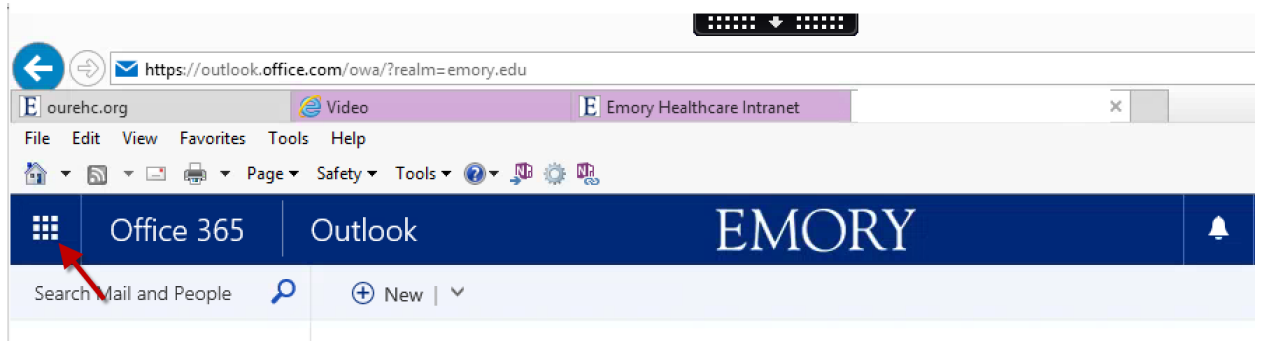
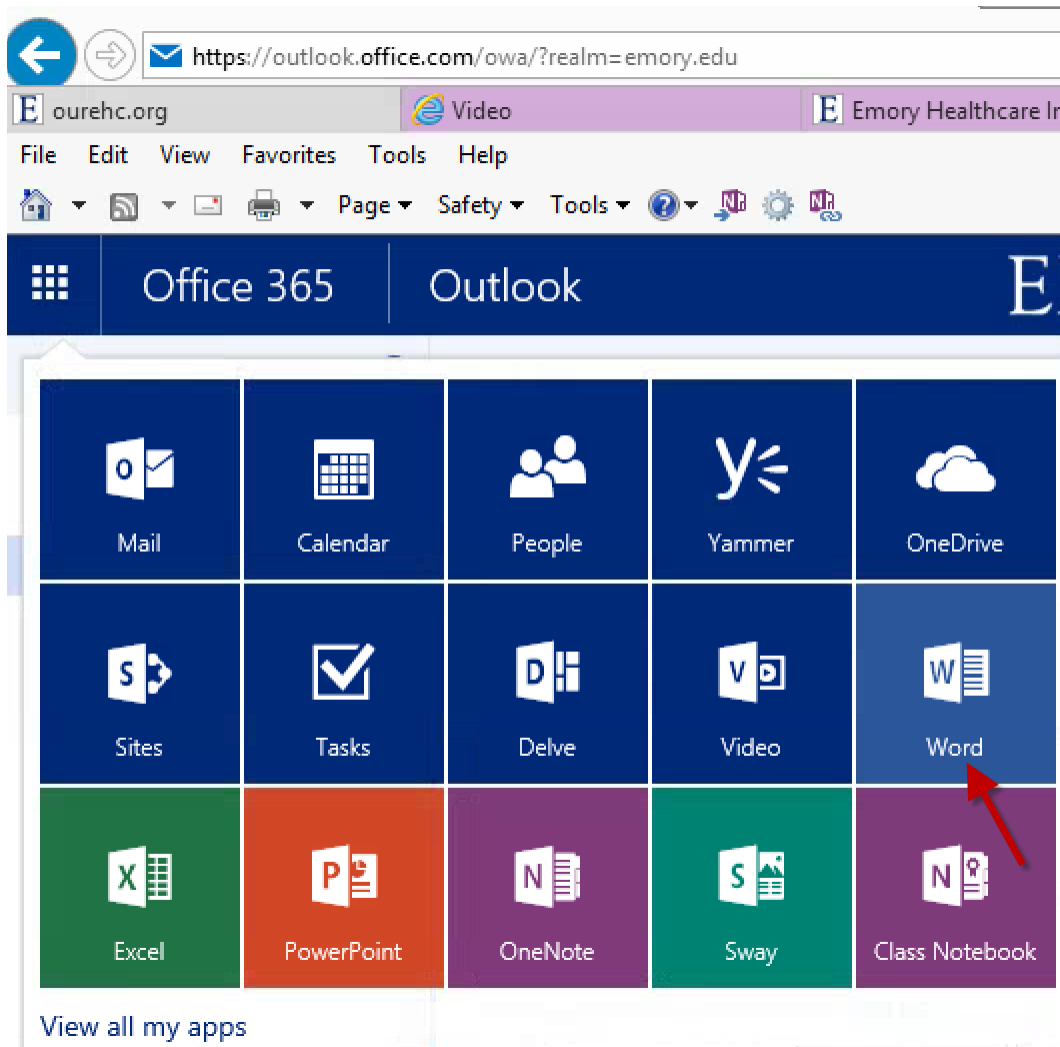


