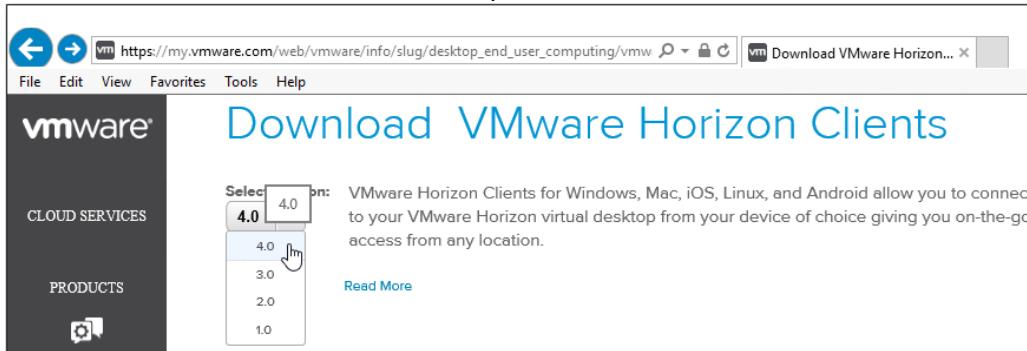


VMware Horizon Client Installation Guide (Windows)

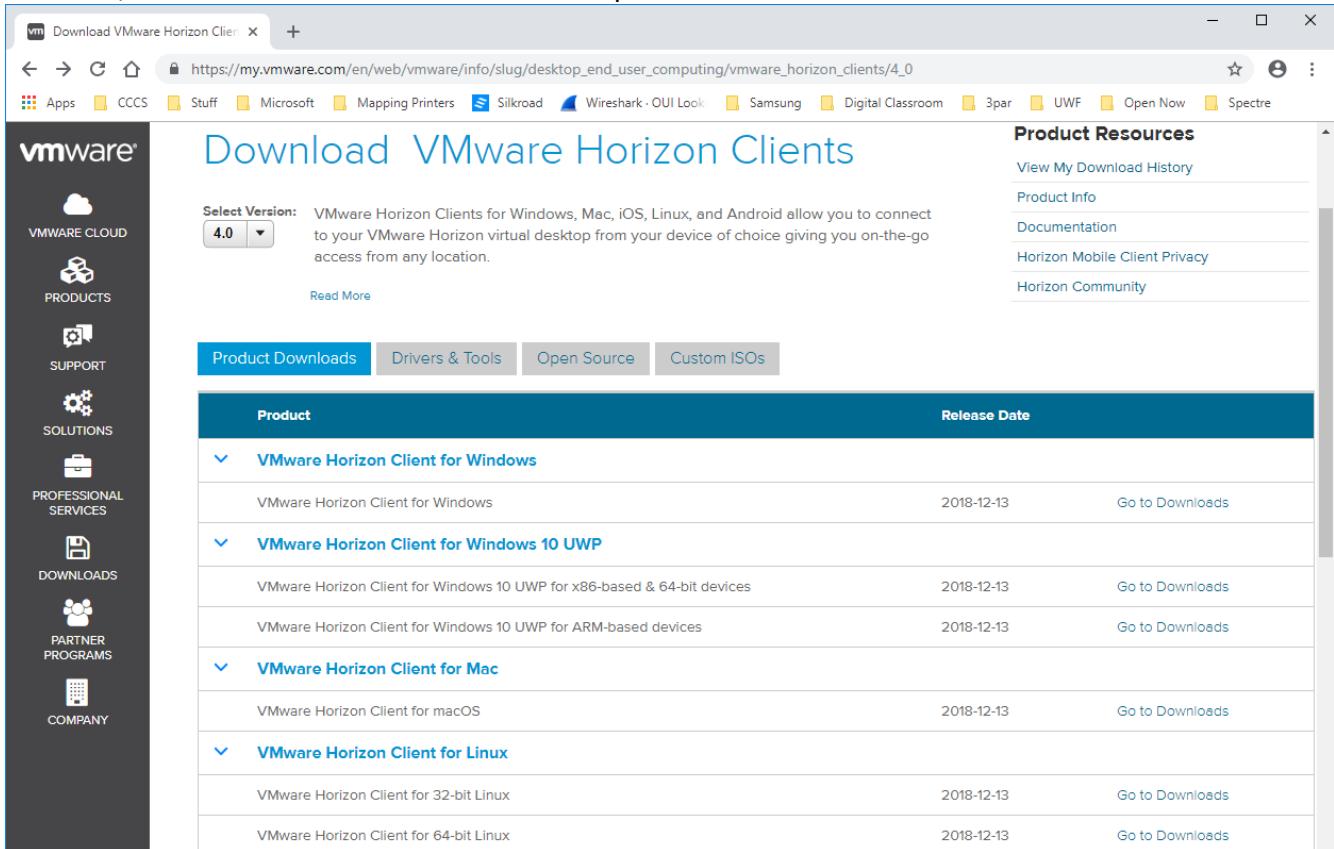
(Please note: The steps in this document must be followed exactly as shown in order to ensure a proper installation.)

