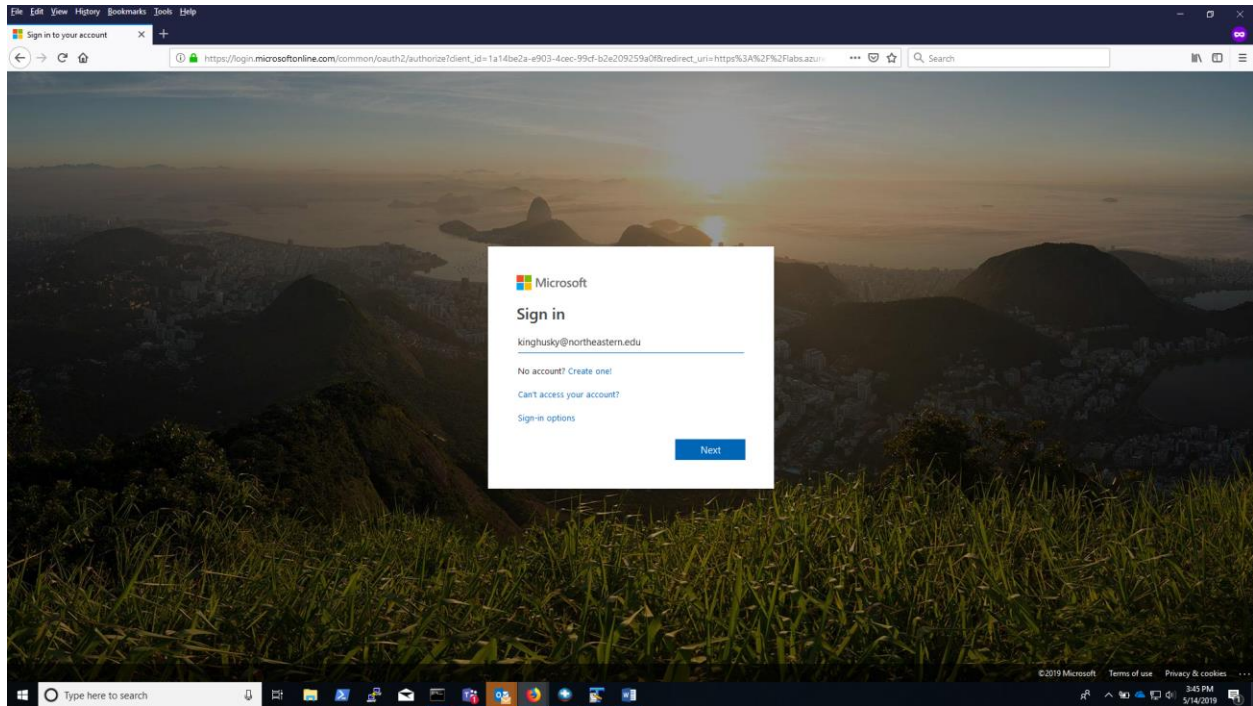
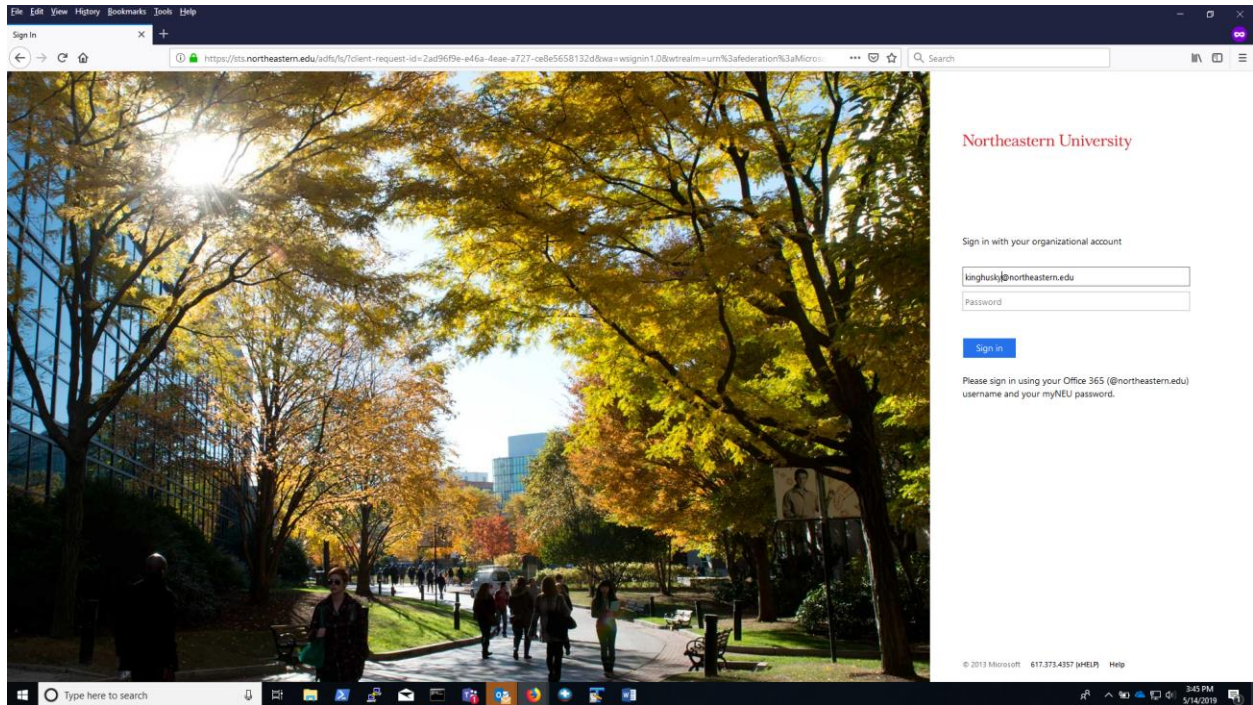


