UC **SANTA BARBARA**
Library

Collaboratory

Welcome to your Lab Virtual Machine(https://labs.azure.com/virtualmachines)

Make sure to follow these instructions:

1. You were sent instructions specific to your operating system about how to log on to your Lab VM. Those instructions are also on our website under Azure Labs Use Guidelines.
2. BACKUP your files in another location (google drive, box, etc.).
3. Like Zoom meetings, your connection may be unstable from time to time, save your work frequently.
4. We don't intend to reinitialize the Lab during winter quarter. Doing so will erase any files and customizations you've added to your Lab VM. If there is a need to reinitialize, we will give you 5 days notice.
5. Your Lab VM is yours to customize. DO download other software or plug-ins that are useful to your research or study.
6. Do NOT download any software you are not authorized to use. Your Lab VM is a university resource and subject to the UCSB Terms of Use (https://www.ucsb.edu/terms-of-use)
7. Do NOT download the campus VPN or any other VPN. It will break your Lab VM. If this happens, WE CANNOT HELP YOU. You will have to start with a fresh machine.
8. You are initially granted 50 hours of use, if you use up your time, email: collaboratory@library.ucsb.edu and we will recharge your hours
9. You must BOTH send the Windows **Sign Out** command to your Windows Lab VM, AND toggle the **Running… Stopped** slider in the Azure Portal when you are finished using your Lab VM. Shutting down or disconnecting in Windows is not enough. Your hours will continue to be used.
10. Any questions or difficulties may be sent to collaboratory@library.ucsb.edu

Remember: this is an *ad hoc* service created under emergency conditions. Please bear with us if there are stumbling blocks.