If the virtual machine for template creation is not powered off, right-click the virtual machine and select **Power > Shut Down Guest OS**.
4. Click **Yes** to confirm.
5. Right-click the virtual machine, select **Template > Convert to Template** and click **Yes** to confirm convert.

The virtual machine is converted to a template with the same name.

6. In the Recent Tasks pane, verify that the task is complete.
7. In the Navigator pane, click the **Hosts and Clusters** icon.
8. Select your VMware ESXi™ host.
9. In the center pane, select the **Related Objects** tab and then click the **VM Templates in Folders** tab.
10. Verify that the virtual machine appears as a template.

Task 2: Clone a Virtual Machine to a Content Library

Use vSphere Web Client to clone a virtual machine template into the student source content library.

Use the following information from the class configuration handout:

- Assigned virtual machine to clone
- Student designation

1. In the Navigator pane, click the **VMs and Templates** icon.
2. In the Navigator pane, right-click your assigned virtual machine and select **Clone to Template in Library**.

3. In the Clone to Template in Library window, append `-Library` to the template name in the **Template Name** text box.
4. In the content library list, select the Student designation-source library and click **OK**.
5. At the bottom of the vSphere Web Client interface, observe the Recent Tasks pane.
A new task for exporting an OVF package appears in the Recent Tasks pane.
6. Point to the Home icon and select **vCenter Inventory Lists**.
7. Click **Content Libraries**.
8. After the task is completed, the template appears in the **Templates** tab under the **Related Objects** tab of the content library.

Task 3: Deploy a Virtual Machine from a Preconfigured Content Library Template

You use vSphere Web Client to deploy a new virtual machine from the template available in the subscriber library.

Use the following information from the class configuration handout:

- Shared datastore name
- vCenter Server Appliance name
- Assigned ESXi host
- Student designation

1. Click **Home**.
2. In the left pane or in the Navigator pane, click **Hosts and Clusters**.
3. Expand the **Training** data center and the **Lab Cluster** cluster.
4. Right-click on your ESXi host and select **New Virtual Machine > New VM from Library**.
5. In the select template screen, select the `win_StuA-Library` template from the student library and click **Next**.
6. In the **Name** text box, enter **Student_designation-VM03**.
7. In the Select a Data Center or folder pane, select the **Training** data center and click **Next**.
8. On the Select a Resource page, select your ESXi host and click **Next**.
9. On the Review Details page, click **Next**.
10. From the **Select virtual disk format** drop-down of the Select Storage page, select **Thin provision**.

11. In the **Filter tab** of the Select Storage page, select your shared datastore and click **Next**.
12. On the Select Networks page ensure that **VM Network** is selected and click **Next**.
13. On the Ready to complete page, click **Finish**.
14. If the Recent Tasks pane is not visible, click **Recent Tasks** at the bottom of the vSphere Web Client pane.
15. Monitor the progress and wait for the Deploy OVF package task to complete.
16. In the vSphere Web Client pane, point to the **Home** icon and select **VMs and Templates**.
17. Verify that the *Student_designation_VM03* virtual machine is deployed.