Virtual Machine Installation (Mac Only)

SMU OIT has pre-configured several Windows 10 virtual machines with software such as Office, GMETRIX, and SAS.

## Check for needed space on your Mac

1. Click the Apple icon, then click About this Mac
2. Click the Storage tab
3. Check to see how much space you have available. If you have 50GB or more, you may proceed to install and configure a virtual machine.

## Downloading, Installing, and Configuring the Virtual Machine

**Connect to VPN (Only required if off campus)**

1. To Install GlobalProtect VPN Client
	1. Go to smu.edu/vpn
	2. Click on GlobalProtect VPN button
	3. Log in with your SMU credentials
	4. Approve Duo Login authentication prompt
	5. Click on Download Mac 32/64 bit GlobalProtect agent
	6. Click on the downloaded file, named GlobalProtect.pkg
	7. When the installer has opened, click Continue
	8. Verify that the GlobalProtect box is checked, click Continue
	9. Click Install
	10. You may be prompted to login with your computer administrator credentials
	11. When installation has completed, click Close.
	12. GlobalProtect should automatically open at the top of the screen. Enter gp-vpn.smu.edu as the portal address
	13. Click Connect
2. To Connect GlobalProtect to SMU VPN:
	1. If not already, open GlobalProtect
	2. Click Connect
	3. When prompted, enter SMU credentials
	4. Approve Duo Login authentication prompt
	5. Click OK
3. Note: video instructions are also available at smu.edu/vpninstall

**Map the Network Drive**

* 1. Click on Finder (the smiley face icon on your dock)
	2. Click “Go” in the top left corner
	3. Select “Connect to Server” in the dropdown list that appears
	4. Enter smb://smu.edu/files/StudentSoftware$ into the text field that appears
	5. Click Connect
	6. When prompted to sign in, user SMU\SMUID (where your SMU ID number replaced SMUID) as the username and your SMU password as the password.
1. Note: video instructions are also available at smu.edu/mapnetworkdrive

**Install VirtualBox**

1. From the Installers folder in StudentSoftware$, open the VirtualBox folder
2. Double click to run, from the folder, the .DMG installer
3. Follow the prompts to install VirtualBox
4. Once the installation is complete, you will want to copy over the folder for the Windows 10 virtual machine of your choosing.

**Configure the Virtual Machine**

1. Navigate back to the StudentSoftware$ home folder and open the Virtual Machine Files folder
2. Right click the folder you would like and select copy
3. Then, in your Applications folder, right click and select paste
4. This process could take a hours hours depending on how large the folder is and your network connection speed.
	1. Do not delete these files from your machine, it WILL delete your windows 10 virtual machine and all of its contents.
5. Once the copy is complete, double click the folder to open it
6. Double click the .VBOX file to launch your virtual machine
7. Once your machine launches you may start using it
	1. The default login account has admin rights

**Applying a license to Windows 10** (if you plan on using your virtual machine for more than 30 days)

1. Navigate to smu.onthehub.com
2. Click “Register” in the top right corner of the page to register for an account. Be sure to use your SMU email address
3. You will be sent an email from OnTheHub asking that you confirm/verify your account. Please do so.
4. After confirming your new account, locate and select Windows 10.
5. Select Add to Cart and proceed through purchase process
	1. Please note: this license is free, but can only be used once.
6. Once purchased, copy the Product Key from your OnTheHub Windows 10 purchase.
7. Return to your virtual machine in VirtualBox.
8. Click on the Start Menu (Windows icon in the bottom left)
9. Click on Settings (gear icon)
10. Select “Update & Security”
11. Select “Activation” from the navigation menu on the left-hand side
12. Click Change Product Key and paste your Product Key from OnTheHub.