

## Monash Virtual Environment (MoVE)

### User Guide for staff and students

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## Introduction

The Monash Virtual Environment (MoVE) is a new way for students to access specialised software and applications they need, anywhere and anytime.

Students will benefit by being able to access applications on their own device at no cost; and will reduce the need for students to visit on-campus labs in order to complete assessments and software-specific study.

Students enrolled in activities that require MoVE will be required to bring their own device (laptop or tablet) in order to access the MoVE platform. Access to applications is determined by course enrolment details and may change.

There are two ways to access MoVE:

1. via the Light version (no install required)
2. via the Citrix Receiver app (provides a richer user experience, however requires a install).

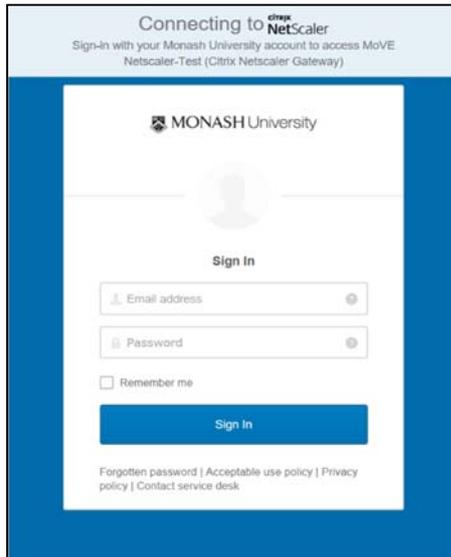
Notes:

- MoVE will remember the choice you make and default to it next time you access it, unless you clear your cache.
- If you're using a Chrome Browser, you'll be able to switch between these two access methods in Account Settings > Change Citrix Receiver. With other browsers, you'll need to clear your cache first before trying the alternative access method.

## Accessing MoVE

1. Always access MoVE via a web browser – go to: <https://move.monash.edu>

2. Enter your Monash credentials to authenticate via OKTA.

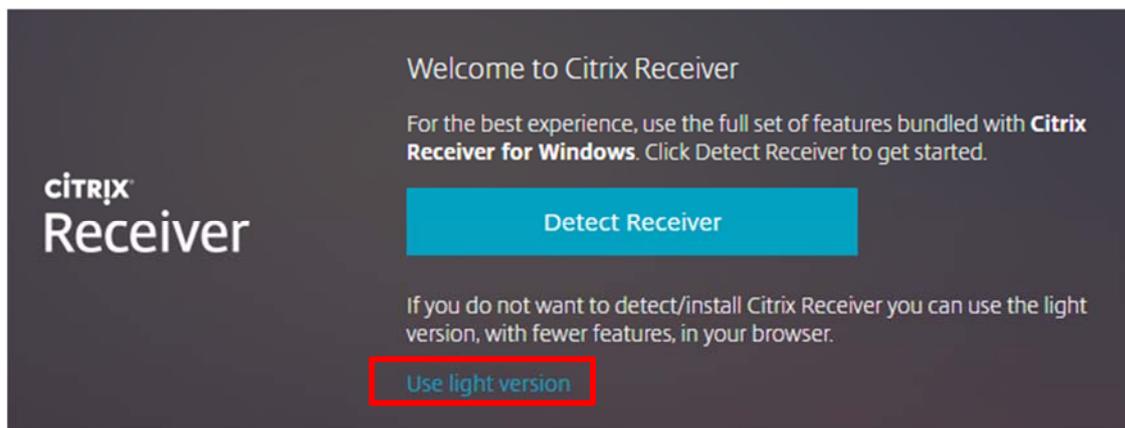


### Using the light version of MoVE (no installation required)

Once you've logged on to the MoVE website, you'll see the following screen.

