

Virtual Machine (VM) Reservation with Office Professional Plus 2019

Purpose

The purpose of this document is to provide instructions on reserving a Virtual Machine (aka VM) and installing **Office Professional Plus 2019**.

Note: “**Remote Desktop**” is required for using a VM.

- If you are a **PC** user “**Remote Desktop**” is already available on your PC
- If you are a **Mac** user, you will need to install “**Microsoft Remote Desktop**” prior to clicking on the “Remote Desktop” button. The app store has multiple versions available, make sure to select Version 10.1.4 or newer.

Reserve a Virtual Machine

1. Make sure you are using “**FUQUA**” or “**Dukeblue**” Wi-Fi to reserve and access your virtual machine. If you are accessing virtual machine off campus make sure to use the [VPN](#).
2. Sign into Virtual Computing Manager - <https://vcm.duke.edu>
(Your [multifactor authentication](#) needs to be [setup](#) prior to signing into Virtual Computing Manager)
3. After Logging in, click on the **Reserve a VM** button.



Your Duke VM is like having a second computer that lives in OIT. You can log into and use your VM from your own machine.

- Run Windows or Linux
- Install zero, one or multiple apps for free

Reserve a VM

You will be prompted to select a type of virtual machine:

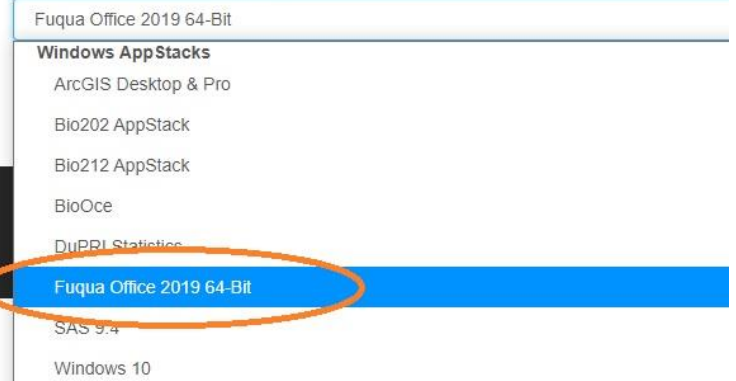
Select the “**Fuqua Office 2019 64-Bit**” option.

Press Reserve and agree to the Terms and Conditions.

Your VM should be ready immediately, but it could take up to 60 minutes before your VM is fully processed. When your VM is ready, you will be notified via email at your preferred email address.

New Virtual Machine Reservation

Application and Operating System

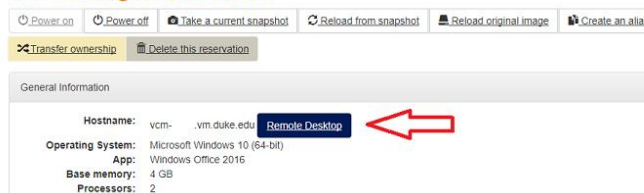


- To access your VM you will need to use the “**Remote Desktop**”.

If you are a **PC user** the **Remote Desktop Connection** application comes pre-installed on your PC and you can click the “**Remote Desktop**” link as shown below.

If you are a **Mac user**, you will need to install the **Microsoft Remote Desktop** from the App Store. The app store has multiple versions available, make sure to select Version 10.1.4 or newer.

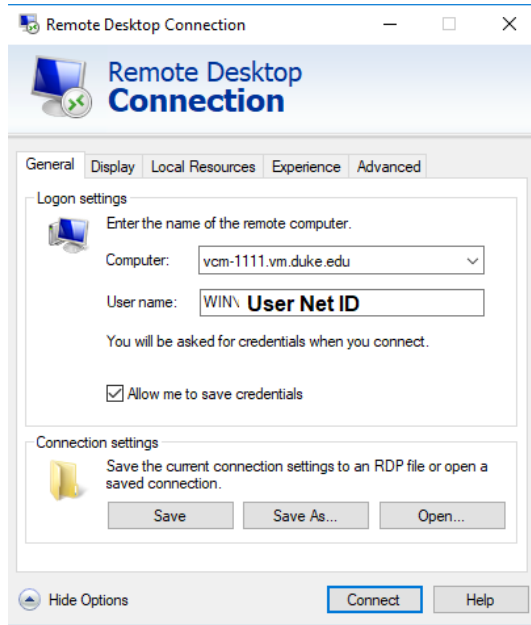
VM Management Tools



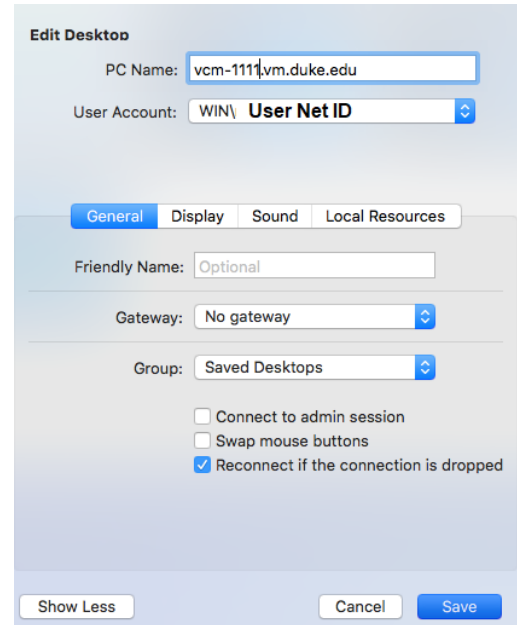
Microsoft Remote Desktop
Work from anywhere

5. Remote Desktop Client configuration for PC and Mac users.

PC User



Mac User



Computer: **vcm-#.vm.duke.edu** (for # use your assigned number)

User name: **WIN\netID** (your personal netID)

6. VMs are available 24x7 and provide semester-long access. At the end of the semester you will have to renew your reservation to be able to use it next semester.