In Virtual Box

Before you launch your VM

Click on Settings🡪Shared folders

Pick your folder

Click Automount

Relaunch your Virtual Machine

Your shared folder in Ubuntu will appear in

File System 🡪 Media

In VMWare

Before you launch your VM

Click on the wrench

Click on “Sharing”

Click the Box “Enable Sharing”

Click on the + to add the folder you want to share

Launch the VM

Your shared folder will appear in

File system 🡪 mnt 🡪hgfs