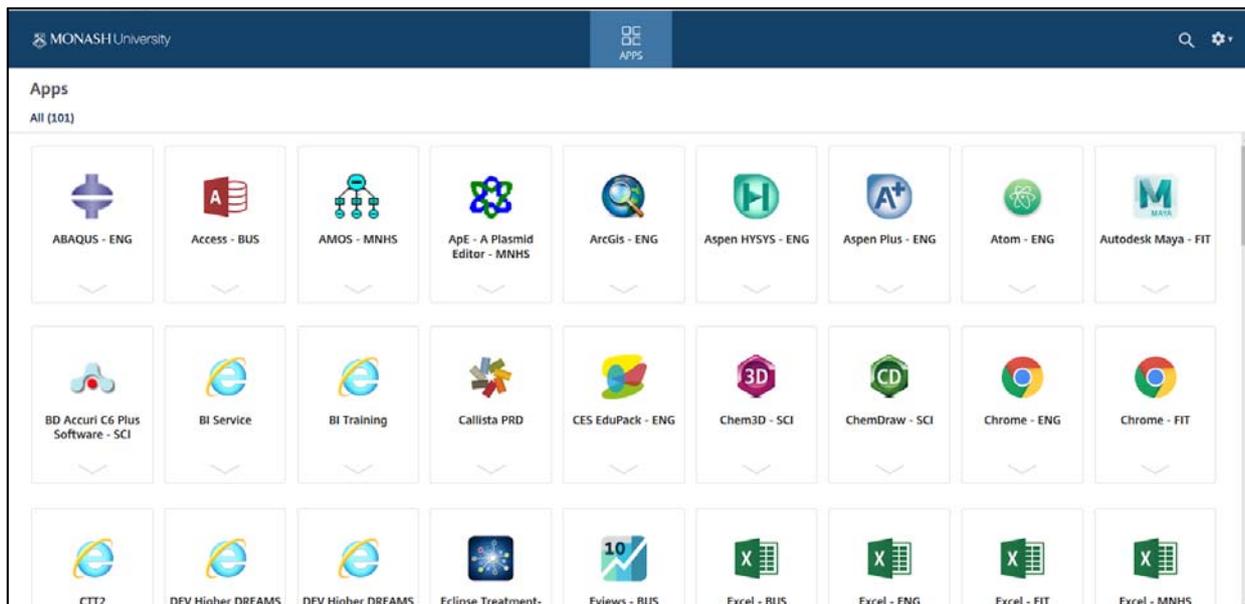
Follow these steps to select the light version of MoVE. The light version doesn't require a download or installation so is useful when you're not using MoVE often.

1. Select '**Use light version**' on the next screen:



Note: if you accessed MoVE using the light version previously, your browser will remember your last settings. See [Switching between the light version and Citrix Receiver](#)

2. The MoVE workspace will now display with the applications that you have access to.
3. Double-click the applications to launch them within the MoVE workspace.



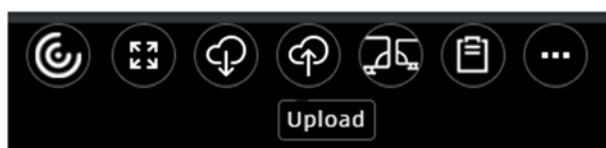
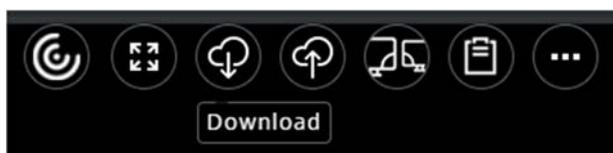
## Saving, uploading and downloading files

Whenever you use MoVE, make sure you take note of where your work is being saved.

Using the light or web browser version, you can either save documents to the Documents folder (see a) below) for it to be available in future Move sessions, or you can use the download function in MoVE (see b) below) to save it to your local computer.

- Use the “save” or “open” function in your application (e.g. Autodesk) save or open files to **Documents**. These files will be available whenever you are logged on with your Monash credentials on a Monash computer.
- Use the download or upload functions in MoVE to access or save a file from your personal computer.

Click  to access the upload and download file options.