Requirements: You must have an existing internet connection in order to access VMware Horizon (it is highly recommended that your Internet connection is Broadband or DSL – VMware Horizon is not designed to work with dial-up access).

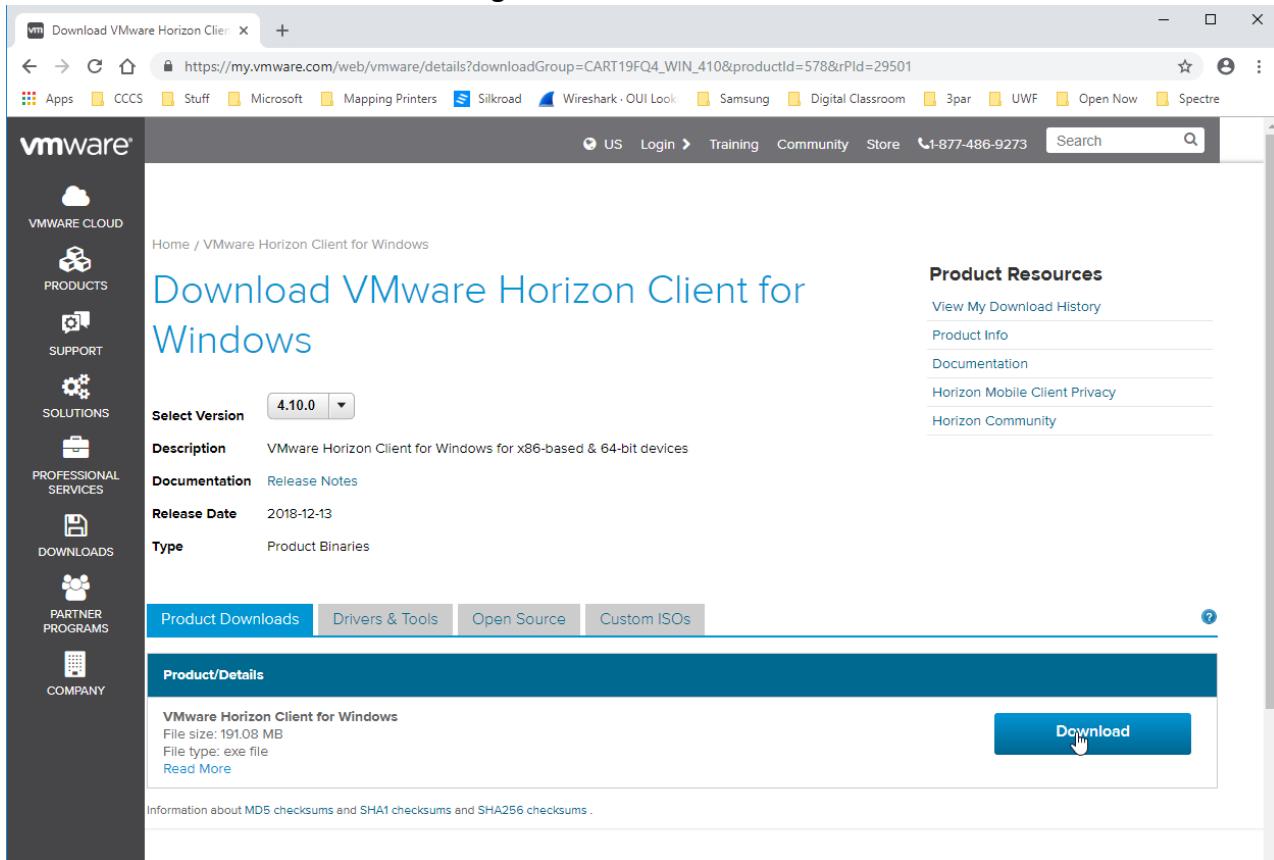
1. Open your web browser and navigate to <https://www.vmware.com/go/viewclients>
2. Select the latest version from the dropdown:



