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| --- | --- |
| 1. This screen will appear next 2. Open your Hyper-V Manager |  |
| 1. To begin exporting make sure your VM’s are off and not running |  |
| 1. Once the VM is off click on export |  |
| 1. Click Browse |  |
| 1. Click Desktop |  |
| 1. Click Select Folder |  |
| 1. Click Export |  |
| 1. Your desktop should now have a folder named what your VM is. From here add your new Azure VM the same way you added this one |  |
| 1. Once you have it downloaded your desktop should look like this. 2. Open the new Azure in your current Azure |  |
| 1. You will get a double window similar to this |  |
| 1. Now drag your VM file into the new Azure. You will get a copying window like the one shown here. |  |
| 1. Once it has copied over. Open Hyper-V in your new Azure VM 2. Once open click Import Virtual Machine |  |
| 1. Click Next |  |
| 1. Click Browse |  |
| 1. Click Desktop |  |
| 1. Click the file of your VM 2. Then click Select Folder |  |
| 1. Click Next |  |
| 1. Click Next |  |
| 1. Click the 3rd option then click next |  |
| 1. Now if this is your first VM Skip this step. If this is a Homework VM copy how this page looks for your Workstation or Server 2. Then hit next |  |
| 1. If creating your main Workstation & Server skip this step. If not copy this page. 2. Then hit next |  |
| 1. Click Finish |  |
| 1. This window will pop up. Wait for it to finish |  |
| 1. Once done your new VM will be added. (If you’re making a homework on based off a main you will need to rename it) |  |
| 1. Now you need to set up the switches again. One for homework and one for your mains. Follow the steps in a previous step by step if needed. |  |
| 1. Don’t forget to remain the homework VMs if you cloned them from the Main VMsS |  |