Setting up shared folders
This tutorial should work any host computer to an Ubuntu guest machine.

Step 1: Create a folder on your host computer that will serve as a portal between your computer and the guest machine. Here I created one called ‘Wormhole’, make sure there’s no spaces in your folder name. (ie my_folder, metagenomicsWorkshop)
Step 2: Create a folder on your guest machine Desktop. Leave it empty. I’ve called mine ‘Portal’

Step 3: When on the virtual machine, on the top of the screen you should see ‘Devices’, then click on ‘Insert Guest Additions CD Image… (Host+D)
Click that and you should be prompted similarly below:

Select ‘Run’ and you should see this:

Type in your password
And the terminal might now prompt you for permission to install a software. Type in ‘yes’ and press enter. Eventually when everything finishes running you should see this:

Step 4: Now while in the guest machine, click ‘Machine’ and then click ‘Settings’. Then in the new window click ‘Shared Folders’. Then click on the add new folder button.

Then add the folder you created in step 1 and check off auto-mount and make permanent:
Note the Folder Name as you’ll need it in the next step. Click OK until all windows are closed.

Step 5:
Now open up terminal and type in the following command:

Sudo mount -t vboxsf YOURFOLDER
/home/ubuntu/Desktop/OTHERFOLDER
Understandably ‘Wormhole’ and ‘Portal’ are the names I used, but everything else should be the same for you. If everything worked correctly, I should now see the Edwardslab.txt file inside my portal folder!