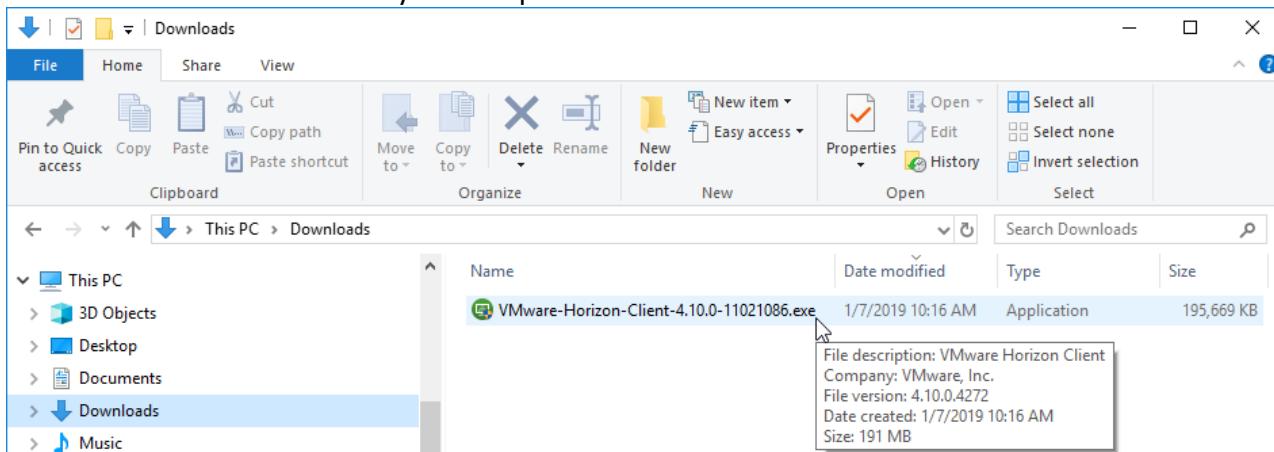
3. Click “Go to Downloads” to the right of the product that most closely matches your platform (i.e. Windows, Mac, Linux, iOS, etc.) The remainder of this document is based on a Windows client; however, the instructions will be similar for all platforms.



4. Click the “Download” button to the right the desired client.

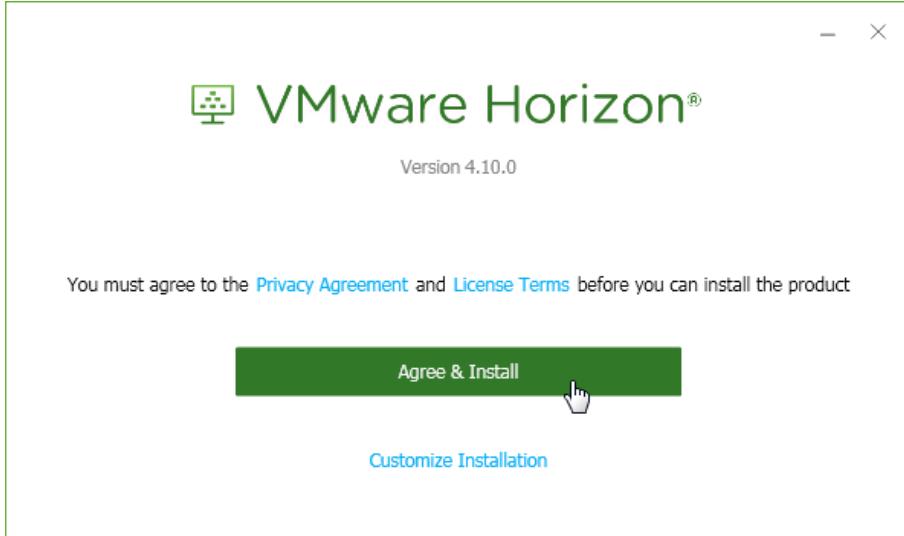


5. Save the file to your computer and make note of the location of the downloaded file.
6. Browse to the file location on your computer and double-click the file.

