Welkin Pope
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For Virtual Box

Before you launch your VM, enabled settings in the Virtual Box program.
1. Select your machine in the list. Do not launch.
2. Click on Settings--> General
3. Choose "Advanced"
4. Change "shared clipboard" and "drag n' drop" to "bidirectional"
5. Click on Settings→Shared folders
6. There is a little button on the upper right with a plus sign and a folder. Click on it to choose a folder.
7. Pick your folder.
8. Give your folder "full-access" if you want to be able to read/write from the guest machine.
9. Click Automount

(if you also have a Windows machine, repeat steps 1 and 9 for the Windows machine).

Within each Virtual Machine Install Virtual Box Additions into the Guest Machine.
1. Launch your Virtual Machine

2. Mouse up to the Virtual Box menu that appears when you are running a virtual machine (Usually appears at the top of the host screen).
3. Choose "Devices"
4. Choose "insert Guest Additions CD image"

5. This should autolaunch in Windows/Ubuntu. Follow the prompts to install Virtual Box Additions.

6. In Windows, just Restart your Virtual Machine, and you should be all set.

In Ubuntu:
After you install the additions, you have to add your user account to the file that records account that are allowed to access shared folders. to do this:

1. Open a terminal. If you are in the seafaculty account,
Type:

```
sudo usermod -a -G vboxsf seafaculty
```

2. Then use the seafaculty pwd when it asks for one.

3. Relaunch your Virtual Machine

Your shared folder in Ubuntu will appear in
File System → Devices