



Instructions for FCM Windows Virtual Machine

These instructions will allow you to setup a copy of Windows 7 as a virtual machine (VM). This is especially useful if you are using a Mac computer and need to run Windows software or have Windows but due to un-resolvable issues it won't operate your software correctly.

Requirements:

- You'll need up to 40GB of free hard drive space, but at minimum 8GB of free space should work.
- At least 2GB of RAM, although 4 GB or more is recommended.
- The VM is not licensed, you will need to visit <http://msdn.utica.edu> to obtain a free Windows product code specific to you. You'll then use this code to license this virtual machine. You're limited to one code per product (this is Windows 7 32bit), so do not use the code for some other purpose.

Steps:

- 1) Open a web browser OTHER THAN Google Chrome.
- 2) Visit <http://ecjs.utica.edu>, login and find the file "FCM – Windows 7 VM.ova". Download it. It's going to take a while, it's almost 6.3GB in size.
- 3) While that's going, go to www.virtualbox.org. This is where you'll get the free virtual machine software. Click the Downloads link on the left. Choose the version appropriate for your computer (windows or mac, AKA OS X).
- 4) After it downloads, find the virtualbox setup file and open it. Follow the on screen instructions to set it up, the default options will be fine.
- 5) With the install complete you'll need to wait for the large file to complete downloading.
- 6) Open VirtualBox
- 7) From the File menu choose Import Appliance.
- 8) Click the Open or Choose button and browse for the large file you saved earlier. Click open.
- 9) Click Next and then Import. It will take a little while for the system to process.
- 10) When the import is finished VirtualBox will show the VM in the list. Click the Start button to run it.
- 11) This is a non-licensed, non-activated copy of Windows. It may ask you to enter a product key to use it. Go to <http://msdn.utica.edu> and find Windows 7 32bit.
- 12) Proceed through the "ordering" process, you will not need to pay anything. A code will be shown on screen, enter that code into the Windows Virtual Machine.
- 13) You can install other software in the Windows Virtual Machine as you need to.
- 14) If you wish, the original "FCM – Windows 7 VM.ova" file you downloaded can be deleted from your computer at this time to save space.