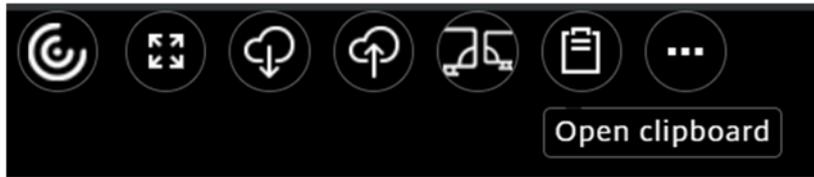


Note: You can only upload or download 10 files/up to 2GB at a time. If you need to transfer many files at a time and are working on a personal computer, follow the steps in [Mapping your computer to your Monash Documents folder](#) below.

## Copy and paste

To copy and paste to and from a MoVE application in the **Light version**, you'll need to copy to the MoVE clipboard first. Here's how to do that:

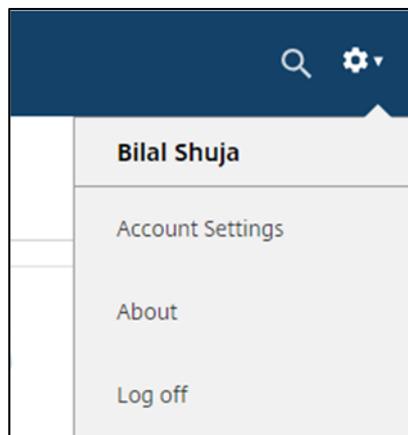
- Copy the content you wish to copy into or from the MoVE application
- Click on  to display the options:



3. Select the Open clipboard icon, paste the copied content.
4. Open the application/file you wish to paste into and use its paste function.

### Switching between the light version and Citrix Receiver application

If you use Chrome as your web browser, you'll be able to change from the web browser experience to the Citrix receiver app, click on Settings > Account Settings and in next settings select '**Change Citrix Receiver...**'

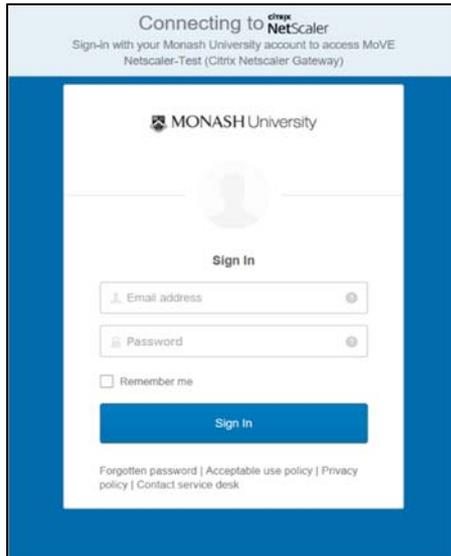


If you're not using Chrome, you'll need to log off, clear the browser's cache and attempt to login again.

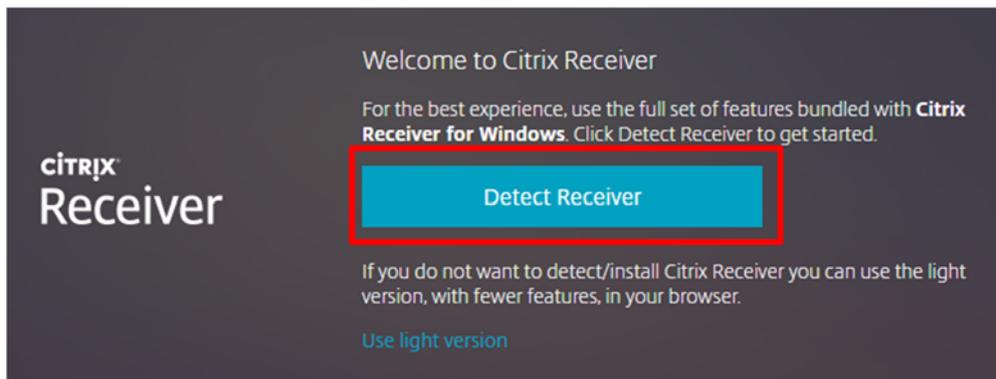
### Using the Citrix Receiver app (application install required)

If you frequently use MoVE, you may prefer to install the Citrix Receiver app on your computer. This will require a download/installation; if you're using a Monash laptop, contact [Service Desk](#) for support.

