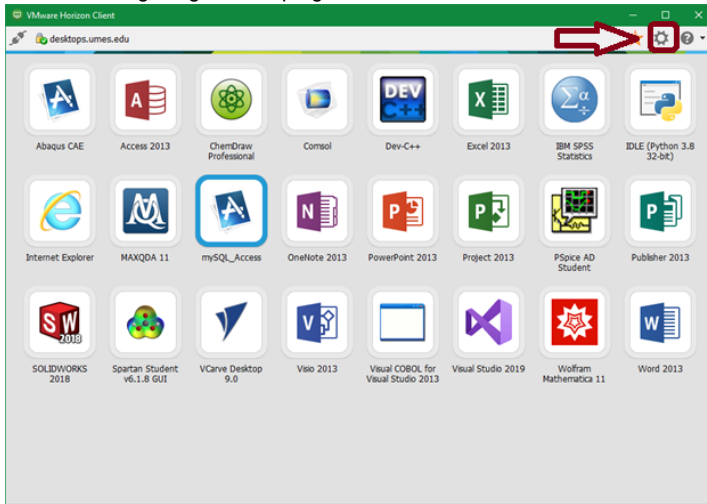


# Saving files for Blackboard Submission

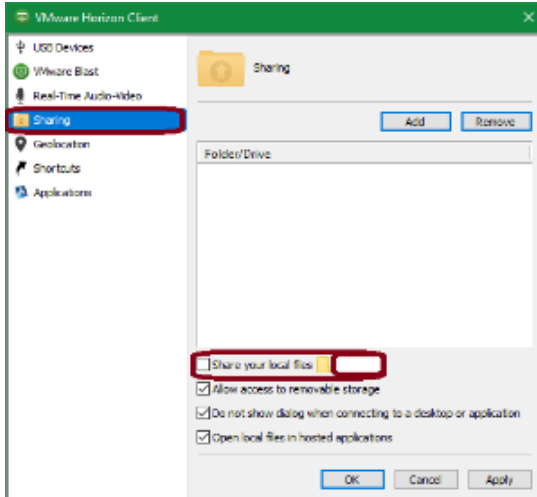
## VMWare Horizon Client (RECOMMENDED)

When using the full client, you are able to view local files on the virtual machine. To ensure it is visible (default drive letter is Y:) please follow these steps

1. Click the settings cog in the top right corner.



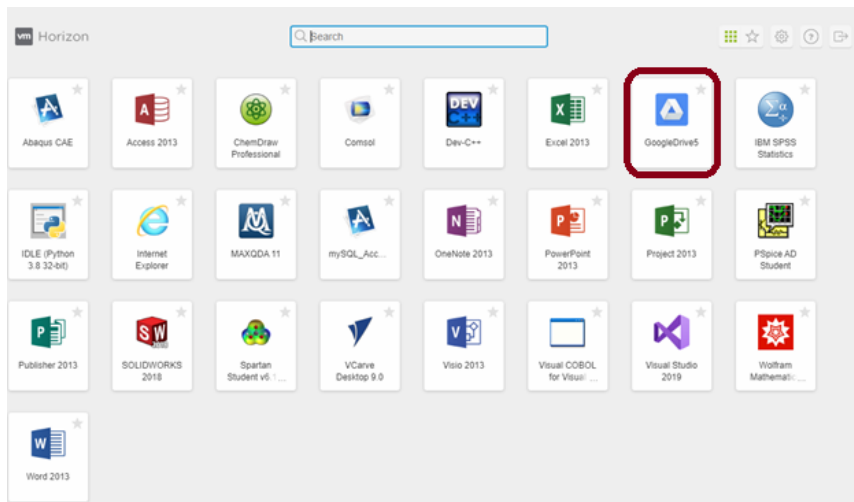
2. Go to the sharing tab and click the box stating "share your local files." This will allow your standard folders to be shared. Specifically user folders such as Documents, Desktop, and Downloads.



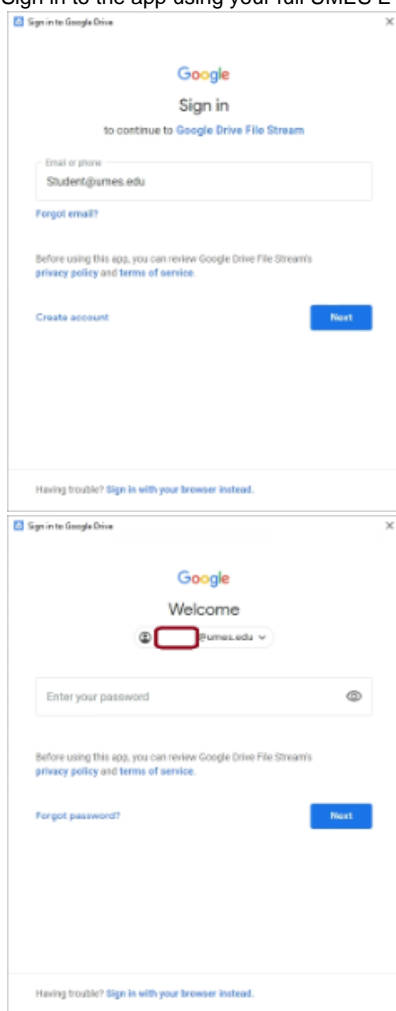
If you were to use the add button you can target a specific folder on your PC that you want to be visible to the VM.

## HTML Google Drive options

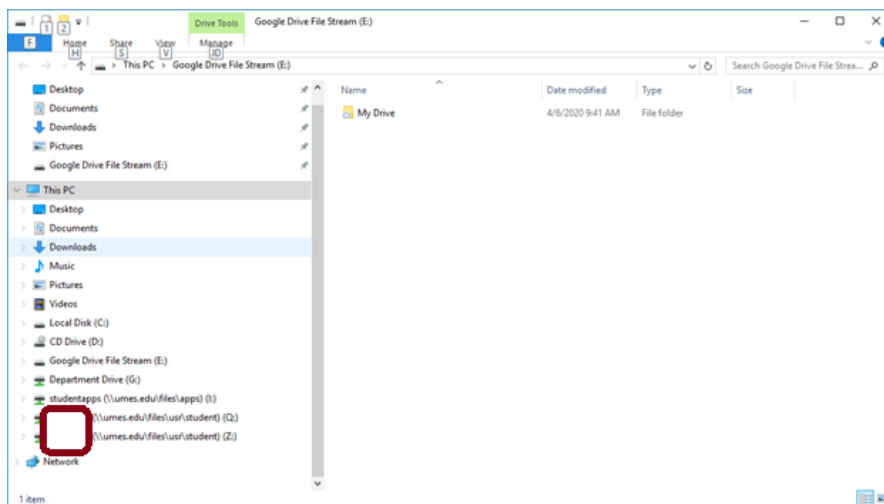
You will see an icon Named GoogleDrive# (notes on the number will follow). Click this and follow the steps to enable your google drive via html access.



1. Sign in to the app using your full UMES E-mail Address



2. You will see a file explorer allowing you to move files between your Z drive and the google drive. Files placed here will be uploaded to your google Drive.



An added benefit of this method is that any software you open will show the google drive as a direct save location.

### Which Google Drive do I need?

Google Drive 1	MS Office Mathematica Cobol
Google Drive 3	SPSS Visual Studio 2019 mySQL ChemDraw Spartan
Google Drive 5	Dev-C Solidworks PSpice Abaqus