Claiming and Using Class Lab Machine

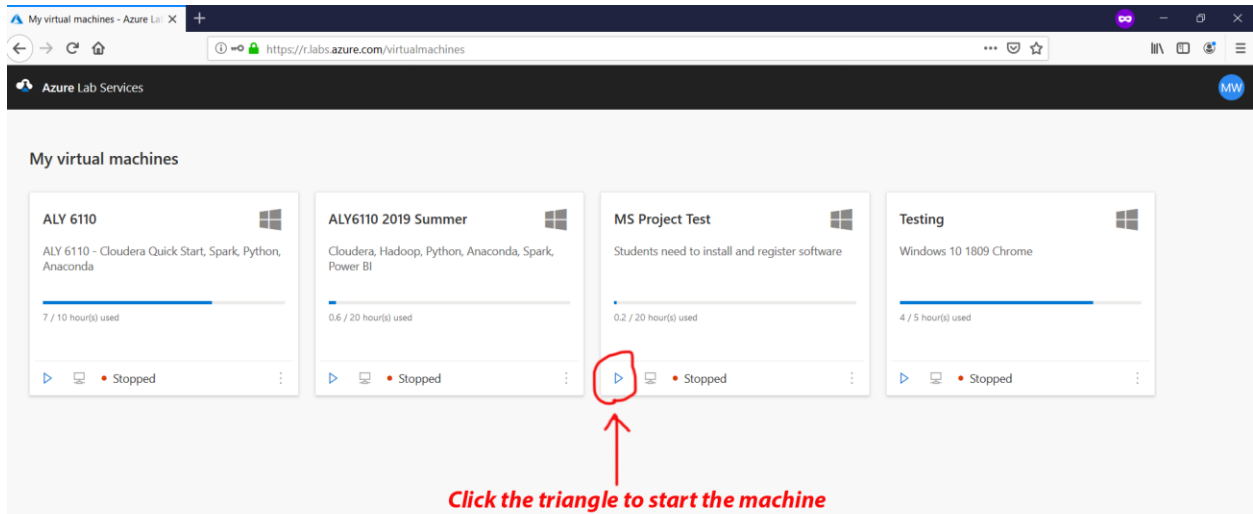
1. Go to the following URL: <https://labs.azure.com/register/oh98k5w9> using we browser.
2. You should be prompted to login.
3. Enter your Office365 login for the username, this is your my.northeastern username with @northeastern.edu appended to it (do not use @husky.neu.edu).
4. Click Next



