1. Go to vlab.chapman.edu and select **VMware Horizon HTML Access**
(Works best using Google Chrome or Mozilla Firefox browsers)
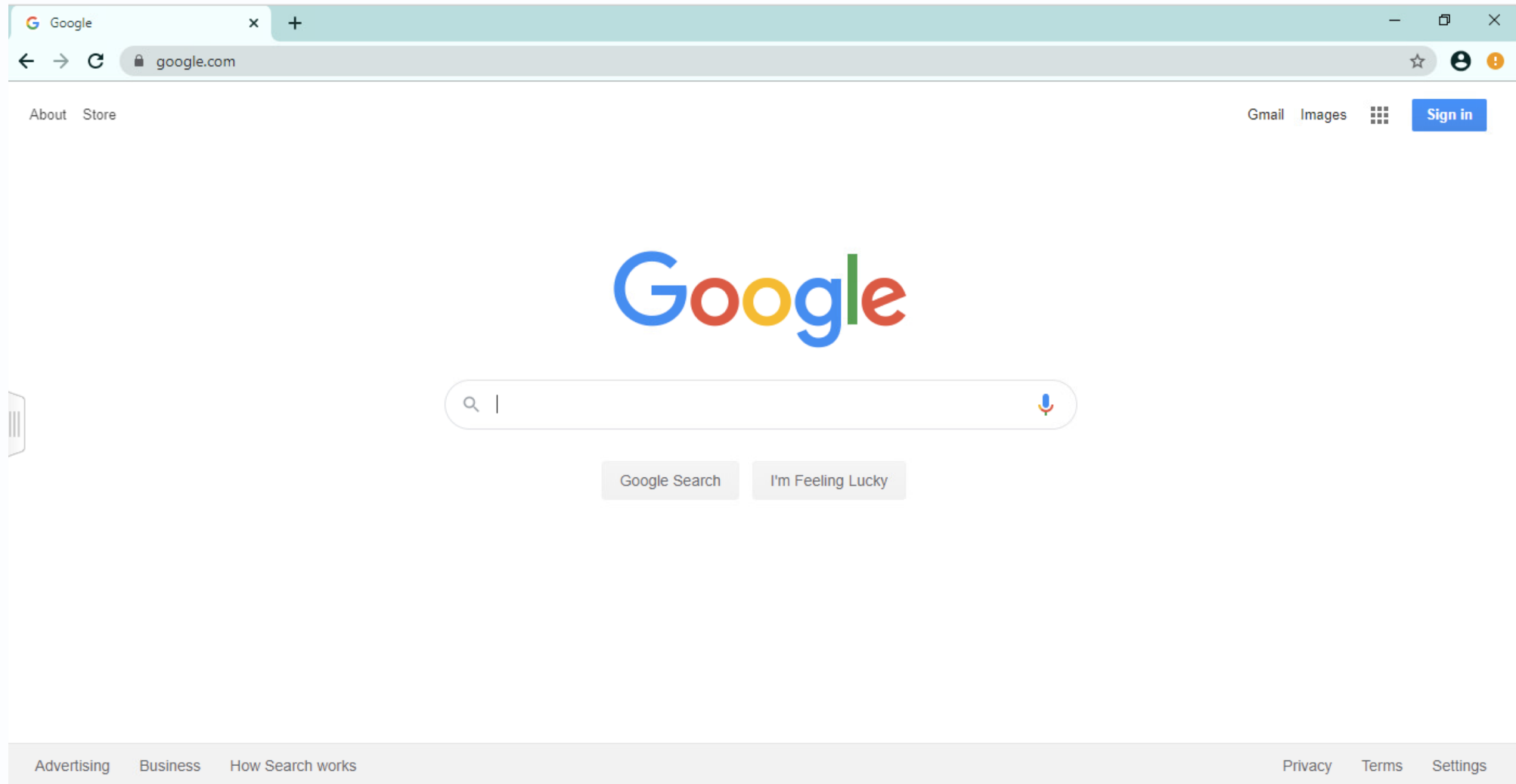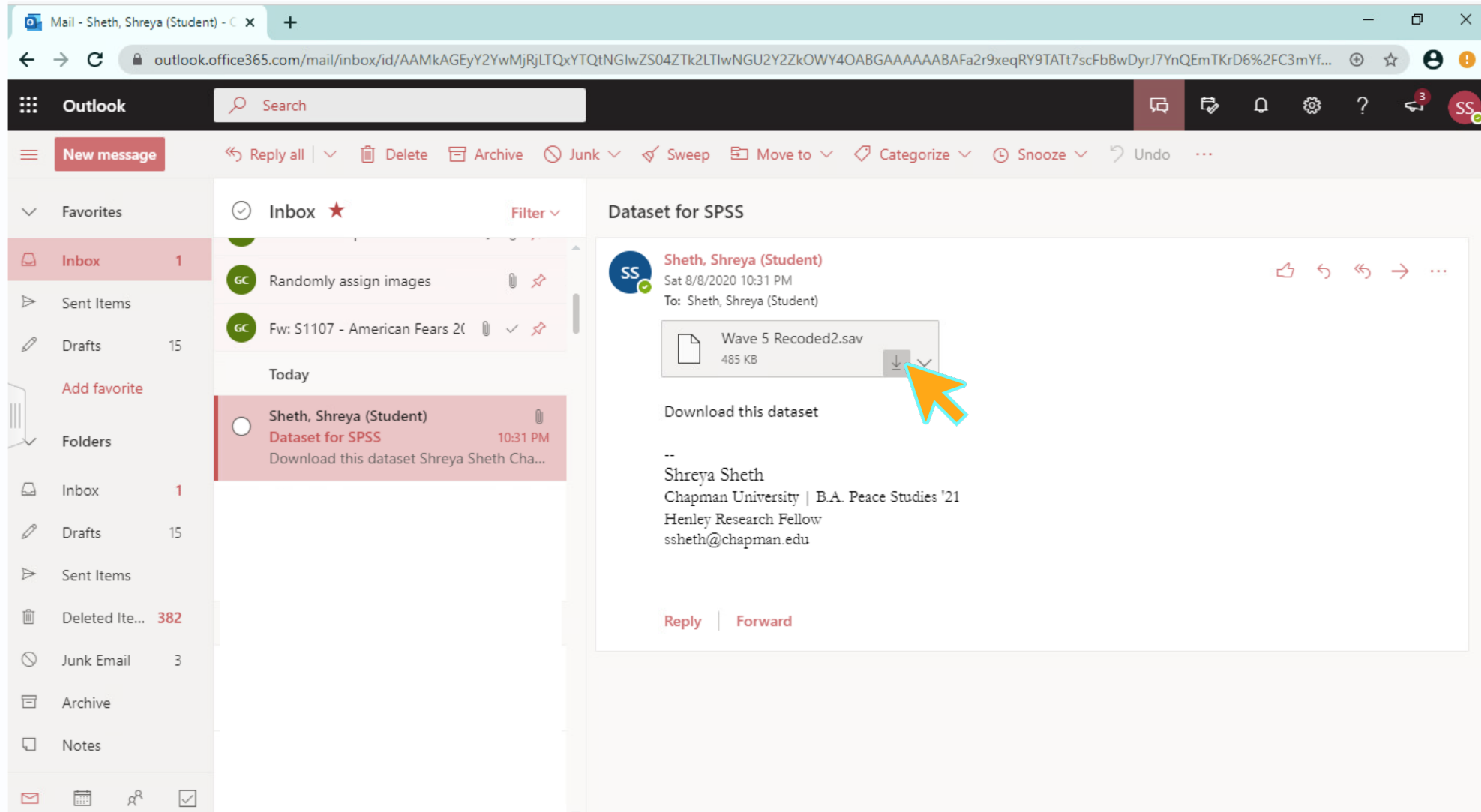
