MS Azure Labs Tutorial for Students

Introduction

Dear UvA student,

This tutorial explains how to work with Azure Labs, Microsoft's cloud environment. Azure Labs is used for computer lab sessions where specialised programs are required.

In the run-up to your first lab session, you have received an invitation to register for Azure Labs in your UvA email account. If you have not yet registered, click the link in the email and log on in the Azure environment with your UvA account. You only need to complete this registration once; on subsequent occasions you use your UvA account to log in.

Computer lab sessions are held on a Chromebook; make sure you put the device neatly back in the laptop trolley at the end of the session and connect it to the charger in preparation for the next student!

Good luck with your lab session!

Start-up

To get access to the programs you need for your lab, go to labs.azure.com in your browser. If you have already registered, you only need to log in. A Virtual Machine, i.e. a form of Windows in the cloud, has been prepared for you in Azure.
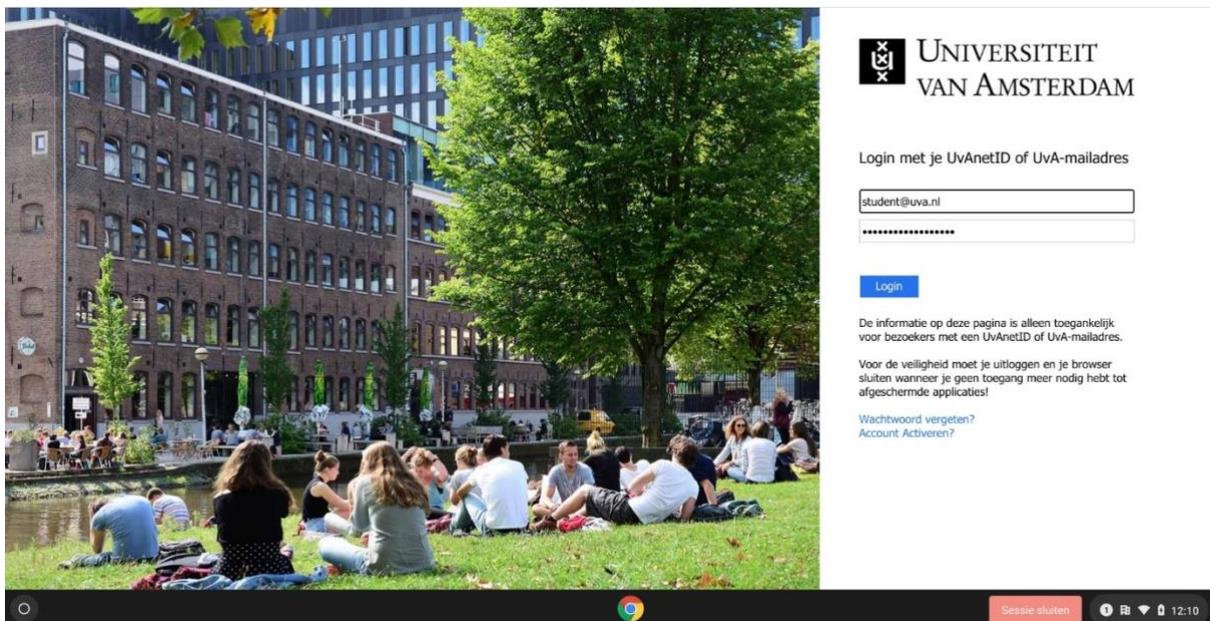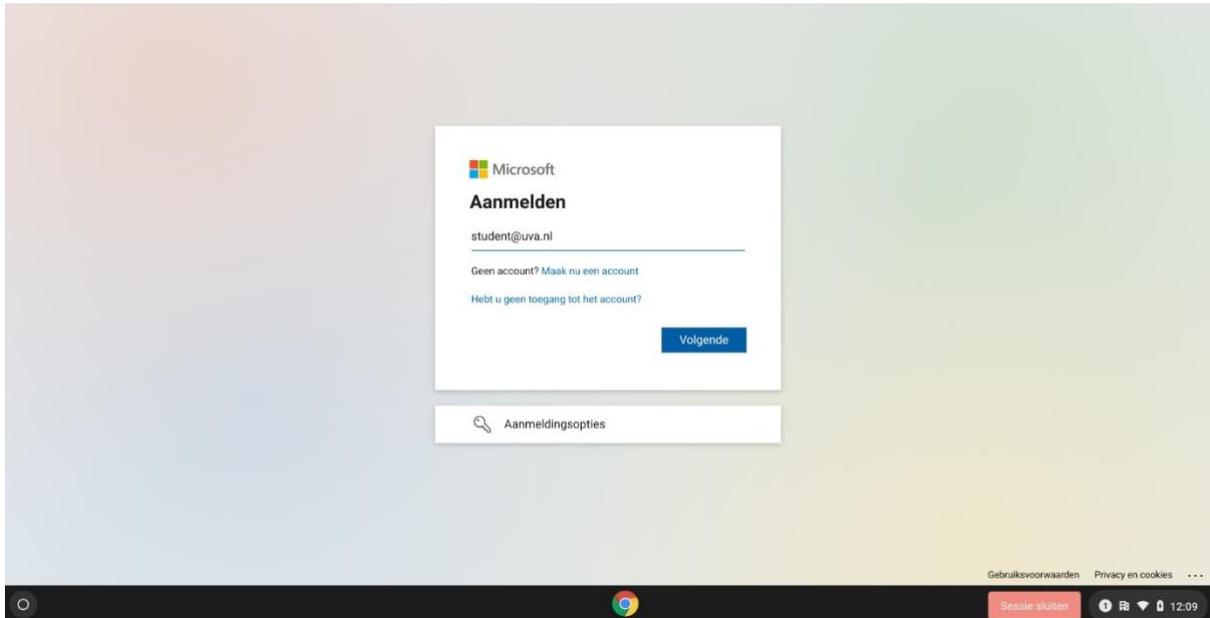
After logging in, click 'my virtual machines' and select your lab session from the list. Start it by clicking [VM]. This automatically downloads the login for the virtual machine. If you do not see it on the screen, click CTRL+J to display your Chrome downloads and look for the .RDP file.
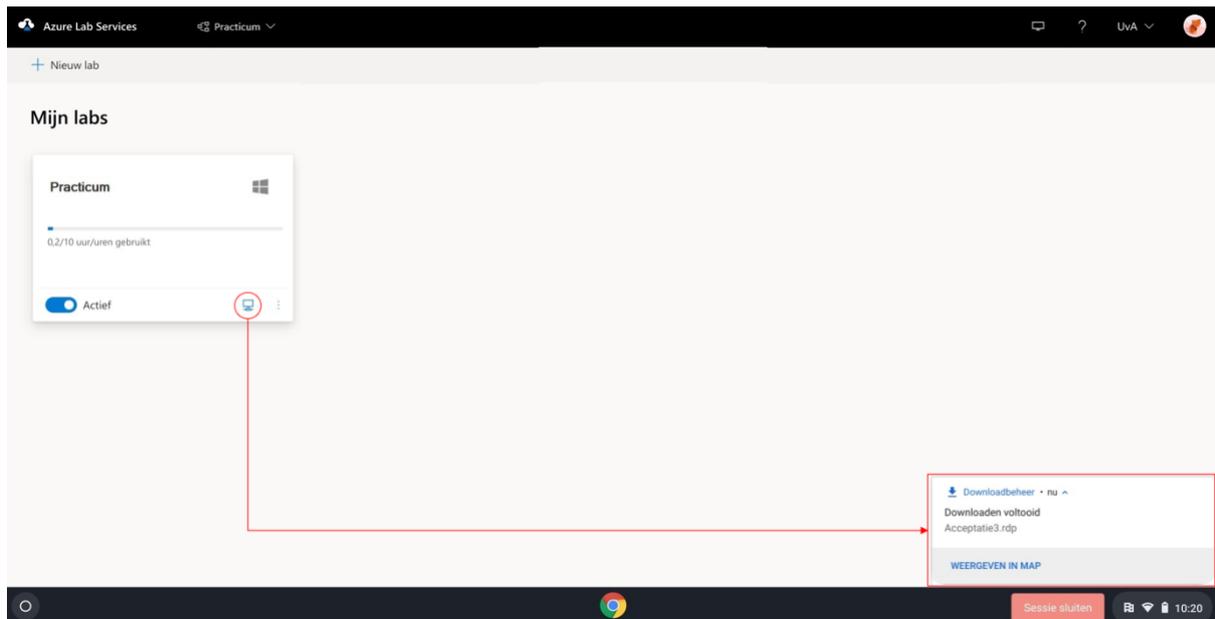
Open the .RDP file by double-clicking it. To complete the start-up procedure, you must enter a password. Your teacher gives you this password or you receive it via Canvas. After you have entered the password, the Virtual Machine starts up. You will see a Windows desktop in this application. All the applications you need for your lab session can be found in the 'Applications' folder on the desktop.
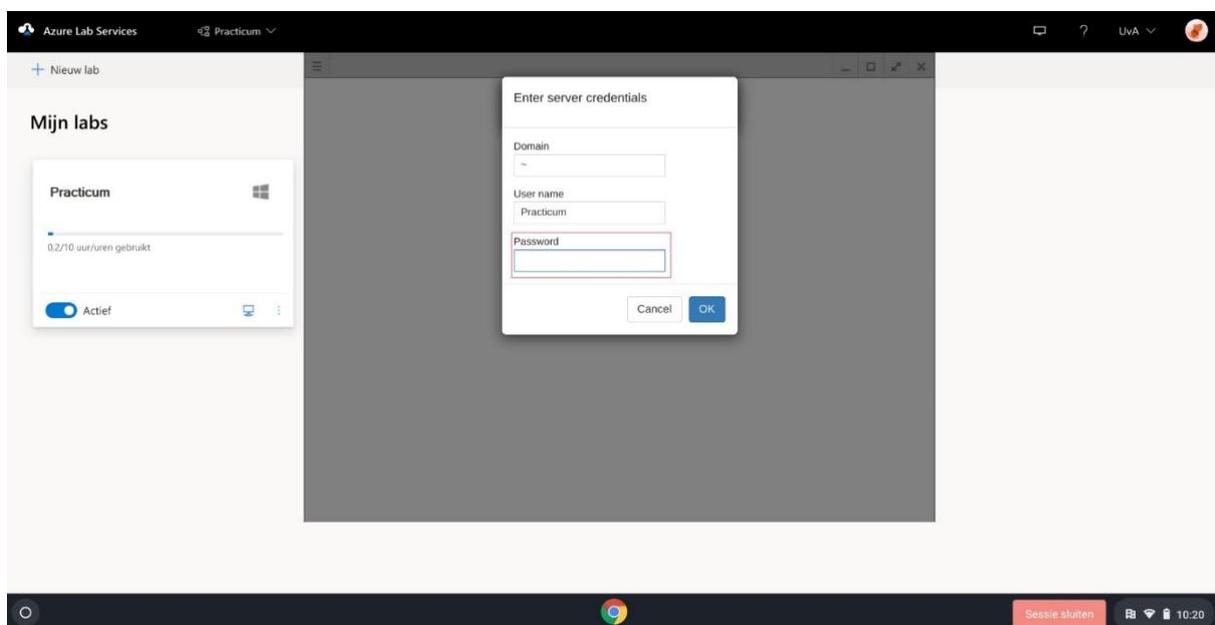
If you need files from Canvas or your email, you can use the browser in the Virtual Machine to access them. You can also access the cloud versions of Word, Excel, OneDrive and the other Microsoft applications via your student account on office.com.