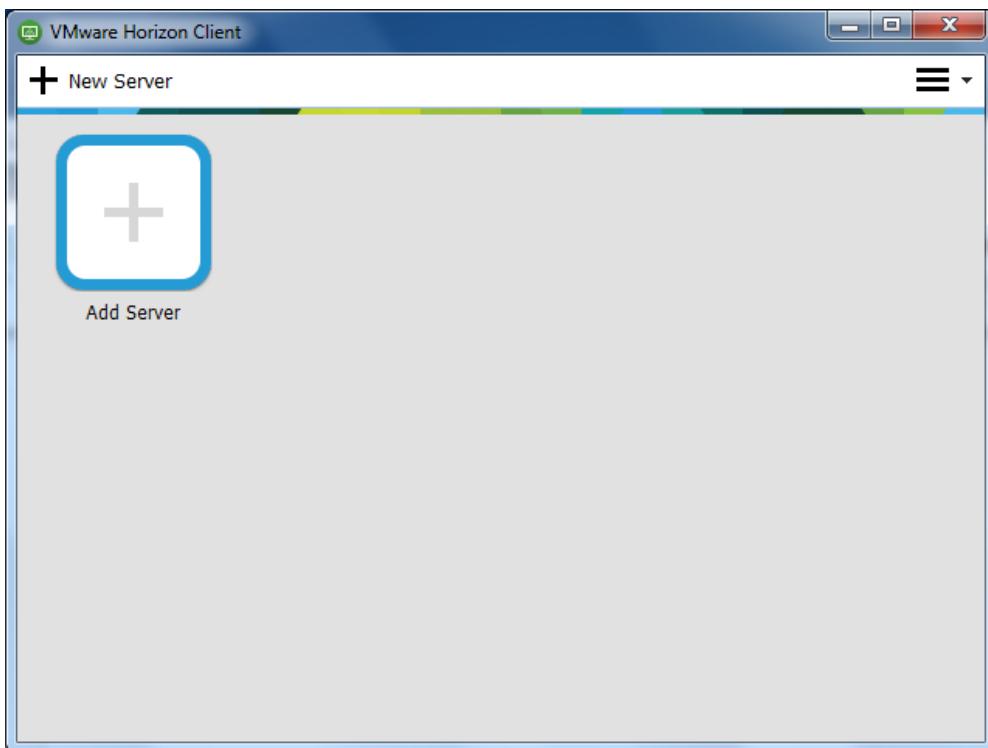


7. Click through any security prompts to run as administrator.

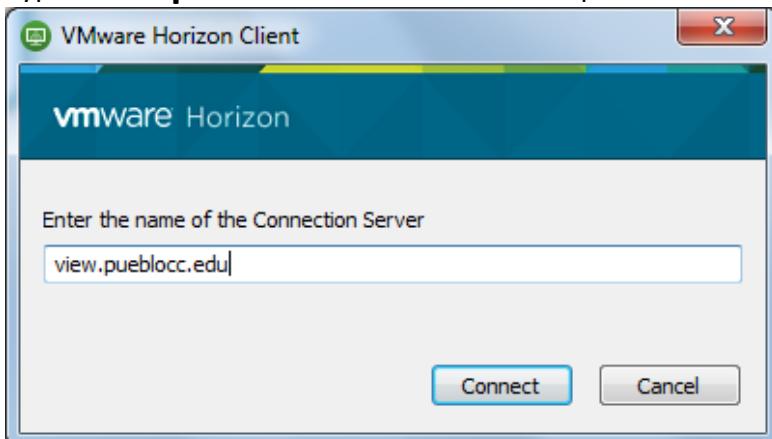
8. Click “Agree & Install” (this may say “Agree and Upgrade” if you have an older version of the client already installed.)



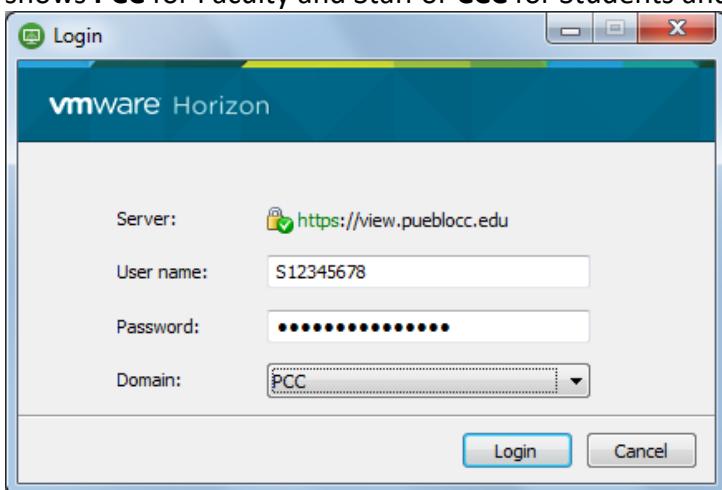
9. When the installation has completed, click “Finish”.
10. If prompted to do so, restart your PC before using the newly installed client.
11. Launch the VMware Horizon client.
12. If this is a new installation, double-click Add Server



