

On-Campus VMWare Client Access Instructions

The following document outlines instructions for accessing the **VMware Horizon View** client on-campus from a classroom or lab computer. It covers the following items:

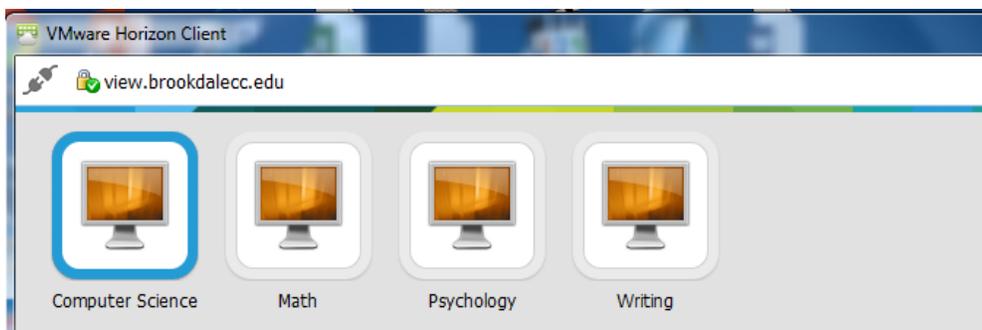
- [Accessing and logging into VMWare Client](#)
- [Saving work](#)
- [Switching between the virtual desktops](#)
- [Disconnecting from the VMWare client](#)

Accessing the VMware Client Desktop

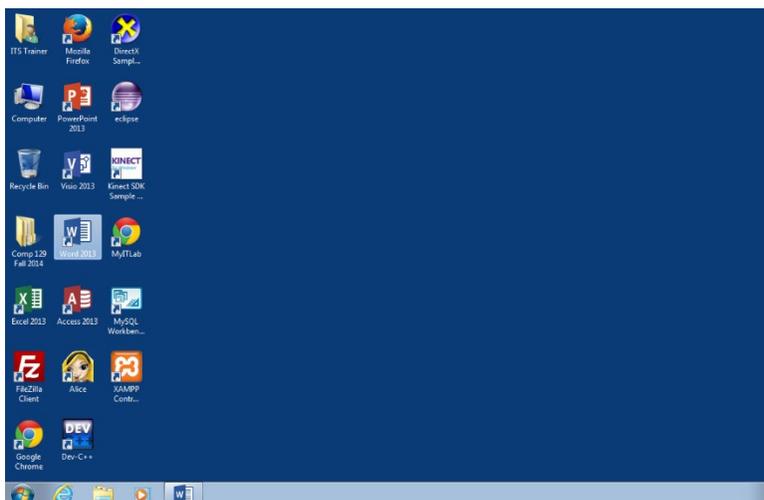
To log into the VMWare Client:

1. Click the desktop icon to launch the **VMWare Horizon Client**.
2. Double-click on the desired environment (i.e. Computer Science, Math, Psychology, Writing, etc.)

Note: This may take a few minutes to load.



