MyLab help

MyLab is a virtual PC lab service for students. It allows you to access lab computers from anywhere in the world with a modern web browser and an internet connection.

MyLab is for students that need to access PC labs remotely. If you are looking for information about desktop for staff accessing secure IT services, see MyDesktop help.

MyLab is not recommended for CAD work. Teams calls, video or sound editing or graphic design software including the Adobe suite of products. For recommendations of how to access these types of software, see more information below.

Computer Aided Design (CAD)

- Where needed for a specific subject, CAD software is available on the laptops provided by the department.
- Some CAD software is also available to install on your personal Windows machine via AppsAnywhere.
- Autodesk and Solidworks can be installed for educational use direct from their websites.

Adobe

Students may get access to Adobe Creative Cloud by visiting:

- Physical PC Labs on campus, such as in the Library
- Instructions from your department if they have purchased named licences for student use (e.g. LICA)

Staff may get access to Adobe Creative Cloud by requesting access to Adobe Creative Cloud through the ISS Help Centre.

There are also alternative Adobe Creative Cloud applications available here.

Graphics and Video Editing software

Whilst these will work within the virtual PC Lab, if you need to use applications which require access to use or edit video, or to display high detail graphics, we would advise downloading the applications to run on your own PC in order to get the best performance.

If you need access to specialist software which is currently not available, please talk to your department in the first instance who may be able to make a request on your behalf.

1. To connect to MyLab, go to https://mylab.lancaster.ac.uk/
2. If prompted, log in using WebLogin.
3. Once logged in you will see the virtual desktop computers that are available for you to access (e.g. LU Windows 10 Lab). Click on the computer icon to access the relevant lab computer.

If you click the ... menu next to the virtual desktop name you will have the option to Open in browser or Open in client. We would recommend that you Open in browser.
4. This will launch the lab PC within your browser window

If you are going to be teaching using MyLab we have put together some examples of how the virtual labs might be used in a classroom setting. These instructions are available on the Embrace Digital webpage.

**Important.** The machines are non-persistent, so if you logout any information stored on that machine is lost, so load and save any work from your H: drive, Departmental Share or LUNA. Also, if you want to break off from working on the desktop for a short period and come back to it later, don’t logout, simply close your web browser and log back in within the next 30 minutes and the desktop will be there as you left it.

Most of the software required will be already installed on the lab computer. You can run other software from AppsAnywhere.

1. On Windows, in the bottom right of the task bar click the up arrow and then you will see a computer monitor icon with a circle in it (if you hover your mouse cursor over it it will say “VMWare Horizon Collaboration”)

2. Click on this computer monitor with a circle icon and it will ask you for the usernames or email addresses of those you wish to invite.

3. Once you have entered the usernames it will generate a message that can be emailed or sent via instant messenger with instructions on how the invitee should connect. The invite instructions are not attendee specific, but you have to invite someone for them to connect:

4. Once you have invited them, the session will also show up for them if they log in to the https://mylab.lancaster.ac.uk/ website or the Horizon Client, so they don’t necessarily need the instructions or URL.
5. A green icon will appear on your desktop showing that collaboration is enabled which can be clicked and moved around if needed.

6. When they join you will be able to see them in the same window you used to invite them:

![VMware Horizon Collaboration](image)

7. The person controlling the session will need to give back remote control by clicking the control on/off button.

If collaborating on files, we would recommend saving them in Microsoft OneDrive which allows for real-time collaboration.

Click the green icon at the top right and then click on VMWare Horizon Collaboration and it will ask you for the usernames or email addresses of those you wish to invite:

![Enter usernames to invite.](image)

It will generate a message that can be copied to clipboard, emailed or sent via instant messenger with instructions on how the invitee should connect. The invite instructions are not attendee specific, but you have to invite someone for them to connect.

Frequently asked questions

Should you require using CTRL-ALT-DEL while in the Virtual Lab computer you will have to press CTRL-ALT-INSERT keys instead.

When accessing via the web browser client you can resize the display in the same way as you would normally resize your web browser windows, and if you are using Google Chrome or Microsoft Edge you can also use the F11 keyboard shortcut to set your browser to full screen.

You could also access the virtual lab by using the Horizon Desktop Client, though we would recommend using the HTML Access for most cases.
1. To access the virtual desktop via the VMware Horizon Client (also available via AppsAnywhere) navigate to https://mylab.lancaster.ac.uk/ and choose Install VMware Horizon Client and download the latest version of the client for the operating system you are using.

2. On first run click the New Server button and enter the name of the connection server https://lancs-vdesk.lancs.ac.uk/ and if prompted, log in using WebLogin.

3. The Horizon Desktop client opens by default in Full Screen/Multi-monitor

4. To change this come out of full screen by minimizing the window then configure the display settings by right clicking on the Horizon Client icon (green monitor icon with a cloud) in the bottom right of your task bar and select Settings:

5. Then selecting the desktop in the left hand pane (example shows LU Windows 10 Lab) and choose one of the options from the Display drop down. Once that’s set it’ll always open to the size set, unless you change the setting again.

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