* Go to ubuntu.com/#download and click ‘Get Ubuntu Server’
* Click ‘Manual server installation’ and get the LTS version of Ubuntu
* Open VMWare Workstation and click File, New Virtual Machine
* Create a VM with the Ubuntu Server ISO
* Reboot the server once Ubuntu is finished installing
* Login to the user account you created in the installation
* Update the server by running ‘sudo apt update && sudo apt upgrade’
* Shutdown the server when it is finished updating
* Click File in the top left, then click ‘export to OVF’
* Choose where to save the template, then click save
* LTS - Long Term Support
* A new LTS version is released every two years
* LTS versions get five years of support
* LTS is more enterprise focused
* LTS versions are more tested and have a longer Beta cycle to make them more stable and less buggy