

Connecting to a virtual desktop using the VMware Horizon Client

If you have not already downloaded and installed the client software, go to <https://www.vmware.com/go/viewclients> and click Go to Downloads for your operating system.

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VMware Horizon Clients for Windows, Mac, iOS, Linux, Chrome and Android allow you to connect to your VMware Horizon virtual desktop from your device of choice giving you on-the-go access from any location.

Please contact your IT Administrator

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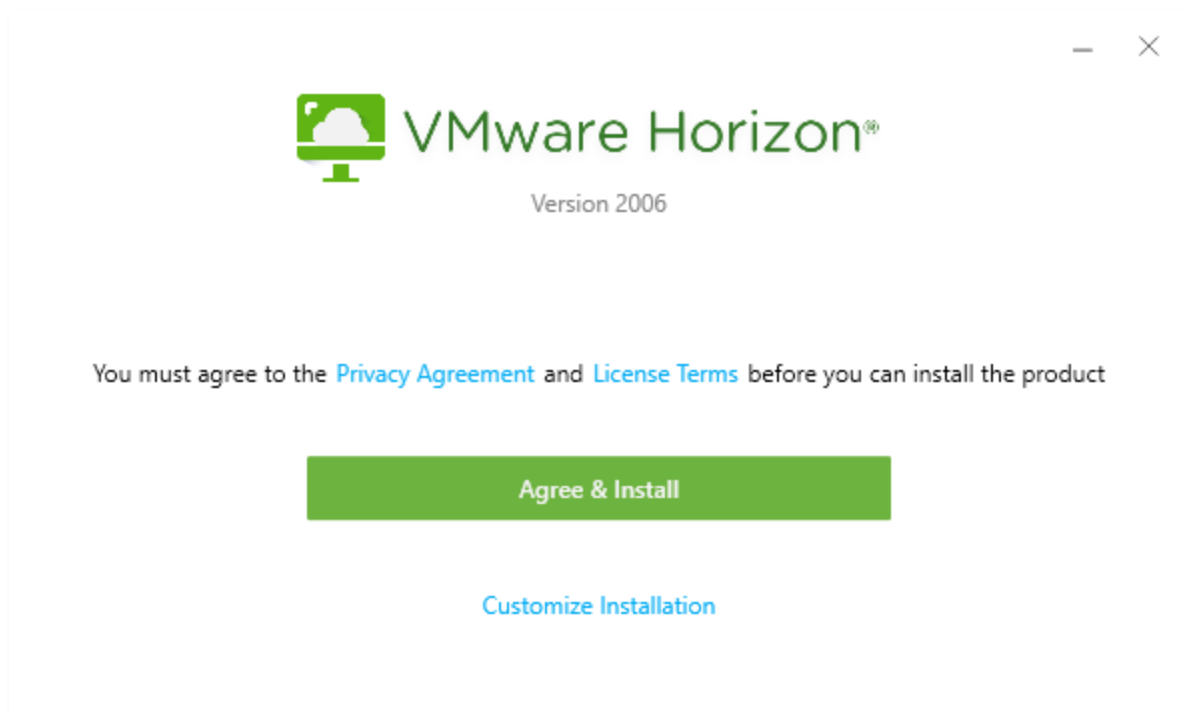
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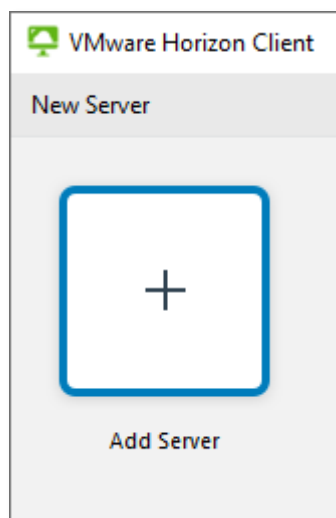
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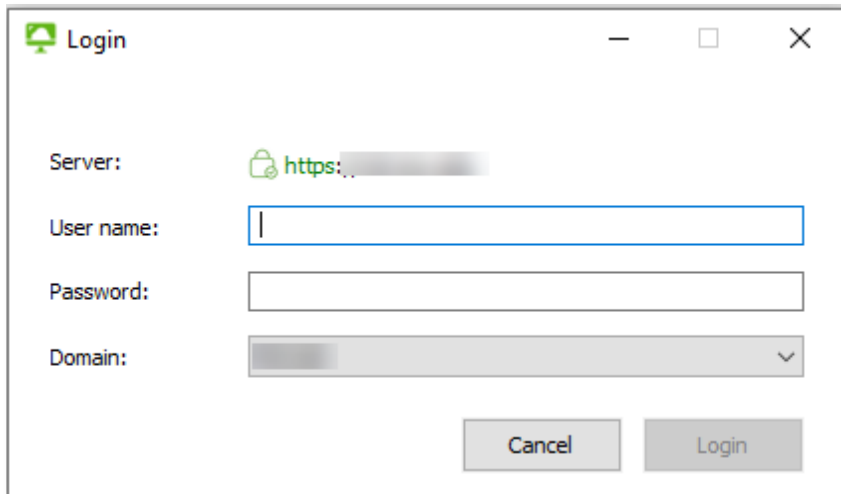
Open the file when it is finished downloading, and follow the prompts to install the software on your computer.