## Accessing Office Applications from Web Mail and How to Save Documents to Your Home Drive on VDT/VDI and Outside VDT/VDI

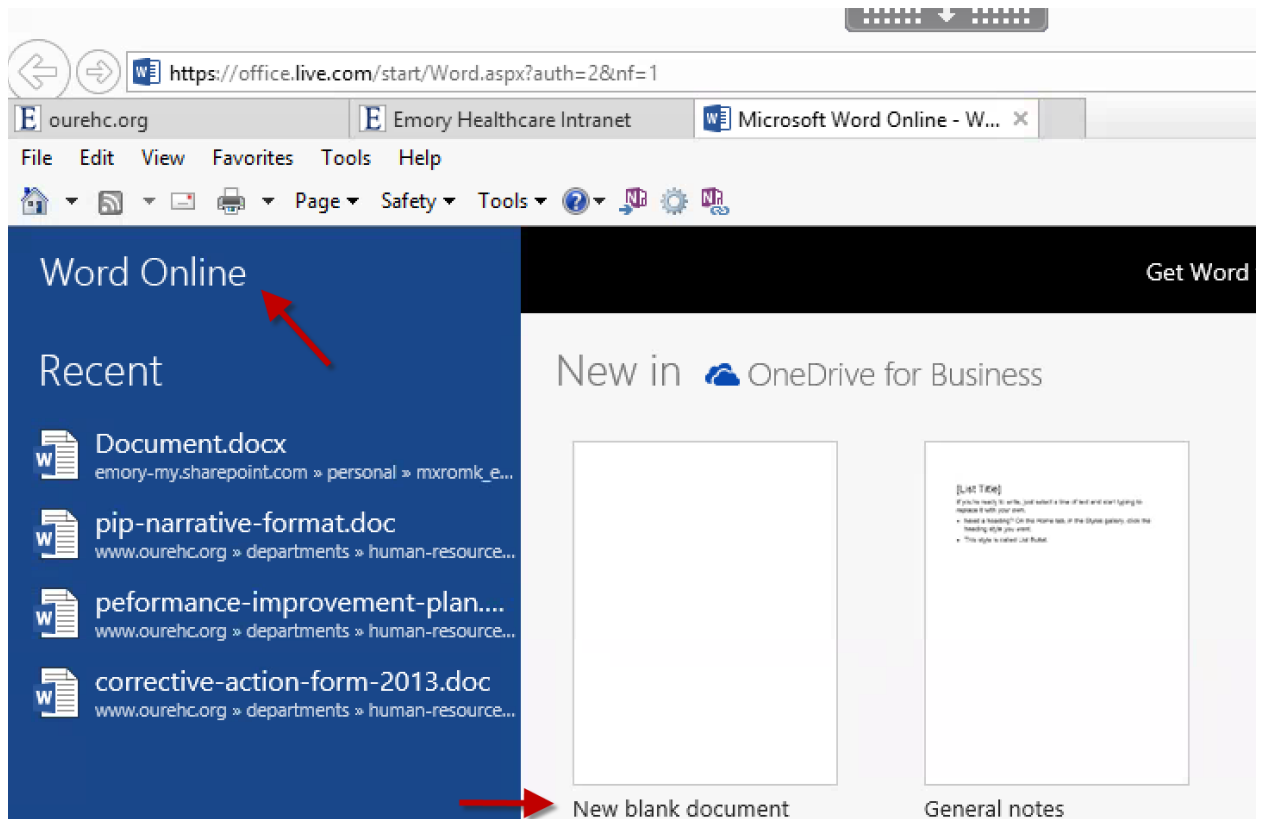
Click square box



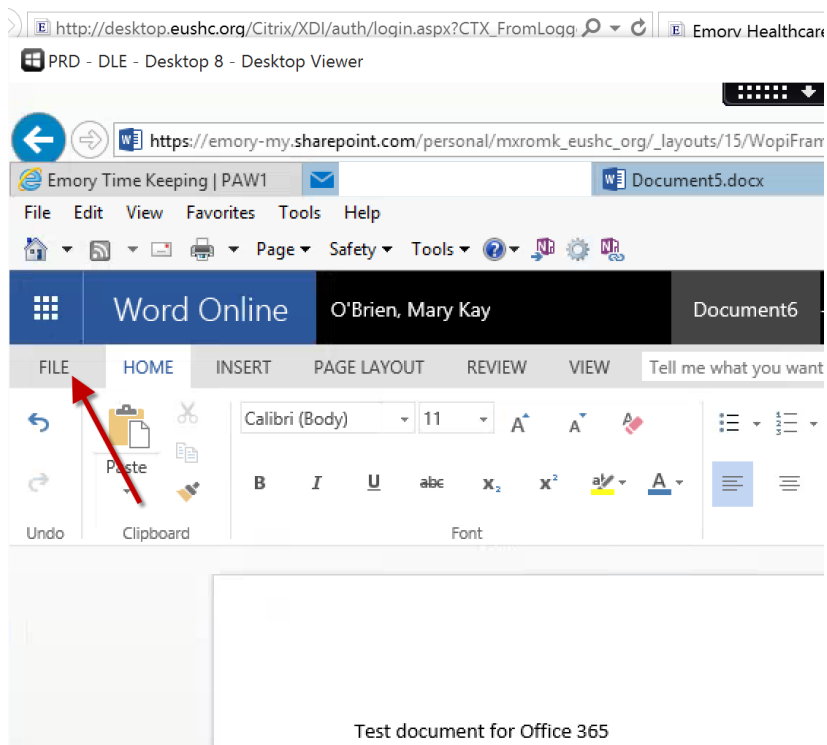