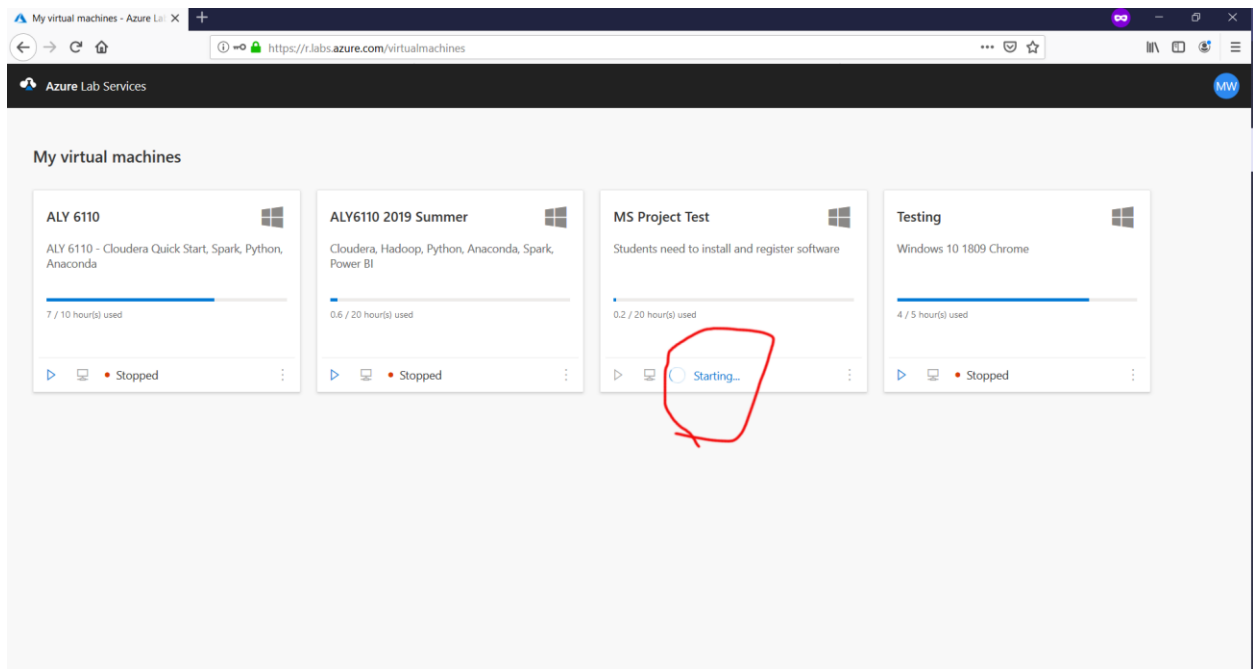
5. After entering your Office 365 login credentials you should be taken to the Northeastern login page. If you do not see the page below then go back and confirm that you appended @northeastern.edu to your username for your login
6. Enter your my.northeastern password, this should be the same password you use to access email
7. Click Sign In



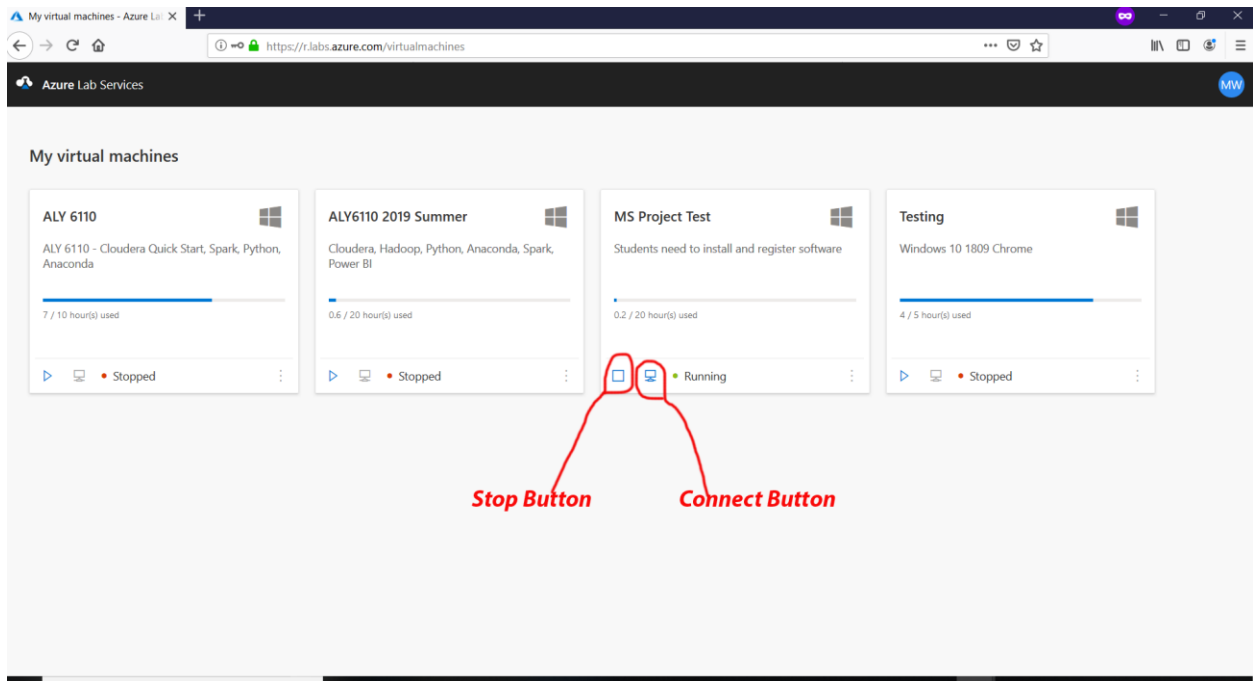
8. You should now see a page with the virtual machines that have been assigned to you, ***note that under the machine name it lists the hours used out of the total allocated.*** If you are running low on hours please contact your instructor or and they will assign you more hours. Once you use the total hours allocated to the machine it will stop even if you are in the middle of using it.
9. Click the triangle icon to start the MS machine.