2. Enter your Chapman credentials
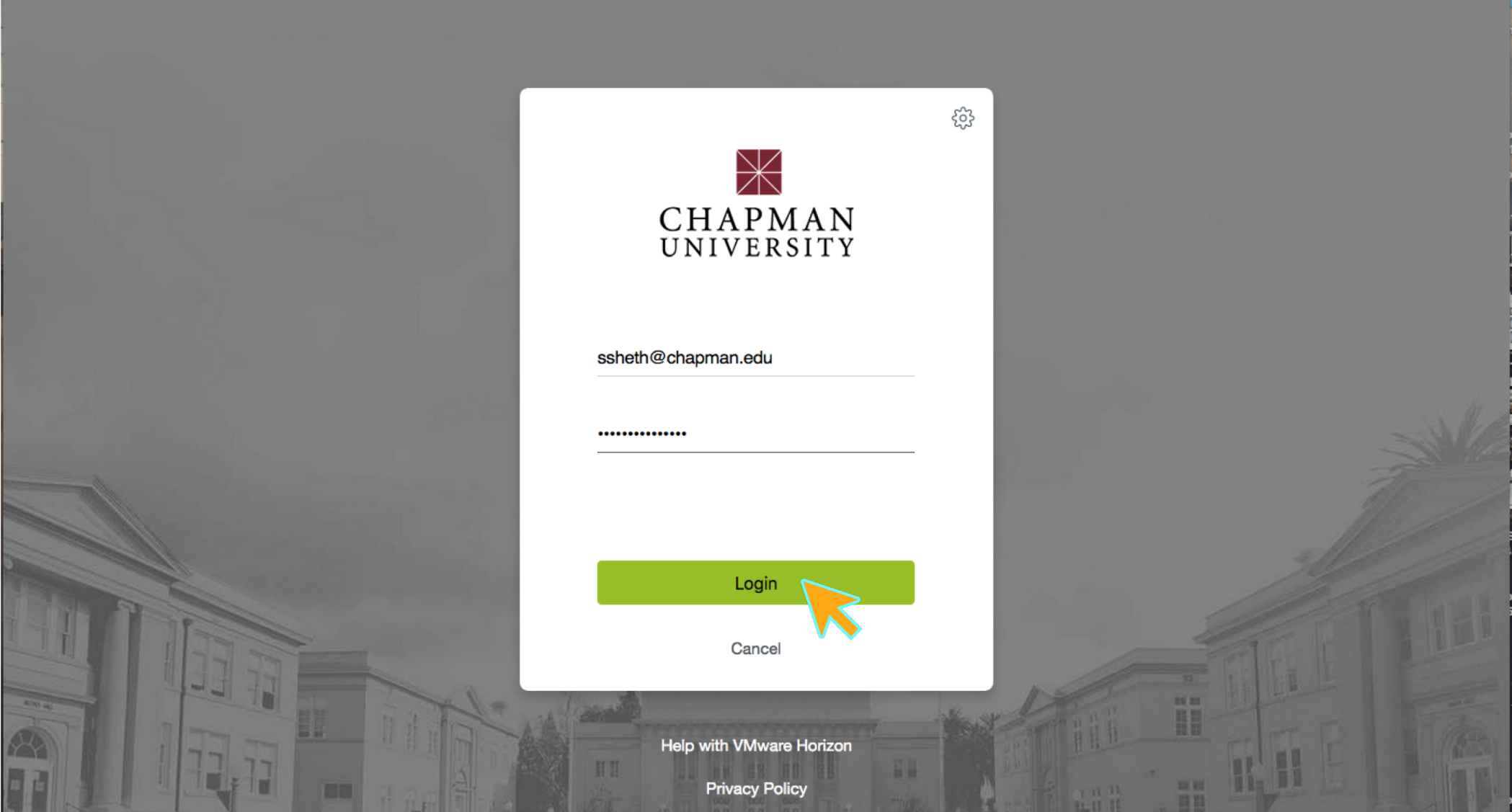
3. These are all the available applications on VLAB. Before you open SPSS, you need to download your dataset (an .sav file). You can do this by sending it to your email before opening VLAB, saving the dataset to your Google Drive, or downloading it from Canvas. Click **Google Chrome** to access the internet in order to download your dataset.