Click on desired application



Click New blank document (or select a template) to create a new document

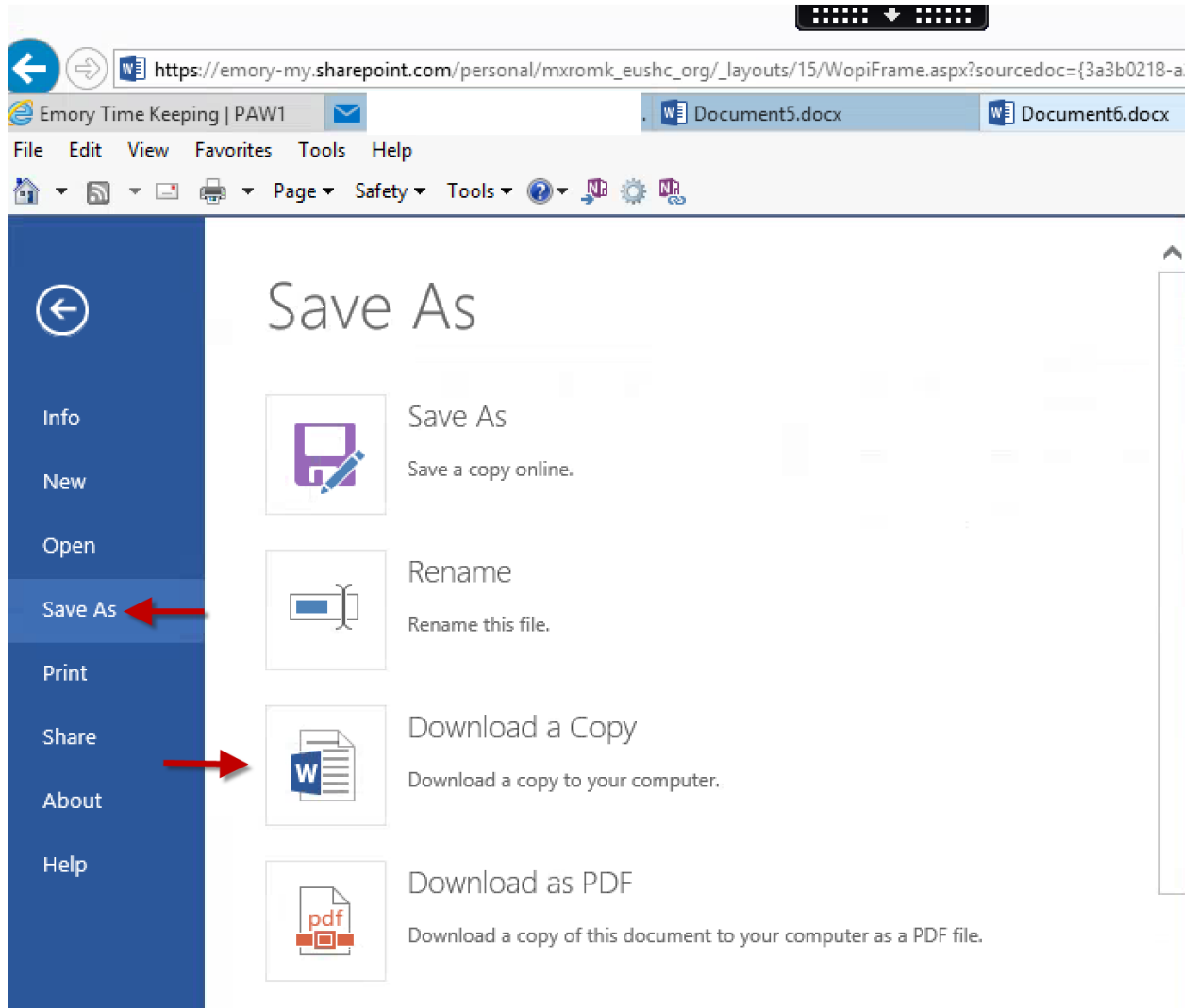


To save your document, click File

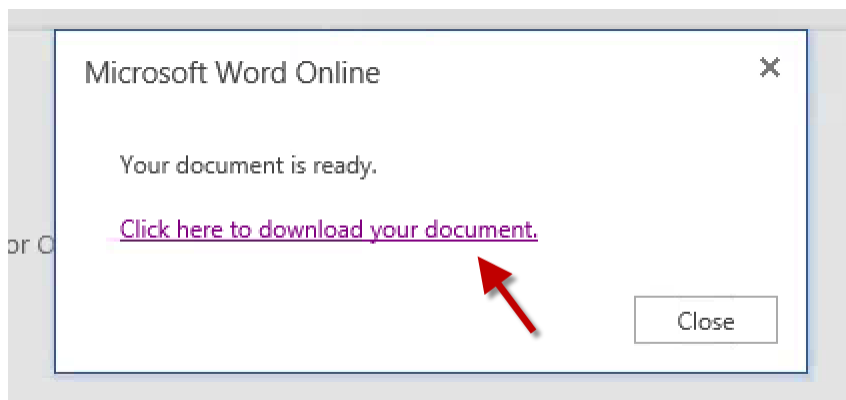