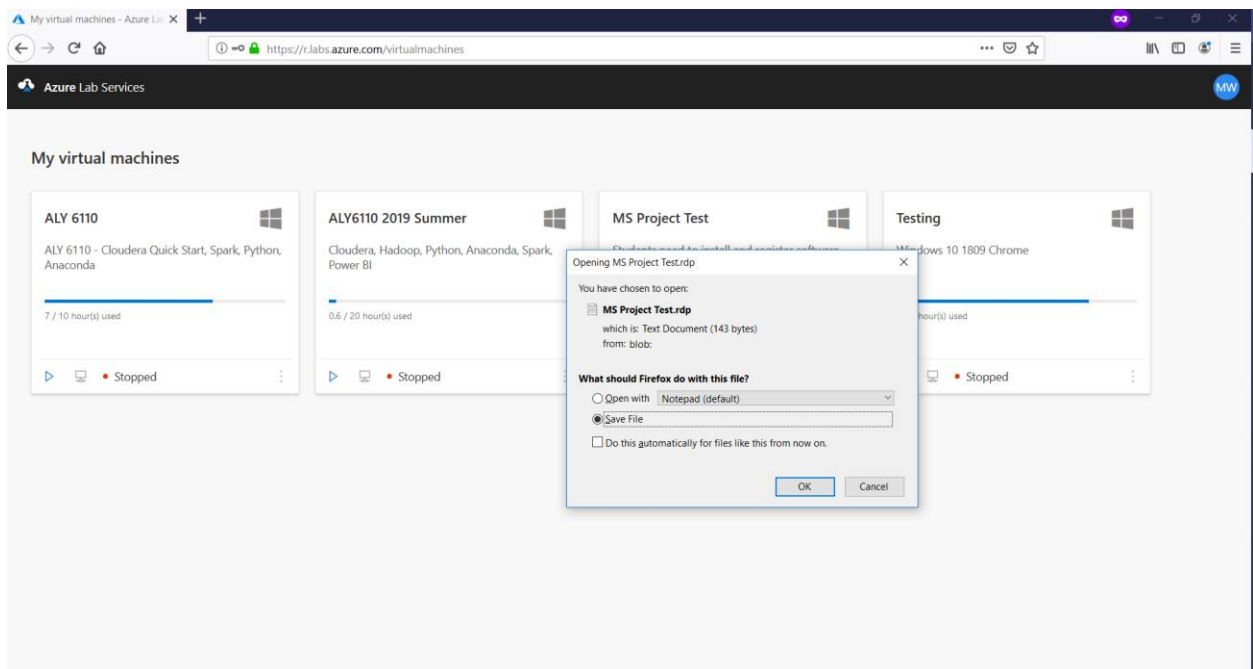
10. It should now say “starting”, it can take 1-2 minutes for the machine to fully startup.



