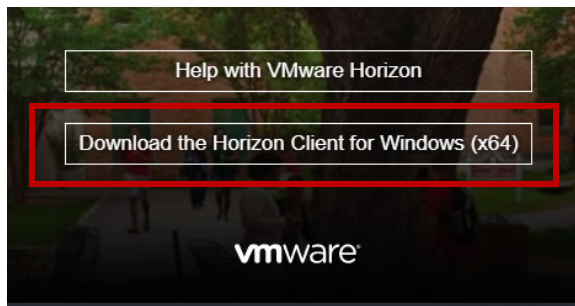


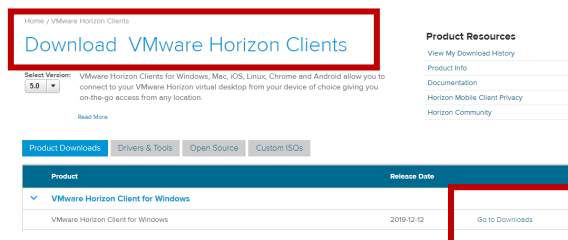
## SPSS and the Vlab

By downloading the vLab application (VMware Client) to your computer, you are able to access all of the tools and features of the vLab. This tool on your computer is essential in quickly accessing SPSS, using the full range of Office 2018 application on a Mac, or accessing other programs that are not available on your personal computer. The VMware Client allows users to save documents to their computer hard drive or the OneDrive.

### Download the Application



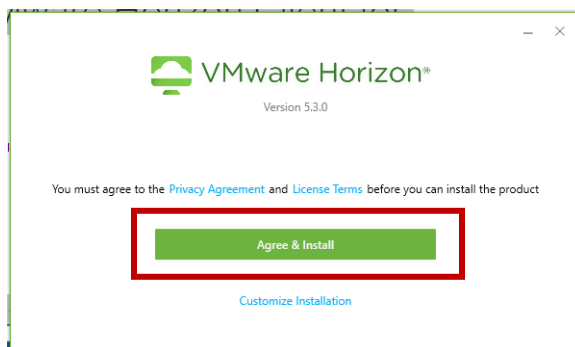
1. Open a browser and navigate to <http://vlab.uiwtx.edu>
2. Click **Download the Horizon Client for Windows (x64)**



3. On the *Download the VMware Horizon Clients* page, locate the client for your operating system. **Choose from Windows, Mac, Linux, Android, IOS or Chrome.**
4. For *Windows*, choose **VMware Horizon Client for Windows**
5. Select **Go to Downloads** on the right



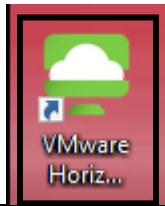
6. A new page opens. Click **Download** and **save** the file to your desktop.



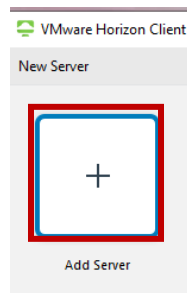
7. Click **Agree and Install**, then follow the prompts to install the software. There will be several prompts. You will need to *restart your computer* when the installation is complete.

## Install and Access the Application

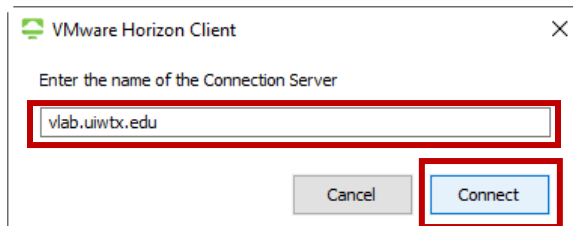
---



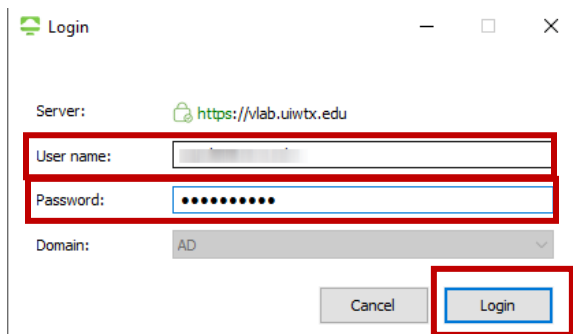
1. When this icon appears on your desktop, the installation is complete. Click the **VMware Horizon icon** to install the application