Desktop Workspace

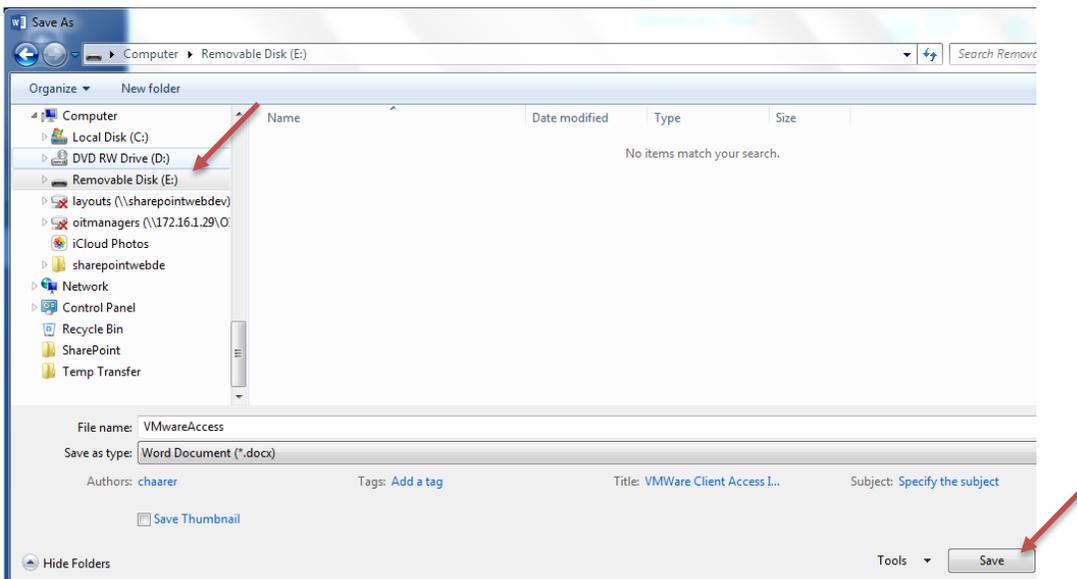


On-Campus VMWare Client Access Instructions

The virtual desktop behaves as a traditional desktop. Clicking on an icon will launch the associated application. Clicking on the Windows icon/Start Menu, enables you to navigate to all applications installed within the virtual environment.

Saving Your Work

The Virtual desktop is refreshed daily. Do **NOT** save your work to the “My Documents” folder provided within the Virtual desktop environment. You must save your files to an external USB drive. If you do not have a USB drive, you can temporarily save your file to the desktop and email the file to yourself. If you plan to save to an external USB drive, insert the drive and simply navigate to USB drive from the **Save** menu of the application.



NOTE: If you do not have a USB drive, you can temporarily save your file to the desktop and email the file to yourself.

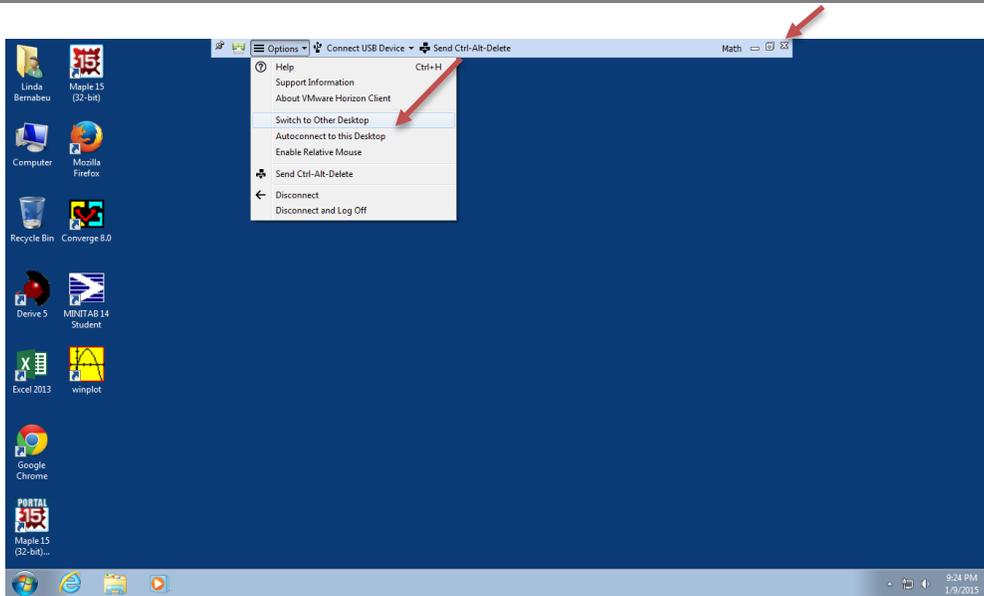
Switching Desktops

1. To switch to another Virtual Desktop, click on the **Options** tab located on the top of the screen.
2. Select **Switch Desktop**. Choose another profile (i.e. Math Computer Science, etc.).

Disconnecting from the VM Client

1. To disconnect and log off, click on the **Options** tab located on the top of the screen.
2. Select **Disconnect and Log Off**.

On-Campus VMWare Client Access Instructions



3. Or simply, click the X, close screen icon located in the top right corner of the menu bar.