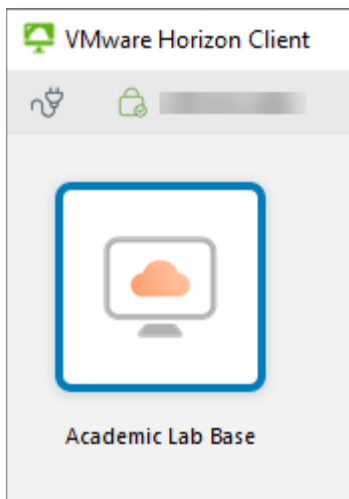
Open the VMware Horizon Client and double-click the plus to add a server.



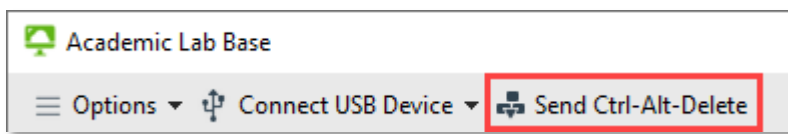
Type the name of the server and click Connect. Enter your username and password, ensure that the correct domain is selected, and click Login.



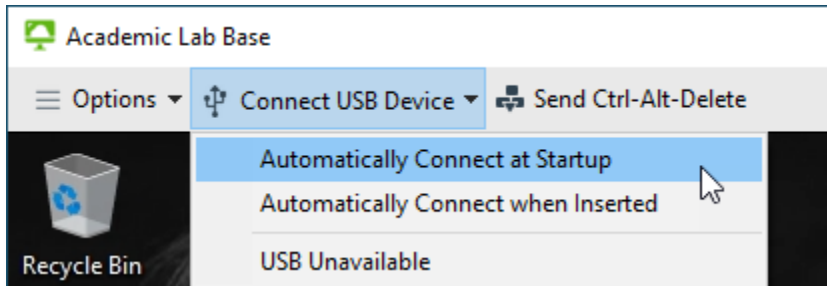
Double-click on a virtual machine to connect to it.



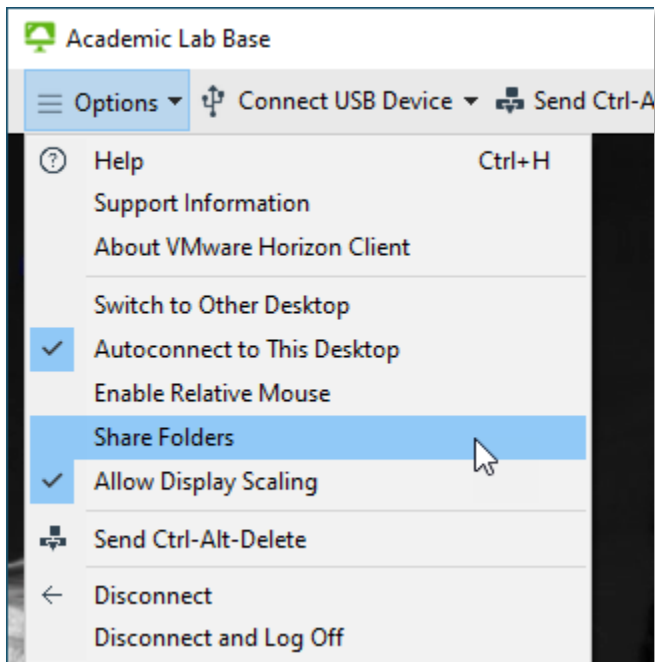
Notice that the bar at the top has an option to send Ctrl+Alt+Delete to your virtual desktop. Click this button when you need to unlock your desktop after it has timed out for security reasons. Do NOT use your keyboard or the command will be sent to your physical computer and not your virtual desktop.