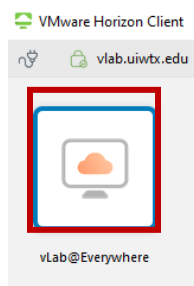
2. Click **Add Server**



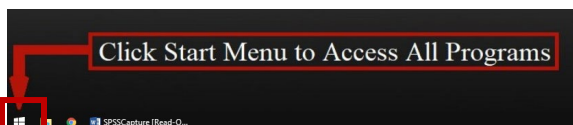
3. On the next menu, type in the **vLab address: [vlab.uiwtx.edu](https://vlab.uiwtx.edu)**
4. Click **Connect**



5. Enter your **UIW credentials** (*username and password*)
6. Click **Login**



7. Click the **vlab@everywhere icon**

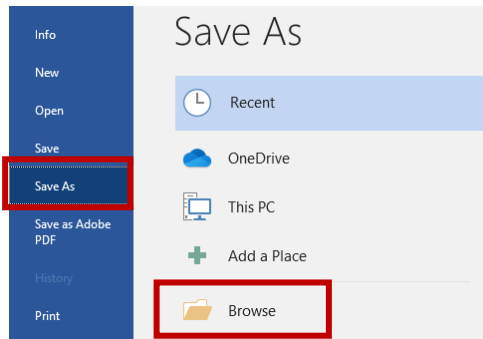


8. The Vlab page opens. Click **Start** to begin using vLab

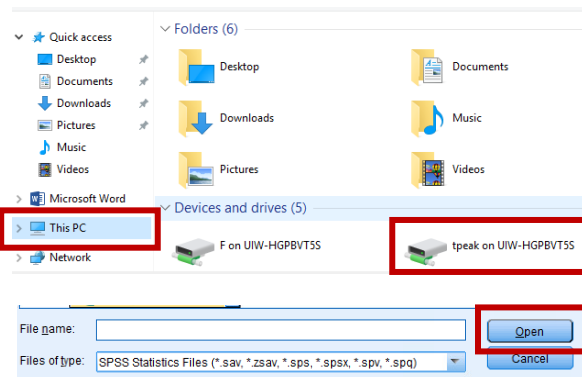
## Save Microsoft documents in vLab



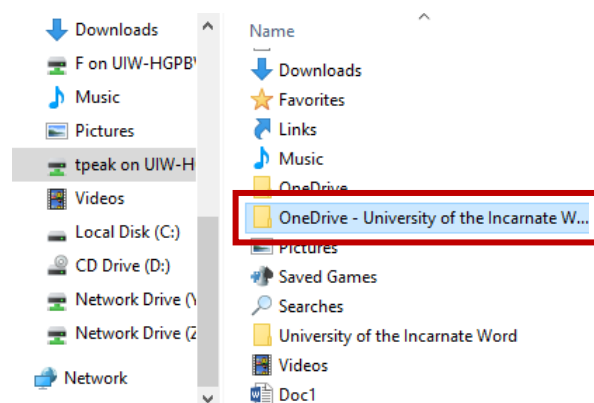
1. Clicking **Start** opens up the *Start Menu*
2. Locate and choose **Word** (or any other Microsoft Office Software Application)



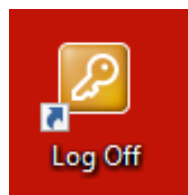
3. After opening the document, Click **File**
4. Click **Save As**
5. Click **Browse**



6. Click **This PC**
7. Locate the drive labeled *yourusername on UIW-XXXX*. This number matches your computer's address. The Dataset will be saved to your desktop.
8. Click the **Drive**



9. Choose a **folder** on the desktop or click **OneDrive-University of the Incarnate Word** to save the document to you One Drive
10. Once a location is selected, click **Save**



11. To exit the vLab, click **Log Off**
12. **Note:** Any documents saved to the vLab desktop will be **deleted**.