Make sure you always save your work to your personal OneDrive to avoid losing it as the virtual machine is not available outside lab sessions.
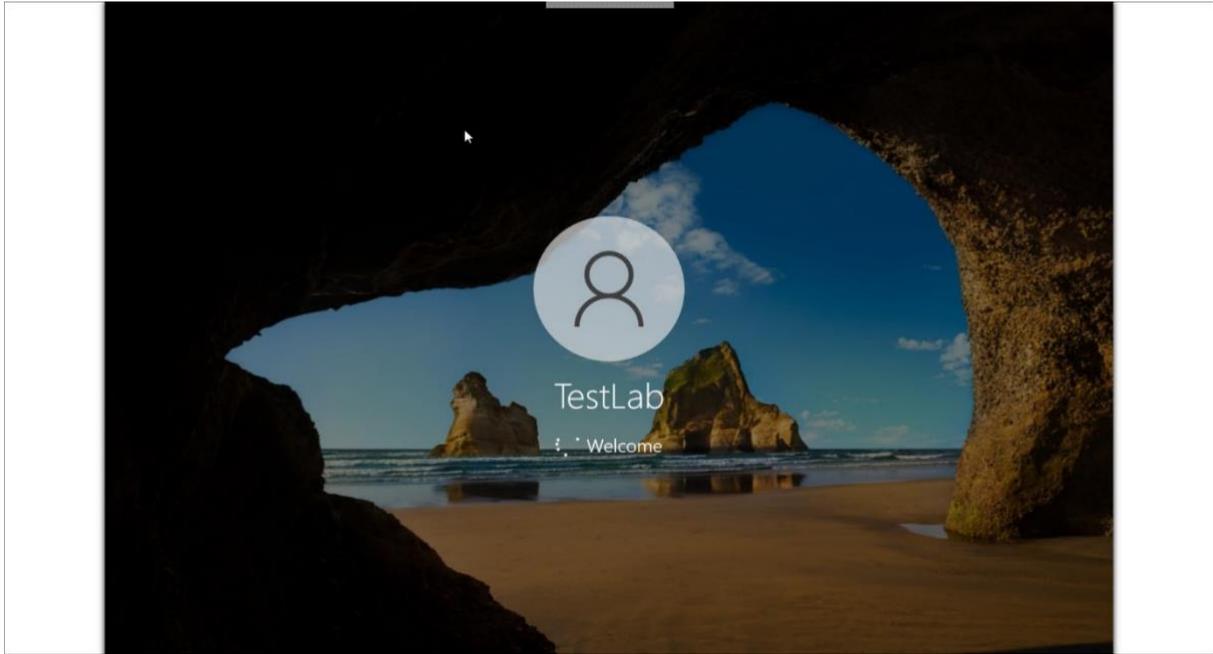
When the VM starts up for the first time, you need to run through the **configuration and accept all the settings**. You only have to do this once. On the desktop, you can adjust the screen settings via 'Options' > 'Shrink to fit' to correctly display the complete desktop.