

Reference Guide

Mobile.occ.gov is a fully functional virtual desktop that gives you access to your shared network folders, and many OCCnet applications like MS Office, and e-TIME.

Mobile.occ.gov lets you virtually access an OCC computer, on the go, in the field or at home.

Applications

All virtual desktops come with standard applications. These applications are pre-installed and are ready to use upon opening. In some cases, you may note that your standard applications are not on the Desktop when you first log in.

- MS Word
- MS Excel
- MS Outlook
- MS Powerpoint
- Adobe Acrobat Pro
- Lotus Notes

Non-standard applications may differ from desktop to desktop based on the applications assigned to you.

Saving your Work

Saving work on your virtual desktop is similar to how you would save work on your regular computer. The difference is to make sure that the files you are saving on your virtual desktop will be accessible once you return to your regular computer.

Using an OCC Issued Computer & computers connect to the OCC network:

Local C: and network drives will be available.

Using a non-OCC Issued Computer:

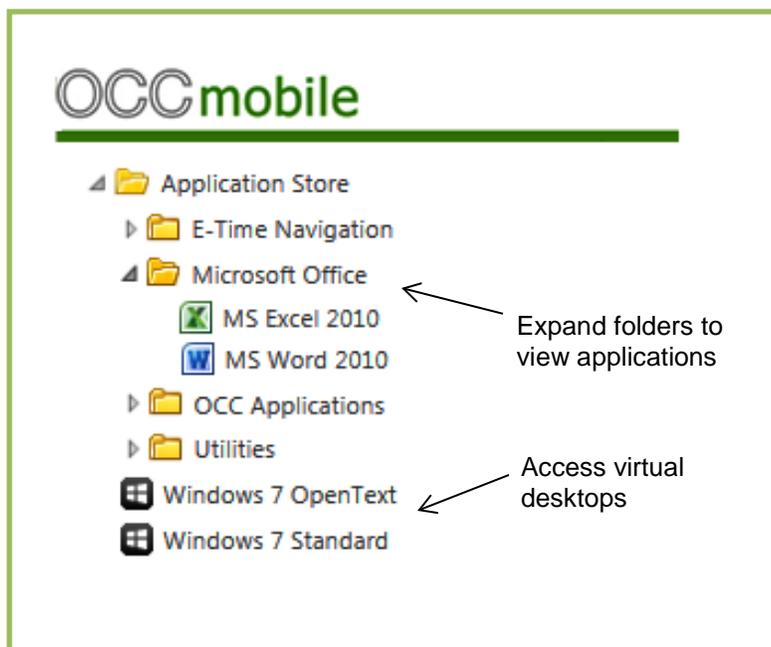
Only network drives will be available.

Best Practice: Always save to your P: network drive.

Menu Bar – Displays all virtual machine options. In full screen, the menu tab is automatically hidden, and can be accessed by hovering over the menu tab in the top center of the screen.



1. **Home** – Minimize your Desktop Viewer window to view your local desktop.
2. **Ctrl+Alt+Del** – Activate the lock function for your virtual machine.
3. **Preferences** – Change system preferences, such as screen resolution.
4. **Full Screen** – Toggle to full screen mode and back.
5. **Disconnect** – Press disconnect to close this window but leave your virtual desktop running, allowing you to reconnect and return to what you were doing when you left.



Logging into the new Mobile.occ.gov

To log in from within the OCC network:

- Open a supported browser and type “**mobile.occ.gov**” into the URL to reach the login screen.
- Log in using your network **username** and **password**.

To log in from outside the OCC network, you must have your **RSA token**.

- Open any supported browser and type “**mobile.occ.gov**” into the URL to reach the log in screen.
- Log in using your **username, password, and RSA Passcode**.

Logging Off

You may be accessing licensed applications during your session, so it's important to know the **best practices** for logging off when you are finished using mobile.occ.gov.

To log out of the Virtual Desktop environment:

Click the *windows start button* and click “*shut down*.” Your window will close and your mobile session will end.

To log out of Mobile.occ.gov completely:

Click on the “Log Off” button in the top right-hand section of the page.

Questions?

Visit connecthelp.occ.gov for additional help with the new **mobile.occ.gov**.