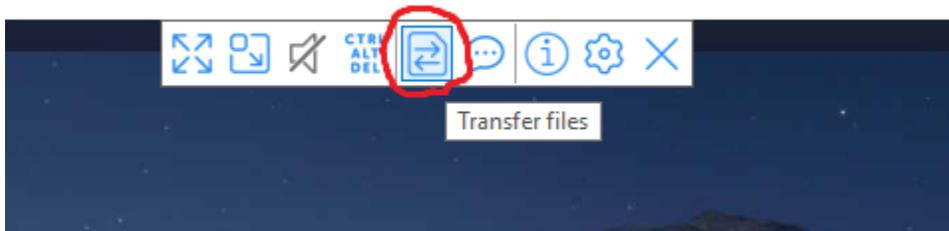


## Transferring files between a personal Mac or PC and a remote lab Mac computer using the RealVNC Viewer

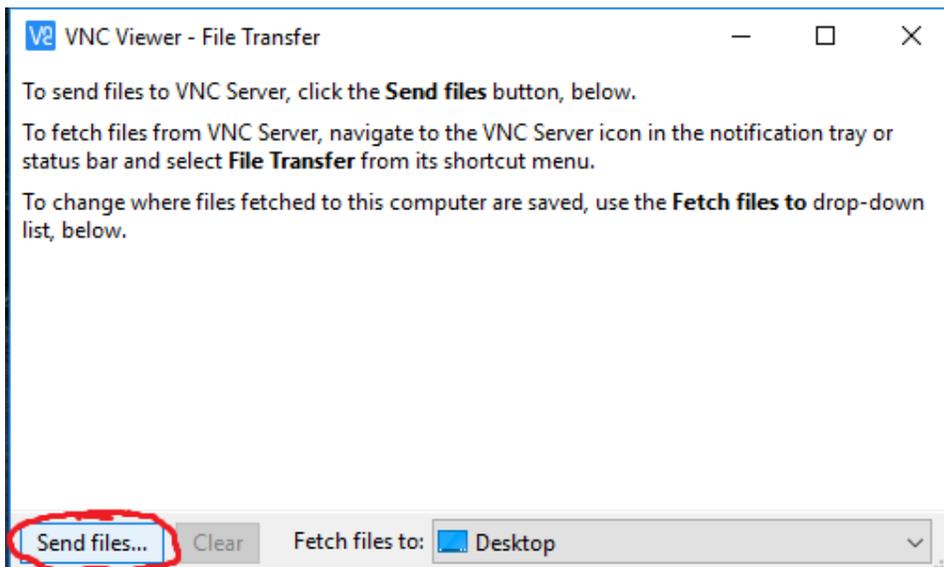
These instructions pertain to users using either a Mac or PC to access a UHCL lab Mac via the RealVNC Viewer.

### Sending/transferring files from a personal computer to a lab Mac

- Move the mouse pointer to the top of the Mac's desktop display, and select "Transfer Files" from the pop-up menu (circled in red)



- Browse to and select the files on your personal computer that you want to transfer to the lab Mac by selecting "Send files" (circled in red)

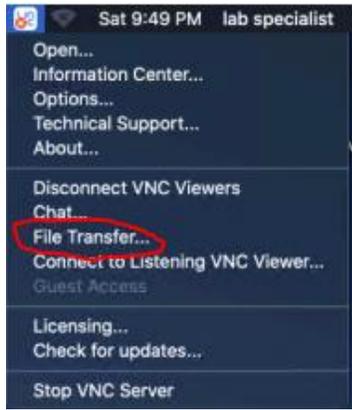


- Once the files are selected, once again click "Send files" to execute the transfer

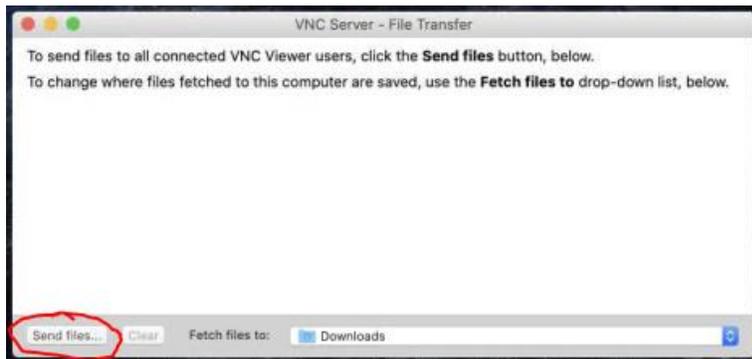
**Please note: due to limitations of the VNC Server software running on the lab Macs, the file(s) you send/transfer to the lab Macs will always show up in the "Downloads" folder on the lab Macs – regardless of which folder you choose under "Fetch files to:"**

## Sending/transferring files from a lab Mac to a personal computer

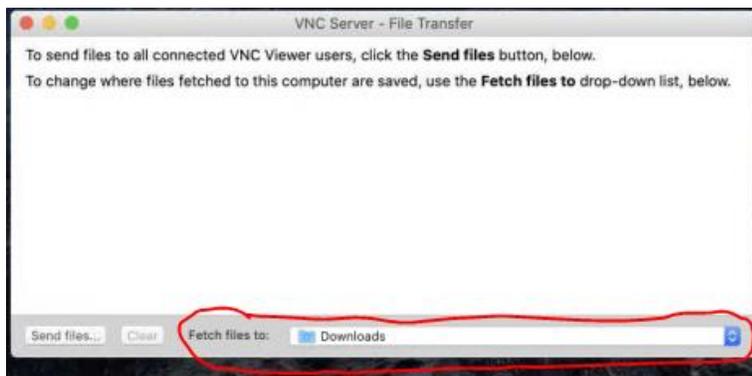
- Click on the VNC Server icon  in the Status Bar (top right next to Mac's clock)
- Select "File Transfer" (circled in red)



- Browse to and select the file(s) on the lab Mac that you want to transfer to your personal computer by selecting "Send Files" (circled in red)



- Select "Fetch files to" to browse and select the folder on your personal computer you want the file(s) to transfer to (circled in red)



- Once the files are selected, once again click "Send files" to execute the transfer