

Lukas Booker, MassHire Department of Career Services

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Last modified Tuesday, September 20, 2022

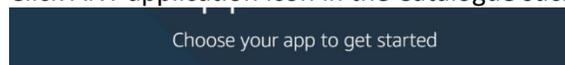
## Uploading Files into AppStream

Non-state employees will be issued an AppStream account to replace Amazon WorkSpaces. Please also see “AppStream 2 General Guide” for more information on how to use AppStream.

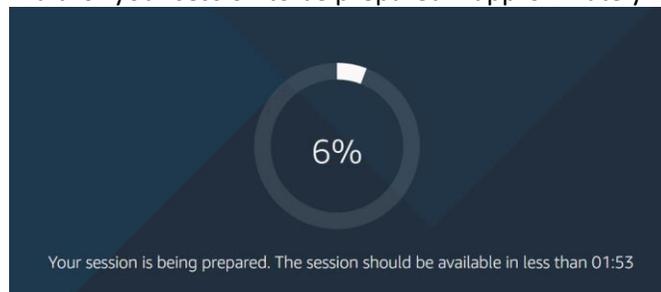
1. Log in to your new AppStream environment:
  - a. Open web browser and go to: <https://myapplications.microsoft.com/>
  - b. Log in with your new state email address & password
  - c. Approve prompt or enter code to complete multi-factor authentication (MFA)
  - d. Click the “EOL Appstream MOSES” icon:



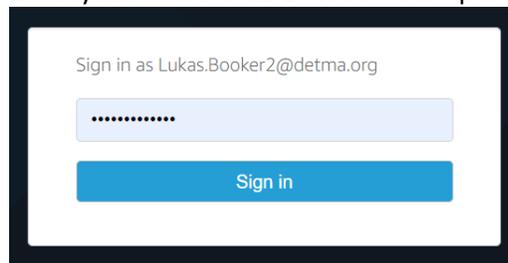
- e. Click ANY application icon in the Catalogue such as “File Manager”



- f. Wait for your session to be prepared – approximately 2 minutes



- g. Enter your Microsoft DETMA account password again when prompted

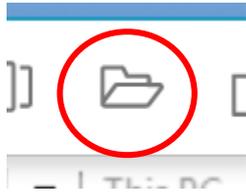


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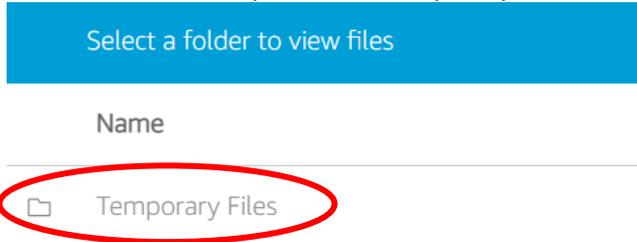
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2. In the white toolbar near the top of the window, click the folder icon



3. A new window will open; click "Temporary Files"



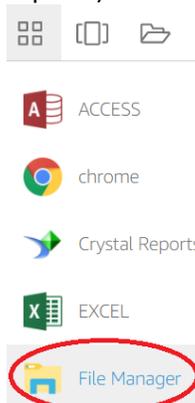
4. In the top-right corner, click "Upload Files" (OR, you can click-and-drag files from your local computer into this window to upload)



5. If you click "Upload Files", a file browsing window will open; find and select the files you wish to upload to your AppStream environment; multiple items can be selected, but entire folders can NOT be selected

6. **Files in your "Temporary Files" folder will be ERASED when you log off AppStream – be sure to move them to your permanent storage or you will LOSE THEM**

7. Open the "File Manager" program from the AppStream catalogue (icon with 4 squares in the top-left)

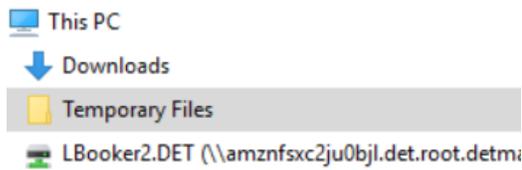


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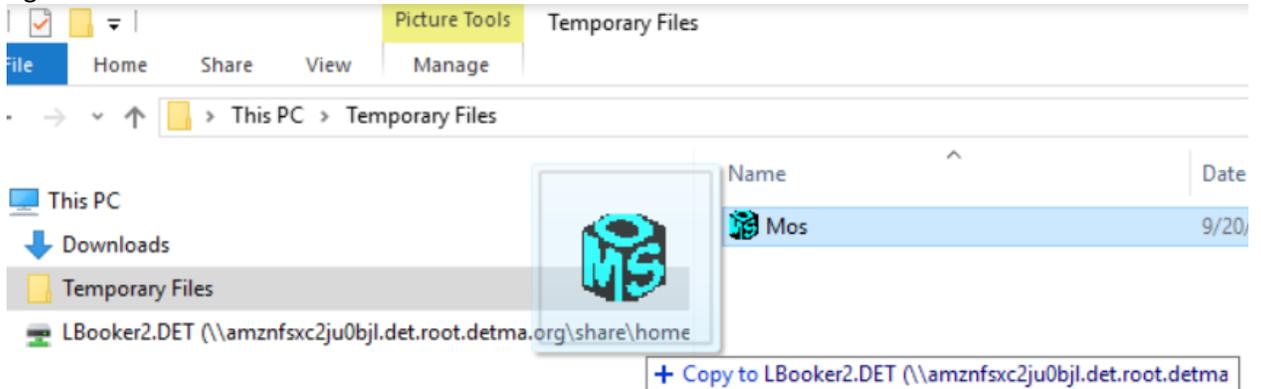
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8. Click "Temporary Files" on the left sidebar



9. Click-and-drag or copy/paste all the files from your Temporary Files into the H: drive located right below it on the left sidebar



10. Verify that your files are in the H: Drive folder before exiting AppStream – the Temporary Files folder will be EMPTIED when you exit, but the contents of your H: Drive will be saved