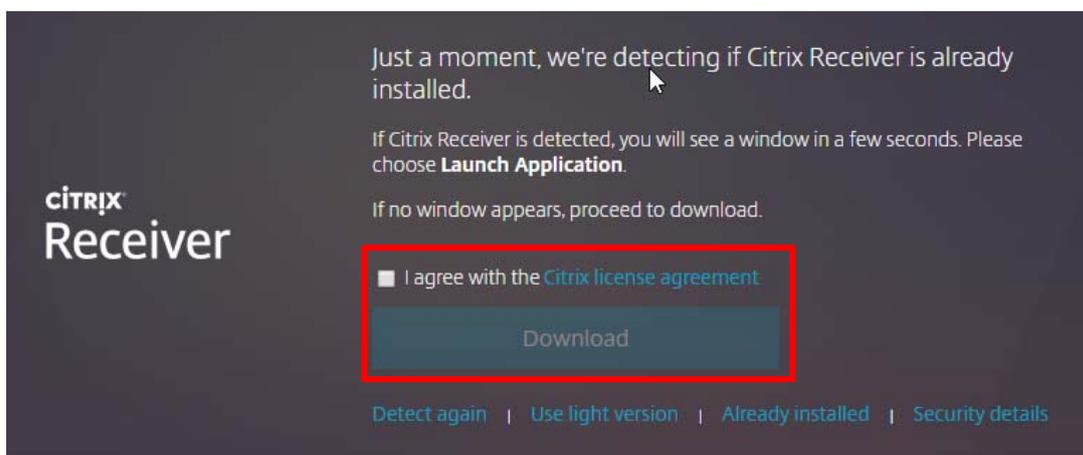
1. Navigate to the MoVE website: <https://move.monash.edu> and log in with your Monash credentials. Note: going forward, you will always access MoVE via the website.
2. Enter your Monash credentials to authenticate via OKTA.



3. Click on 'Detect Receiver'.



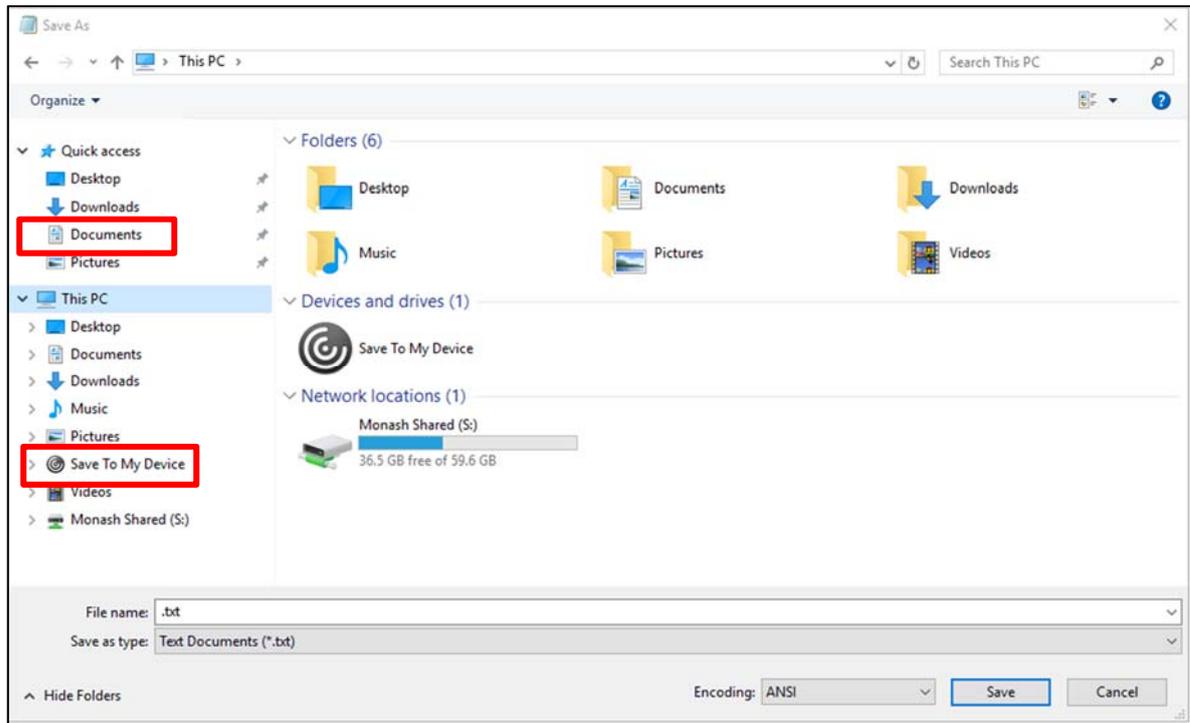
4. Follow the instructions to either **Launch Application** (if installed previously) or tick the **licence agreement** and press **Download**.