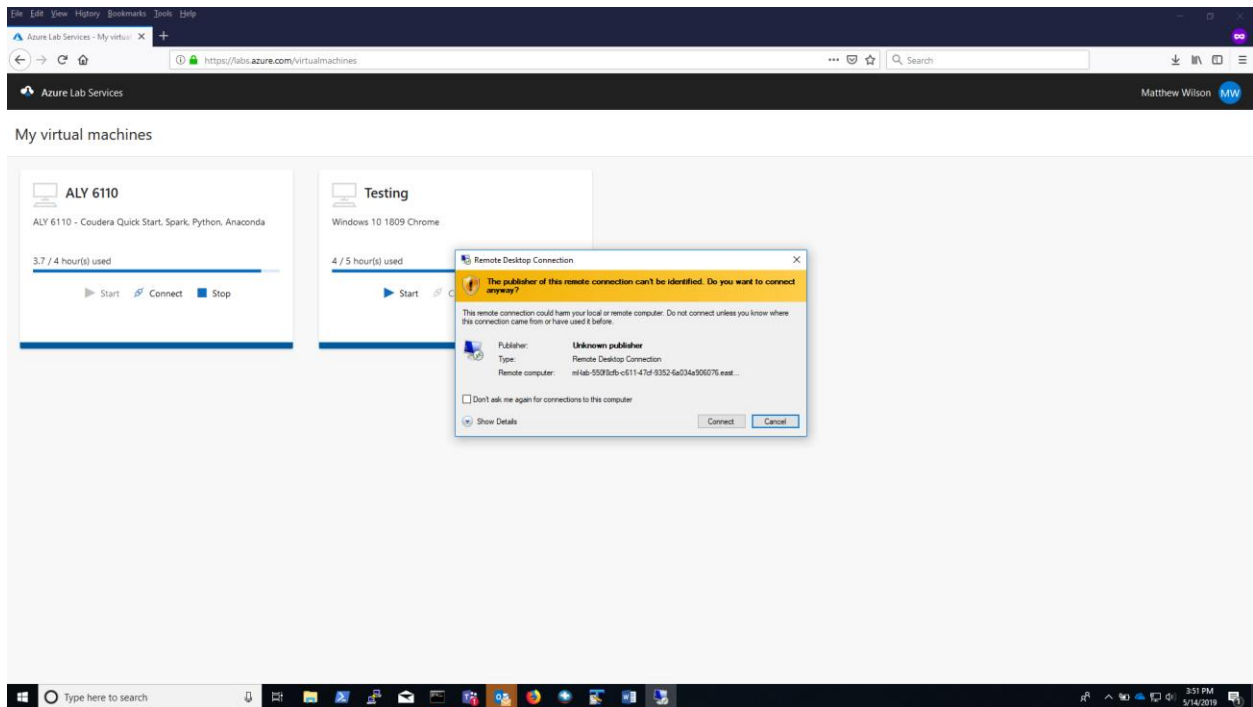
11. Once the machine fully starts up the Connect and Stop buttons will become active.



