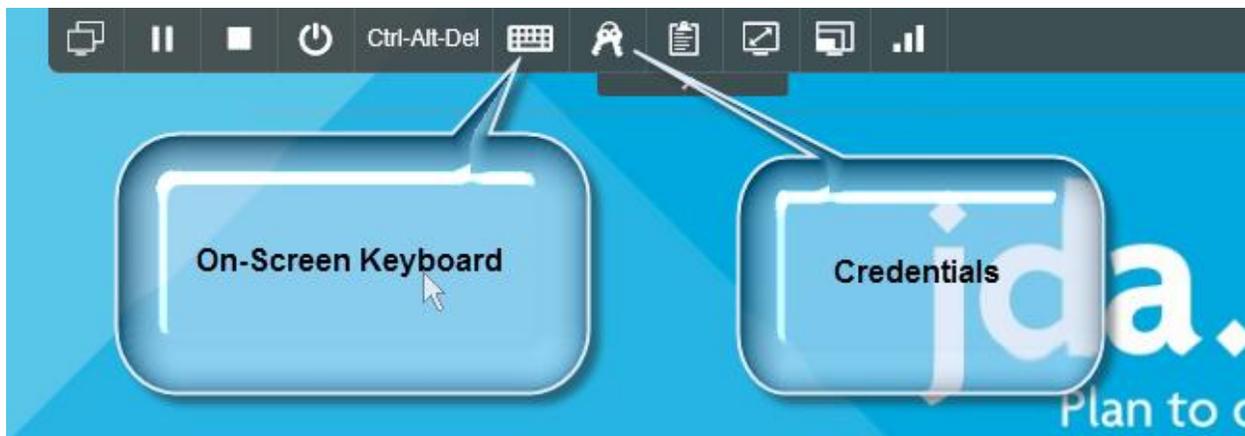**Changing the Virtual Machine's Windows Keyboard**

to Match Your Physical Keyboard

Note: if you use a physical keyboard other than an English – US keyboard, you must follow the process below to set the virtual machine's Windows keyboard to match your physical keyboard.

This change does not affect entry of the Windows password. You must use the On-Screen keyboard in the VM toolbar at the top of the screen to enter the Windows password, or you can click the Password box, click the Credentials button in the VM toolbar, then click the Insert button to add the stored password.

Windows 2008

- In the virtual machine, click the Start button
- Type Control Panel
- When the text "Control Panel" appears in the list, click it to open Control Panel
- Click Region and Language
- Select the Language to add from the Format drop down
- Click the OK button

- Click the Language selector in the lower right corner of the screen near the clock and choose the language

Windows 2012

- In the virtual machine, click the Windows button
- Type Control Panel
- When the text "Control Panel" appears in the list, click it to open Control Panel
- Click Language
- Click Add a Language
- Select the Language to add (double click if multiple versions of the language appear, then select the version)
- Click the Add button
- Click the Language selector in the lower right corner of the screen near the clock and choose the language

Windows 2016

- In the virtual machine, right click the Windows button
- Select Control Panel
- When the text "Control Panel" appears in the list, click it to open Control Panel
- Click Language, then click Add a Language
  or

- Click Add a Language, then click Add A Language again
- Select the Language to add (double click if multiple versions of the language appear, then select the version)
- Click the Add button

- Click the Language selector in the lower right corner of the screen near the clock and choose the language

Skytap On Screen Keyboard

- *Not all languages/countries are available*
- *These steps are only necessary if you plan to use the Skytap On Screen keyboard*
- Click the Skytap On Screen Keyboard button
- Click the Keyboard Layout drop down to choose the appropriate keyboard