### **Saving and opening files using the Citrix Receiver app**

Whenever you use MoVE, make sure you take note of where your work is being saved.

You can either save documents to your Documents folder (your Home drive) for it to be available in future Move sessions, or you can use the 'Save to my device' option to save to your local computer.



## Printing

To print from MoVE, use the usual print option (e.g. File > Print in Word) from within your applications. You can print to the Monash "FollowMe" printer and collect your printing from a printer on campus.

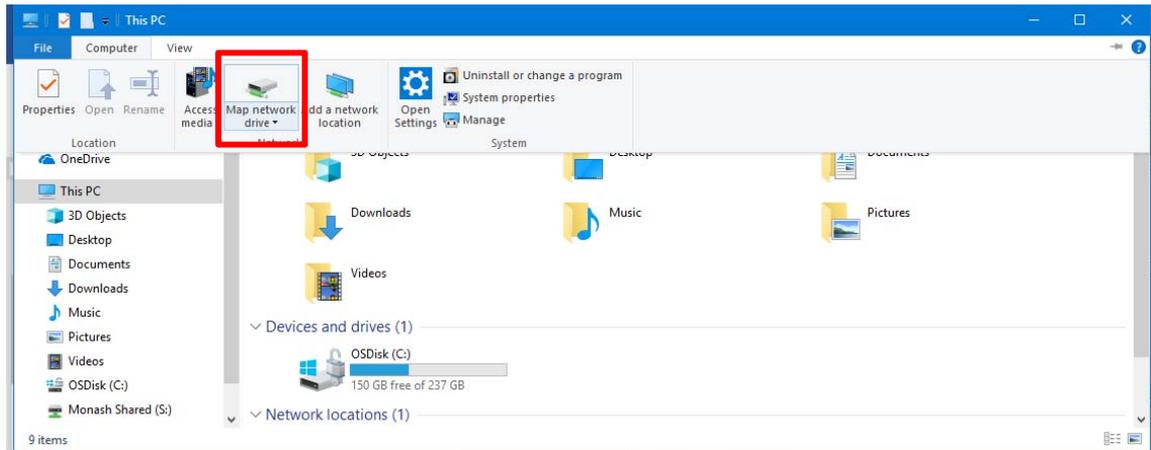
If you're working from home, you'll need to download the file first to print from your local computer.

