Accessing Office Applications from Web Mail and How to Save Documents to Your Home Drive on VDT/VDI and Outside VDT/VDI

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If you are inside VDT/VDI, click Home to save the file to your Home Drive.



If you are outside VDT/VDI, you have different saving options, depending on what device you are using:

- You have the ability to save documents to home and shared drives that are mapped to you when you log into an EHC computer or laptop.
- You have the ability to save documents to local drives of laptops, desktops, Macs, etc. (Ex: My Documents and Download folders, USB drives).
- You DO NOT have the ability to save documents locally on Kiosk image devices, such as those used in WOW carts and at nurses' station.