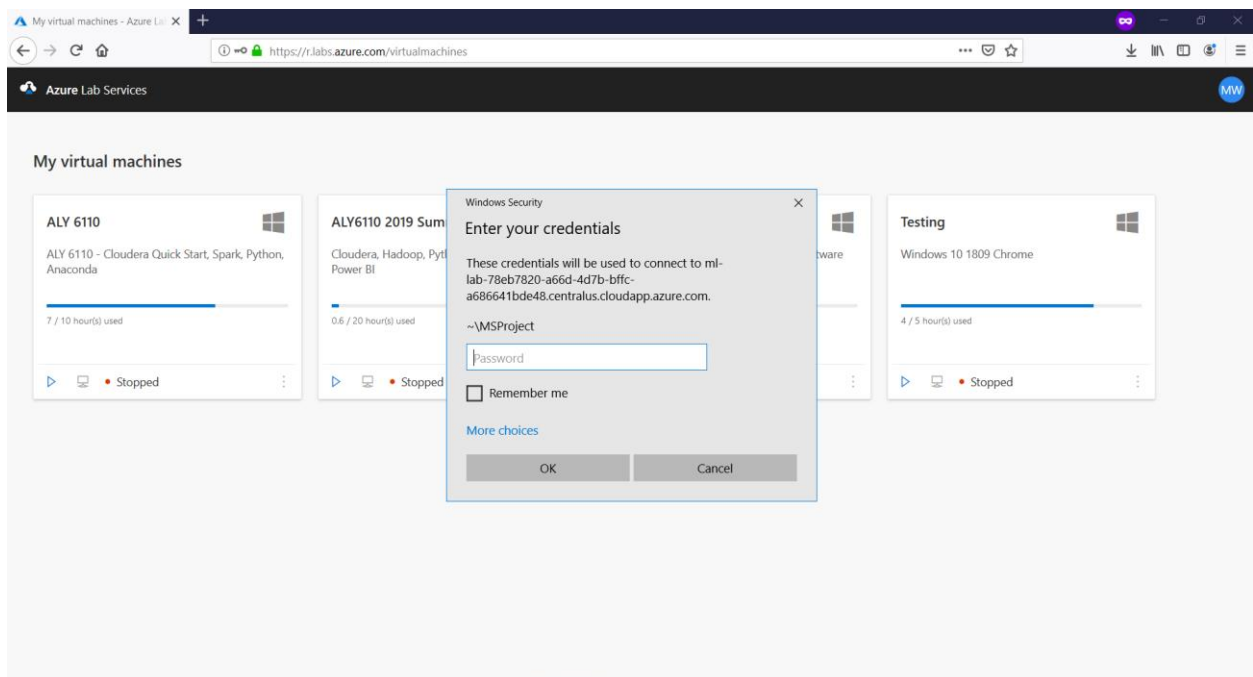
12. Click the Connect button to download the RDP file for connecting to your lab machine then run the file, if prompted choose the Microsoft Remote Desktop Client (Mac users may need to download this from the App Store) to open the file.



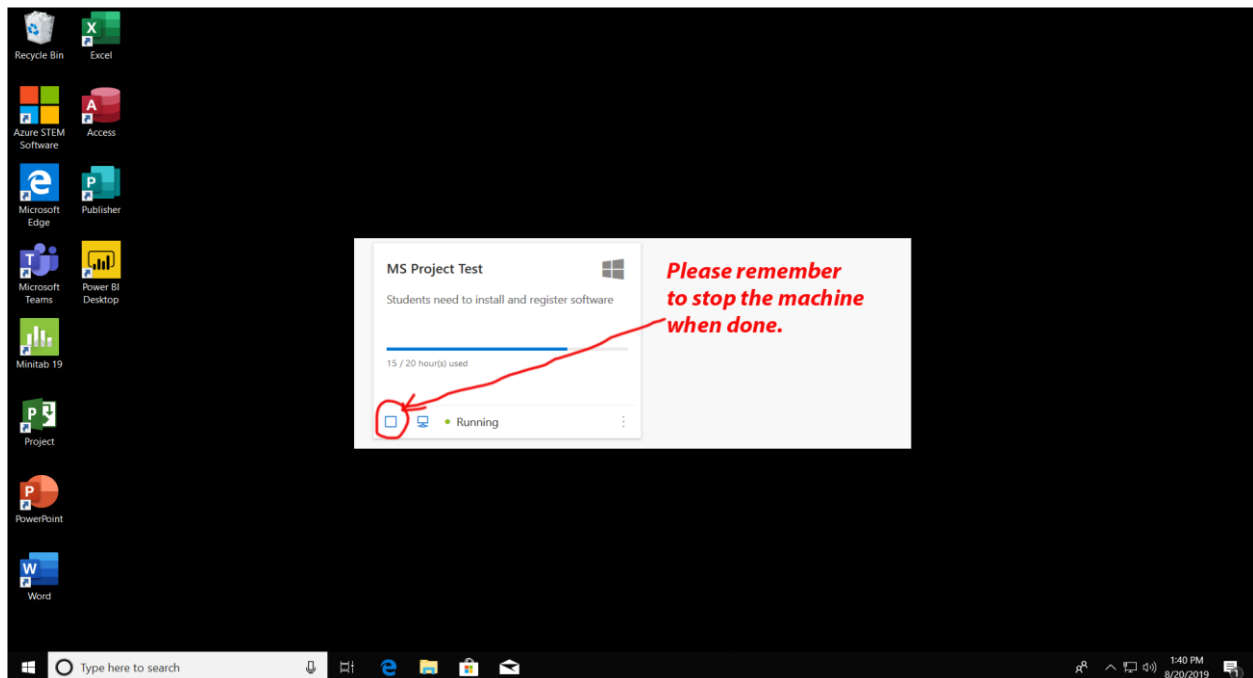
13. The Remote Desktop Connection client will open, click the connect button.