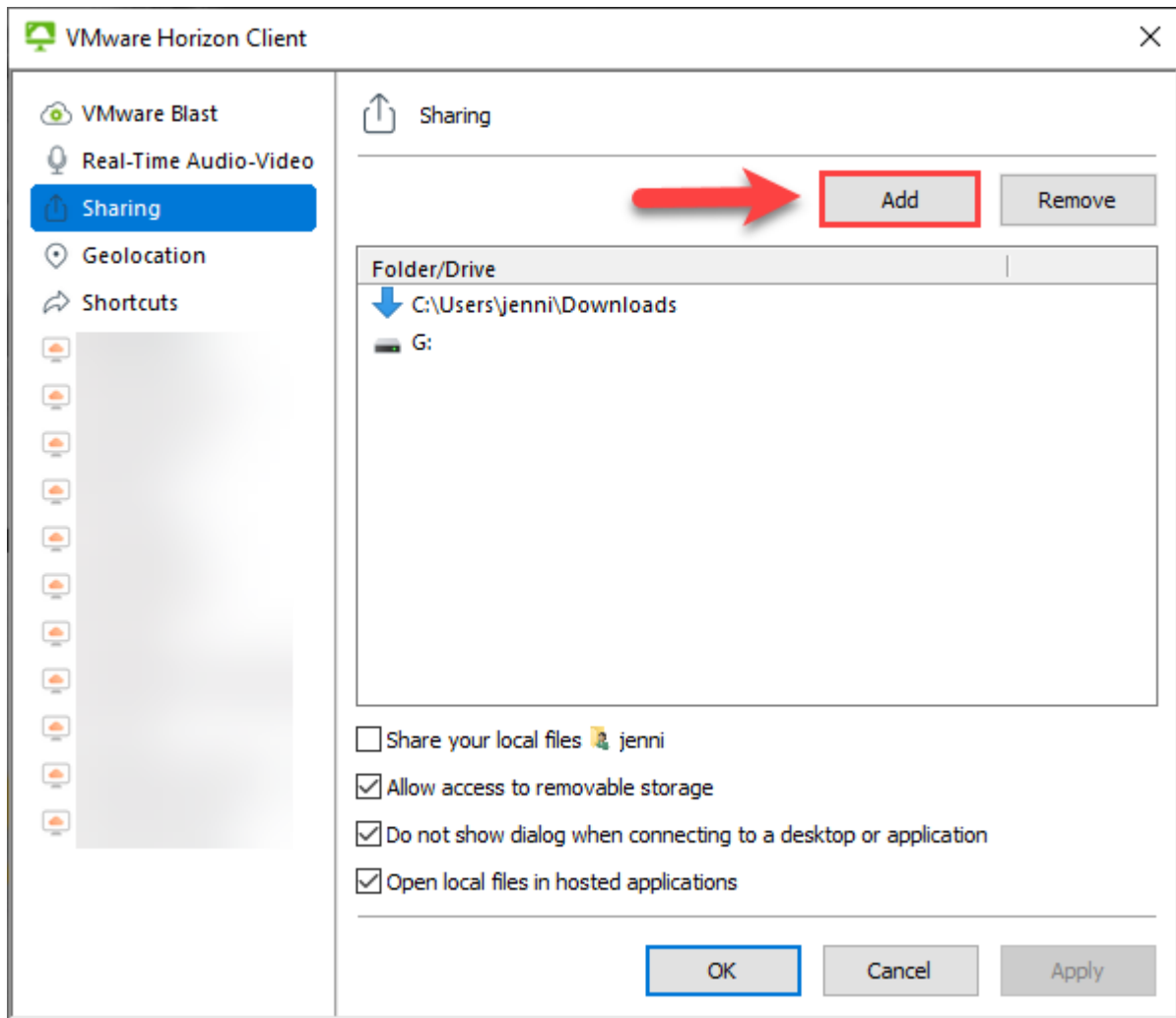
If you have a USB device connected to your physical computer, you may be able to use it on the virtual desktop. Click Connect USB device in the top bar and select Automatically Connect at Startup so that you do not need to connect it manually each time you access your virtual desktop. Make sure to plug it into your physical computer before connecting to your virtual desktop, or you will see USB Unavailable as in the image below.