## Mapping a personal computer to your Monash Documents folder

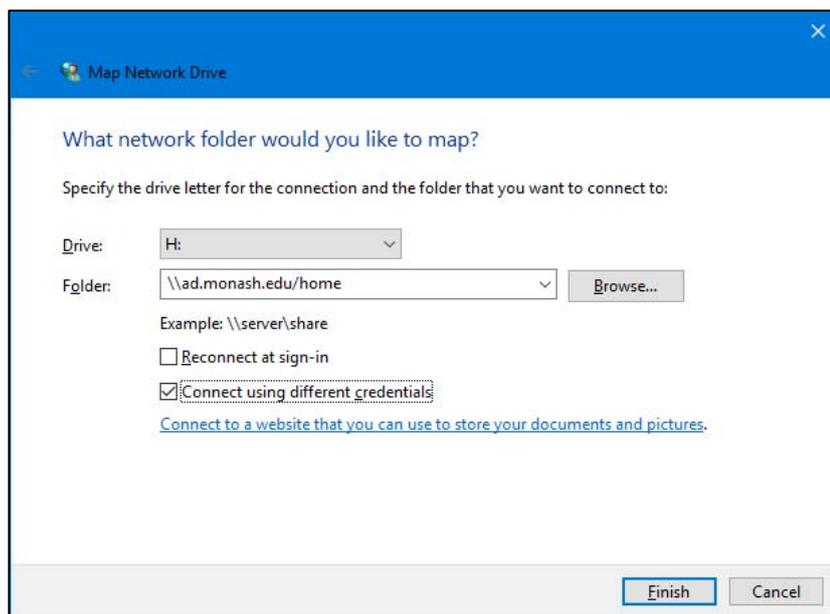
If you're using a personal computer and want to transfer a number of files to/from MoVE, you can map to your Monash Documents folder.

Here's instructions for mapping your computer to your Monash Documents folder:

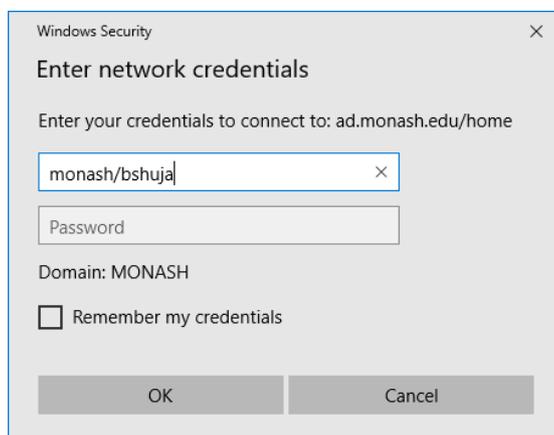
1. Are you on campus? If yes, connect to the Monash network via Eduroam. If not, you'll need to [connect to the Monash VPN \(Virtual Private Network\)](#).
2. If you're working on Windows computer:
  - a. Open Windows Explorer and navigate to **This PC**.
  - b. Under the **Computer** tab, click **Map Network Drive**.



- c. Change Drive to "H:", and fill in the rest of the options as below. Then click Finish.

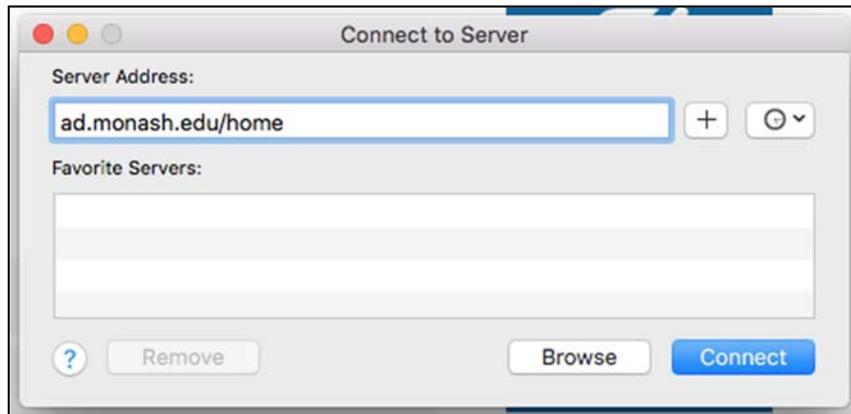


- d. Enter your Monash username and password credentials, but insert **monash\** before your username. You should now see the network drive connected to your computer under **This PC**.