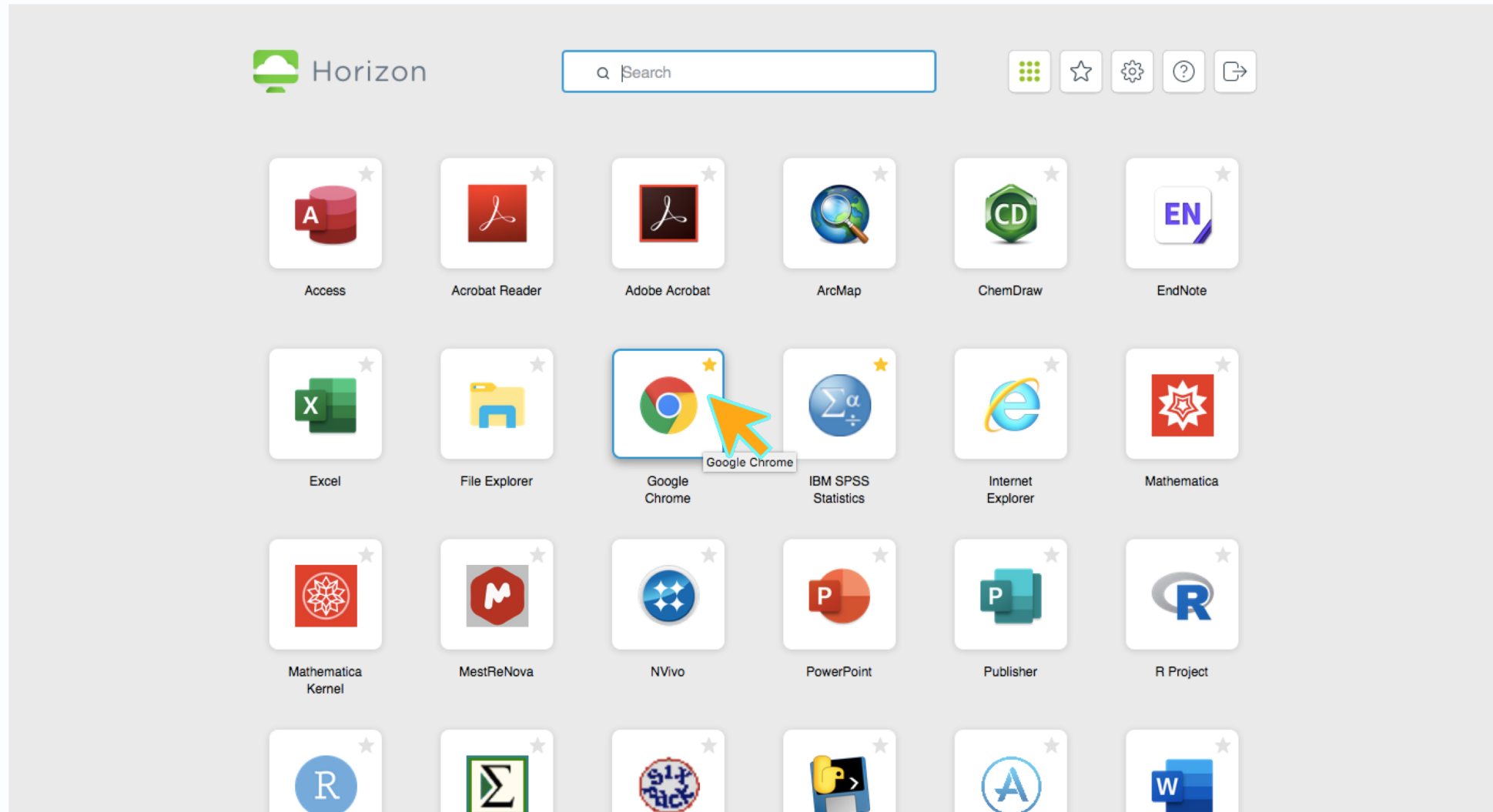
4. After clicking Google Chrome and arriving at the landing page, you may proceed to access and download your dataset. The following steps show how to download a dataset from your Chapman email.