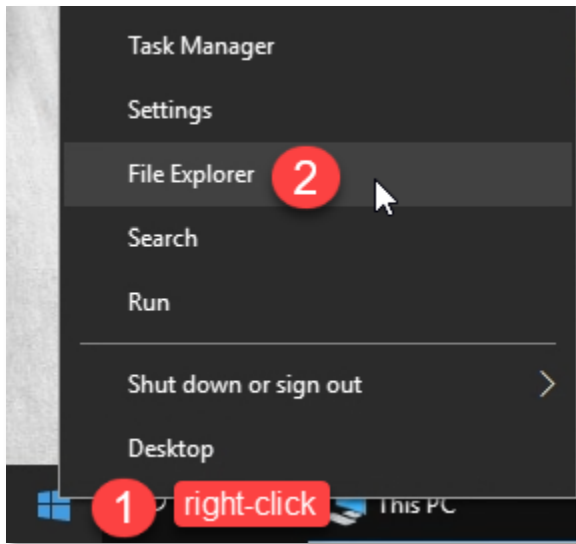
If you want to access files stored on your physical computer's hard drive or on a flash drive plugged into your physical computer, you can share the folders and drives with your virtual desktop. Click Options in the top bar, and choose Share Folders.



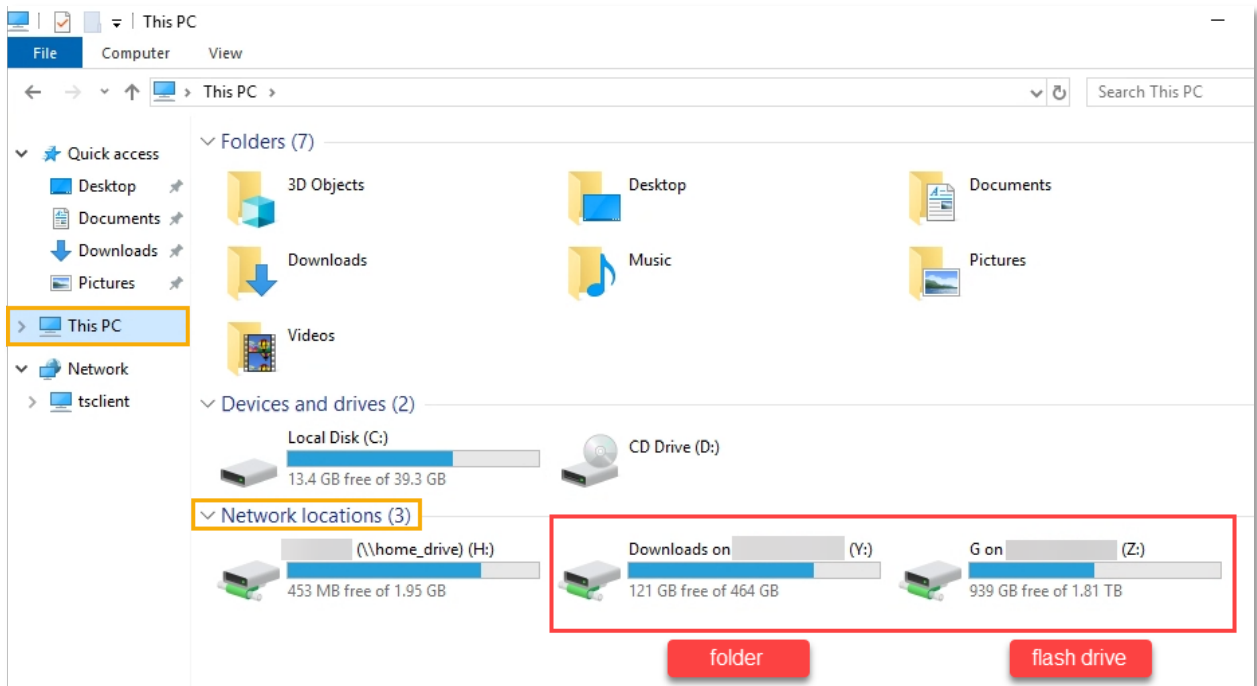
Make sure Allow access to removable storage is clicked if you want to add a flash drive. Click Add, choose the folders and drives, and click OK. In the image below, the Downloads folder from the hard drive and a flash drive mapped to G: have been added.