Click Save As and Download a Copy

PRD - DLE - Desktop 8 - Desktop Viewer



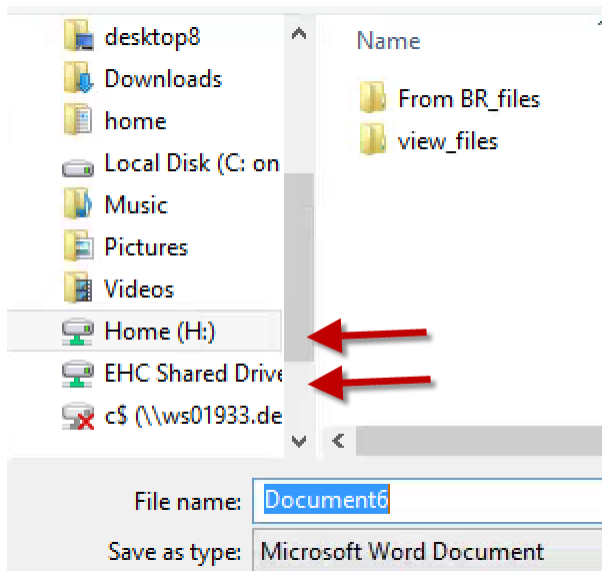
Click, Click here to download your document



Click Save As



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.