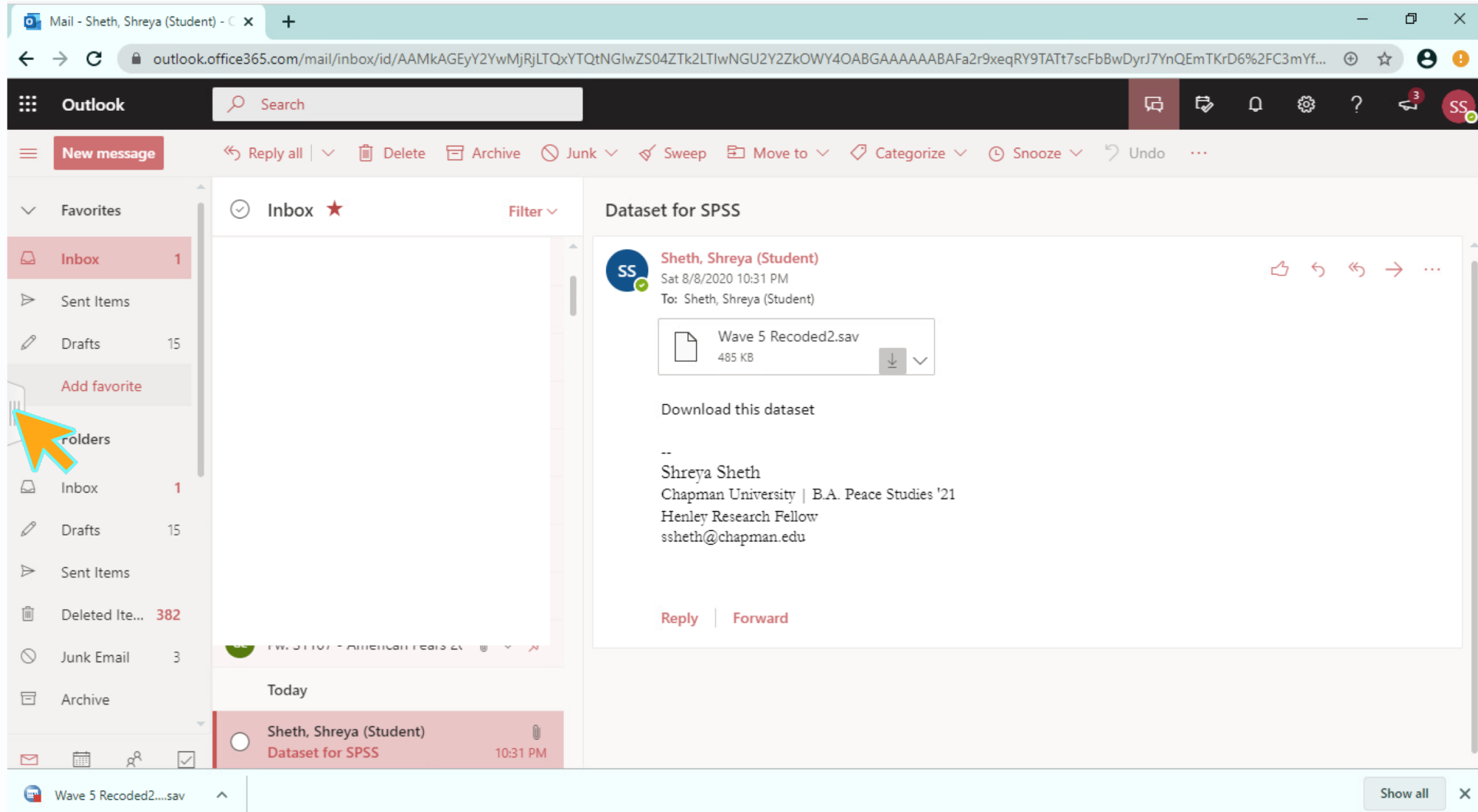
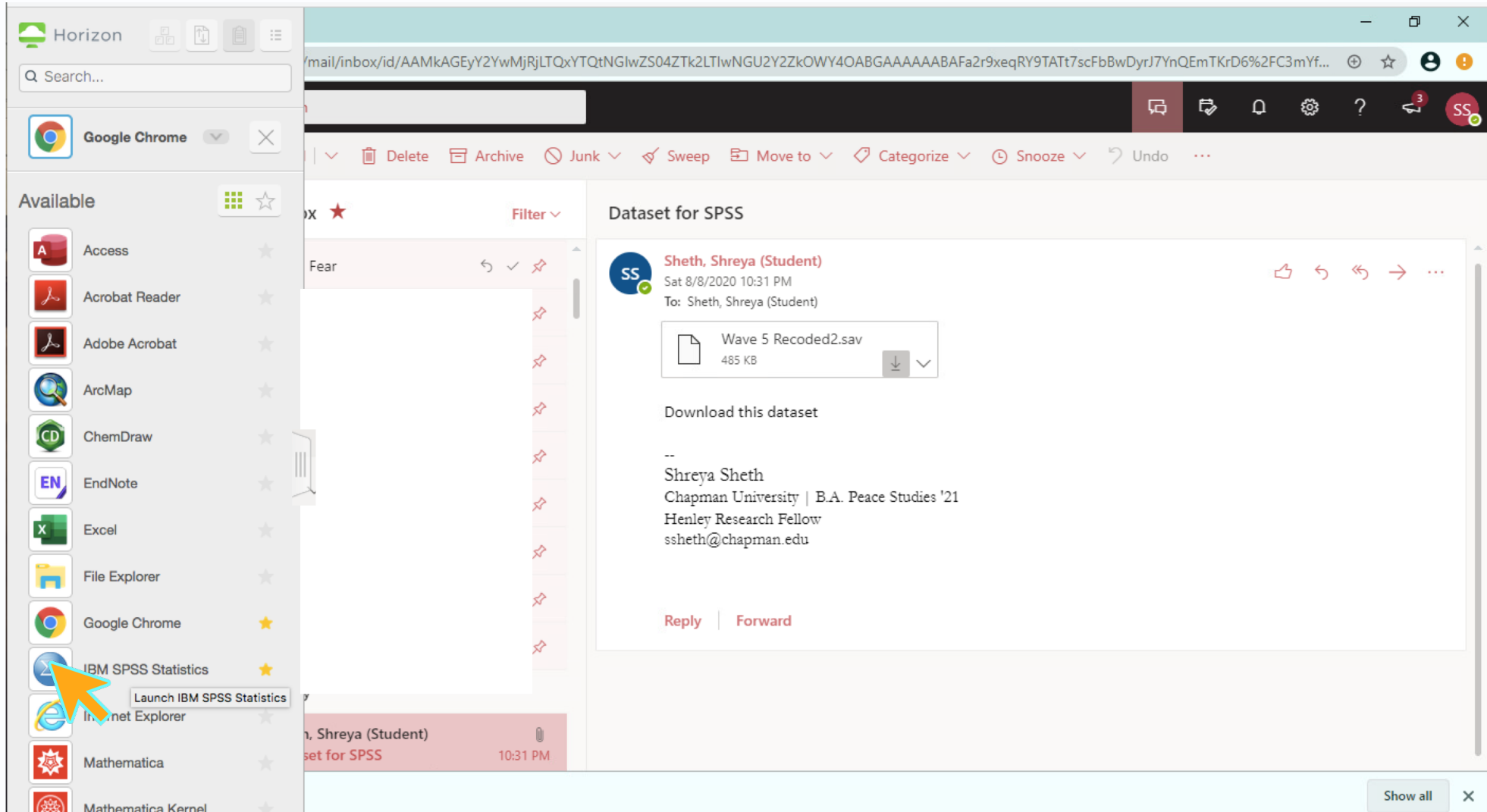# 5. Log in to your Chapman email account and download the file.

6. Your download should appear at the bottom, saved into the Downloads folder. Then, click the bar at the left-hand side of your screen to access the applications on VLAB.