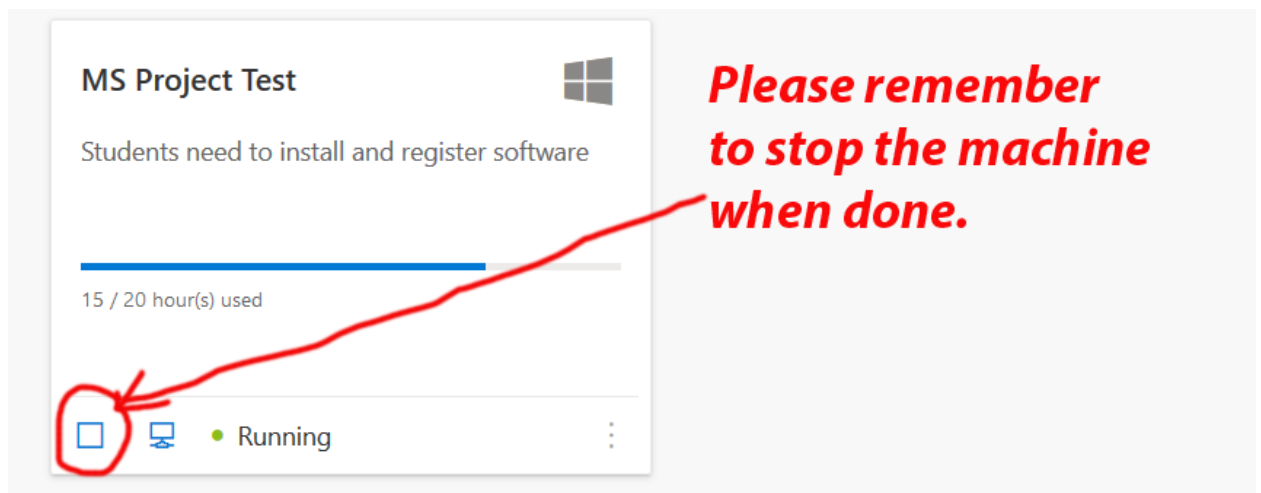
14. When prompted for the password for the Lab Machine enter **ClassTest2** and click OK.



15. You will then be logged into the Lab Machine and should see the desktop below, for the class. Please note you should activate the Office software using your Office 365 username and password, reminder this is your my.northeastern username appended with @northeastern.edu.



16. When you finish working with the Lab Machine for the day **you must click the Stop button** in the web interface that you used to start the machine. Until the machine is stopped it will continue to accrue hours, even if you shut the machine down via the Start Menu.



FAQs/Troubleshooting

1. I am a Mac user and I do not see the Microsoft Remote Desktop Client in the store.

Make sure your store location is set to the United States certain other regions such as China do not have this in their version of the Store.

2. I am a Mac user and when I try to open the RDP file I downloaded it opens the Remote Desktop Client but does not connect.

If this occurs in the Microsoft Remote Desktop Client, go to import connections and then browse to the RDP file you downloaded and import it. Then click on the icon for the computer in the client to connect.

3. I have already claimed my machine how do I access it after stopping it?

You can start, stop, and connect to your assigned machines by going to <https://labs.azure.com> and logging in with your Office 365 credentials, this is your username with @northeastern.edu appended to it.

4. You are unable to start or connect to the Lab Machine or lose connection to the machine.

This can be the result of running out of hours on the machine or a poor Internet connection.

5. All the hours on your lab machine have been used even though you did not use the machine for that many hours.

This usually is caused by not using the stop button in the web interface when you are finished using a machine for the day. Please note shutting down the machine via the Start Menu on the lab machine does not stop the machine and hours will continue to accrue, you must use the Stop button on the web interface when you are done using the lab machine.

6. How do I get more hours assigned to my lab machine?

If you need to have more hours assigned to your lab machine please contact your Professor or TA for your class.

7. How can I transfer files between the lab machine and my personal machine?

You can transfer files between your computer and the lab machine through the use of copy/paste functions on the computers.

8. Who do I contact if my lab machine is not functioning correctly?

Please email to TA and CC to class Instructor assistance in the email please include the following:

1. Your name (as registered in Blackboard)
2. Contact information (phone number and good times to reach you)
3. Brief description of the problem
4. Class Information (Course name, CRN number, and Professor's name)