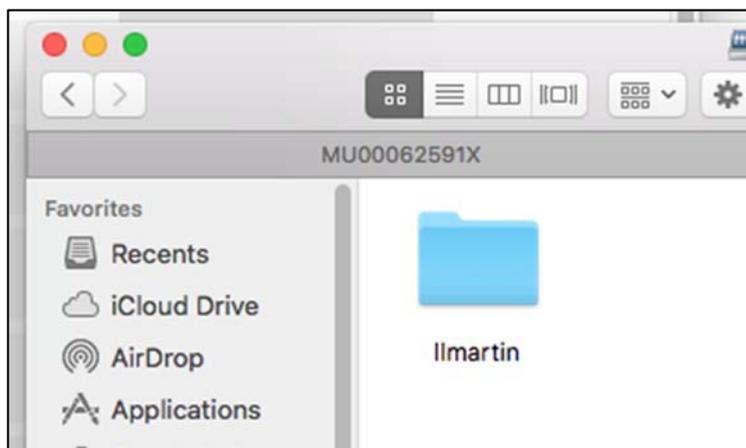
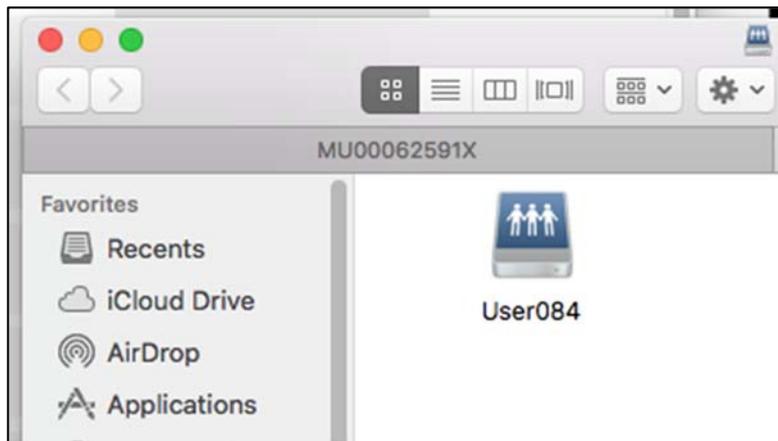


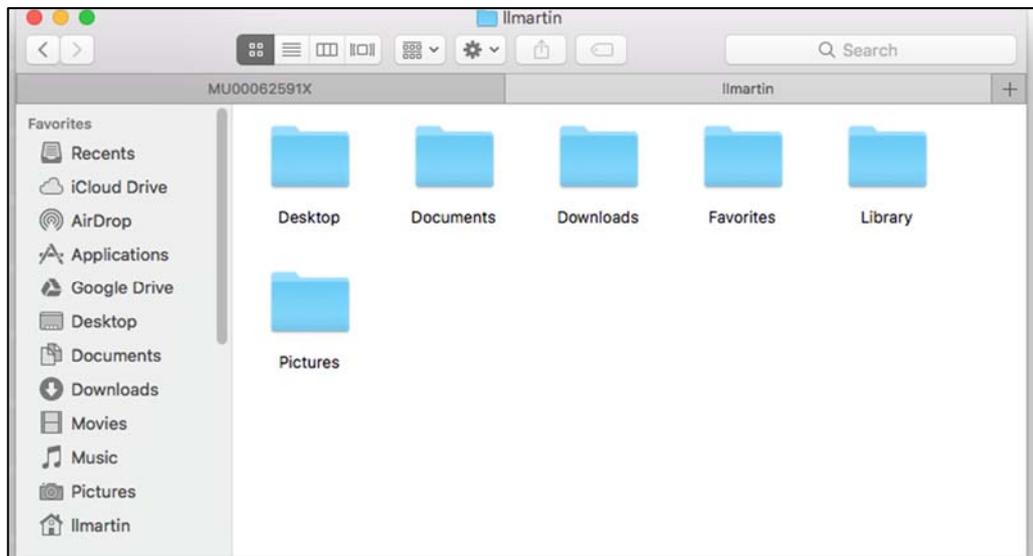
3. If you're working on a Mac:

- a. Open a Finder window, and press command (⌘) + K. The following dialogue box should appear. Enter the **Server Address** as below and click **Browse**:



- b. You may be asked to enter your Authcate credentials to connect.
- c. A folder named "User####" should now be available. Click through to a folder named [your Authcate username] > Documents. Anything you save in here will be accessible in MoVE under This PC > Monash Documents (H:).





4. If you need help, please contact [Service Desk](#).