7. Open SPSS by clicking on IBM SPSS Statistics.

8. On SPSS's landing page, click **Open another file** to locate your downloaded dataset.

9. From the drop-down menu, search for the **Downloads** folder. Click your username to view all the folders.
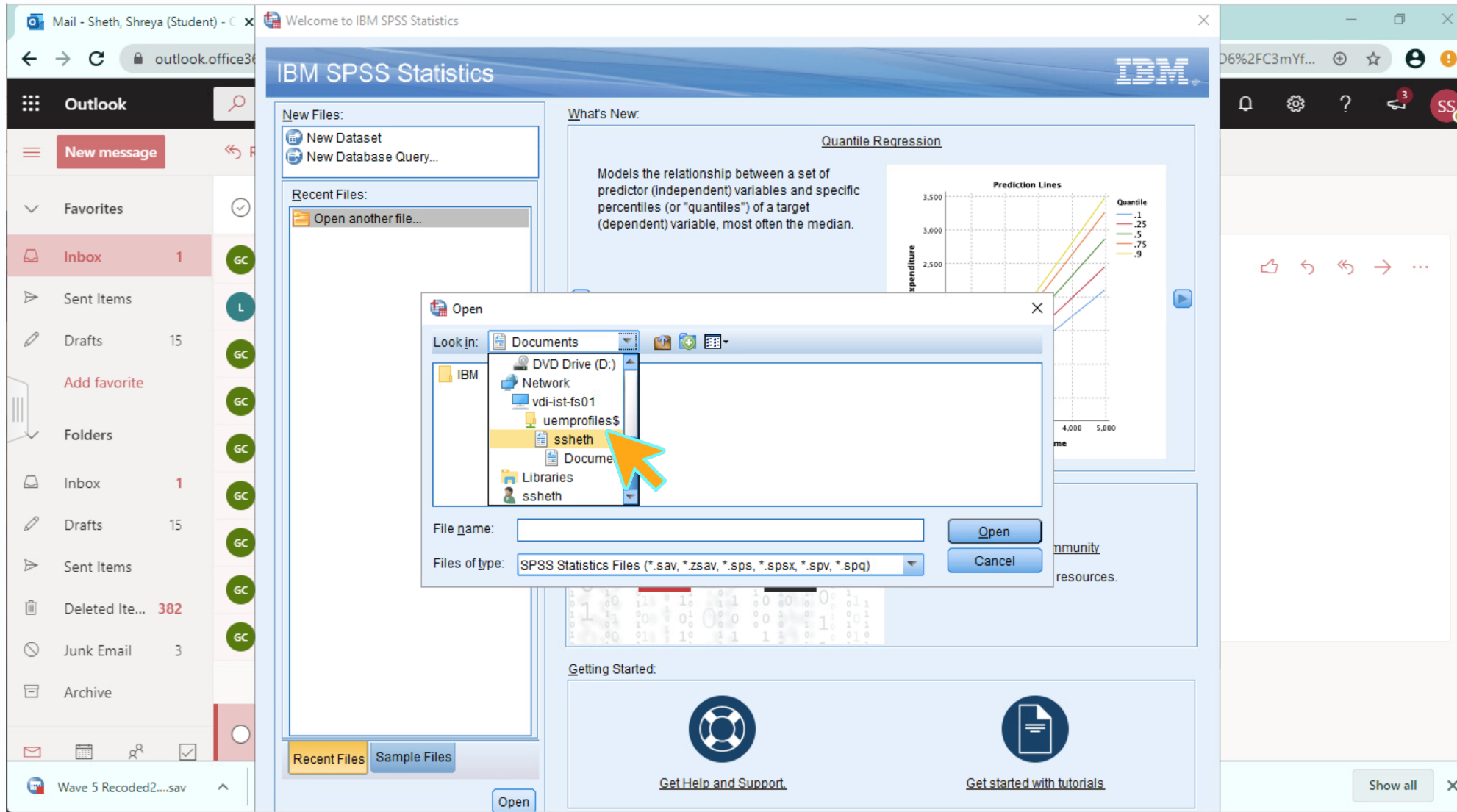
10. Click to open the **Downloads** folder

11. Select the dataset you want to open on SPSS. Then click **Open**.

SPSS will open the dataset in the window. You can enlarge the window to view it full screen.

You are ready to use SPSS!