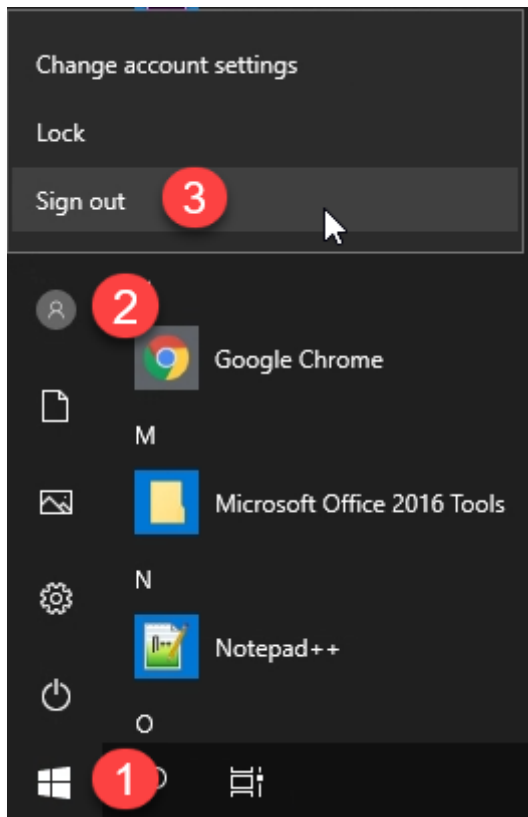
Right-click the start menu (the Windows icon in the bottom left) and choose File Explorer to view your files.



Your files will be located under This PC and Network locations. They are NOT under Network.

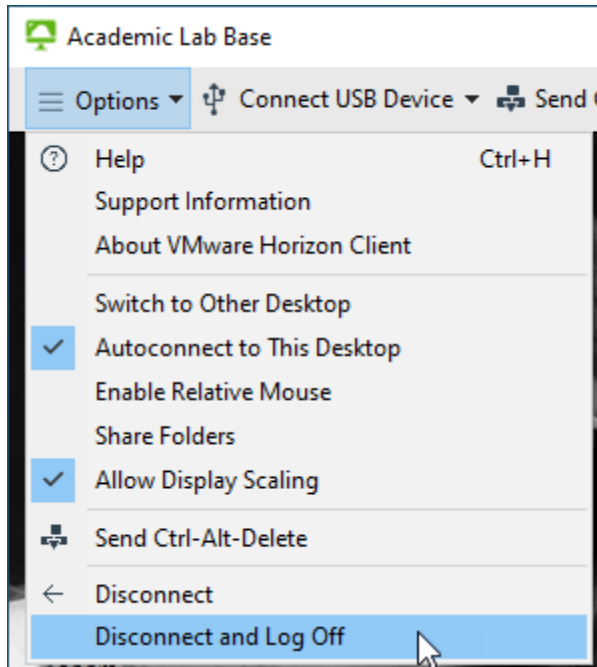


To disconnect from your virtual desktop, click the start menu, choose the user symbol (the gray circle with the silhouette of a person's head and shoulders), and choose Sign out. This will bring you back to the menu of virtual machines in the VMware Horizon Client.



Note that turning off or restarting your physical computer will have no effect on whether your virtual desktop is connected or not.

If you would like to exit VMware Horizon Client at the same time that you disconnect from your virtual desktop/machine, you can also choose Disconnect and Log Off from the Options menu. Notice that Disconnect in this menu is the same as signing out of your virtual desktop.



If you encounter problems with your VMware Horizon Client, check for updates by clicking the three lines in the top right corner and choosing Software Updates.

