Welcome to Microsoft Labs Online powered by Xtreme Velocity. This document provides step-by-step instructions on how to:

- Verify the system requirements.
- Create an account.
- Add your access code.
- Access your virtual labs through the self-service portal.

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**System Requirements**

To access the lab hosting system, your client system must meet the following requirements:

- Windows XP SP3 or above (Windows RT is not supported)
- .NET Framework 3.5 or above
- 32-bit Microsoft Internet Explorer 7.0 or higher
- 15 kbps per user network bandwidth
- Ideal screen resolutions are above 1280 x 1024
- ActiveX control must be installed (requires elevated, “local administrator”, permissions)
- TCP Port 80 and 443 open with inbound/outbound access to the Internet
- For some corporate firewalls, a proxy client (such as TMG Client) may be required

**Create a Microsoft Official Academic Course (MOAC) Labs Online Account**

The first step to accessing your virtual labs will be to create an account.

1. In Internet Explorer, navigate to [http://moac.microsoftlabsonline.com](http://moac.microsoftlabsonline.com).

   **NOTE:** Internet Explorer version 7.0 is required to view this site.

2. If you have an account, you can log in. If you do not yet have an account, click **Register**.
3. To create your account, fill in the fields on the **Create an account** page.

![Create an account form]

**NOTE:** The email address used to create your account is also used for password reminders. It is important to use a valid email address.

4. Click **Register**.
5. You will be redirected to the **My labs** page.

### Add an Access Code

1. Click the **My account** tab. You will be redirected to the **My codes** page.

![My codes page]

2. On the **My codes** page, in the **Add a code to your account** text box, enter the nine character code provided by Wiley.

**NOTE:** Codes can only be used once and are not case sensitive.
3. Click **Add code**. Your course will be added to the **My codes** page.

![Add code](image1.png)

**View Your Labs**

1. Click the **My labs** tab. Your course labs will now be available.

![My labs](image2.png)

**Take a Lab**

1. From your course page, select a module lab and click **Take Lab**.
2. While your lab loads, you will see a spinner with tips and tricks for the lab hosting system.

![Loading Lab](image1)

**Note:** It typically takes between 30 and 90 seconds for a lab to load. If your lab takes longer than five minutes to load, please refresh your browser page by pressing the F5 key. If you still cannot access your lab, please alert your account manager.

3. Once the lab loads, the lab virtual machine names will be in a tiled display at the right of the virtual machine connection window. Each virtual machine is accessible by clicking that machine’s tile.

![Virtual Machines](image2)

**Navigating the Lab User Interface**

- **Switching Virtual Machines:** You can switch between virtual machines by clicking the named machine’s tile.
- **Ctrl+Alt+Delete:** This button will send the Ctrl+Alt+Delete command to the virtual machine currently selected.
- **Type clipboard**: This button will type the current text saved to the client machine clipboard into the active virtual machine session.
- **Contact us**: This button will open a form to send a system email to the Xtreme Velocity lab hosting team.
- **End lab**: This button will end the current lab and redirect you to your course home page. All changes to the virtual machine are discarded at this time.

## Support

<table>
<thead>
<tr>
<th>Microsoft Labs Online - MOAC Support Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
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