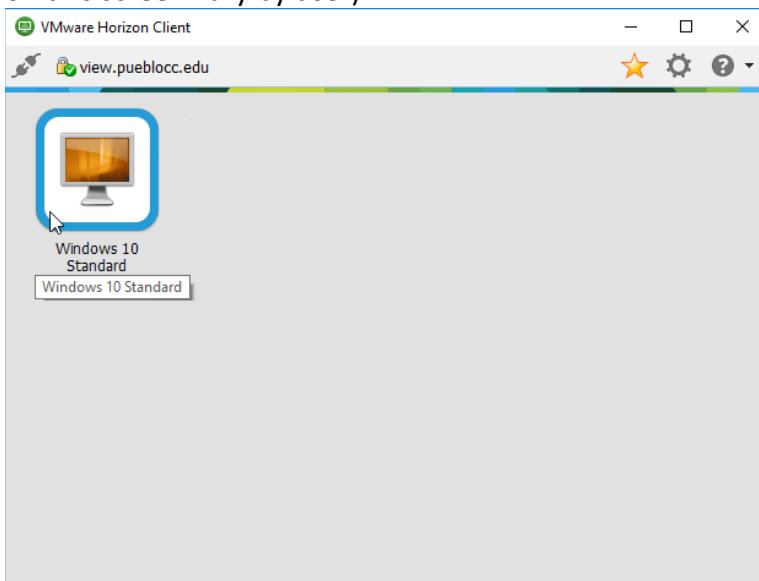
13. Type **view.puebloc.edu** into the box provided and click “Connect”



14. At the logon screen, enter your Windows username and password. Make sure the Domain dropdown shows **PCC** for Faculty and Staff or **CCC** for Students and click the “Login” button



15. At the desktop selection screen, double-click on the icon for the desired desktop (the desktop options on this screen vary by user).



You are now connected to a VMware Horizon desktop. Please refer to the VMware Horizon User Guide (included below) for instructions on how to use VMware Horizon. If you have any trouble, please call the PCC Computer Help line at 719-549-3350 or send an e-mail to help@puebloc.edu

VMware Horizon User Guide (Student)

Purpose: The purpose of this guide is to provide a basic orientation on how to use VMware Horizon to access applications on PCC's network. It is recommended that you read through the entire guide in order to help familiarize yourself with the capabilities and limitations of VMware Horizon.

Overview: VMware Horizon connects students to a desktop computer on the college's network from their personal computer/mobile device, allowing access to applications similar to the on-campus experience. This includes access to:

- Microsoft Office applications
- EBSCO
- Adobe Creative Cloud
- Mathematica
- Simutech
- Specialized applications (Request through your instructor)

You will also be able to access Y-Drive documents and any local printers directly attached or networked to your PC/laptop as well as network printers located in PCC classrooms and labs. You can also access files on the VMware Horizon desktop and files residing on a USB drive plugged in to your PC.

Tutorial: The following is a brief tutorial to walk you through the basics of VMware Horizon. This tutorial should take less than 5 minutes to complete.

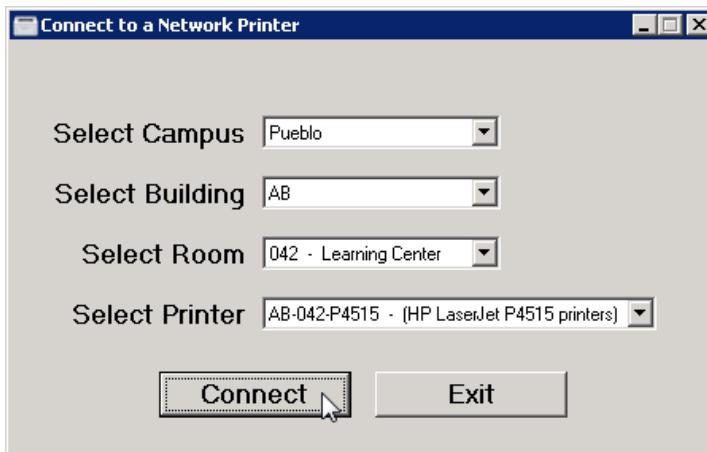
1. Open and log on to the VMware Horizon client by Double-Clicking on the **VMware Horizon Client** icon on your desktop.
2. Double-click the desired desktop option and wait for the desktop to appear.
3. After connecting, you should be presented with a standard Windows 10 desktop.
4. To connect to a USB drive:
 - a. Plug the drive into a USB port on your local computer
 - b. **After the drive is recognized by your local computer** (i.e. There is a drive letter assigned), click the "Connect USB Device" menu on the top bar of the Horizon Desktop window and select the USB drive from the dropdown menu



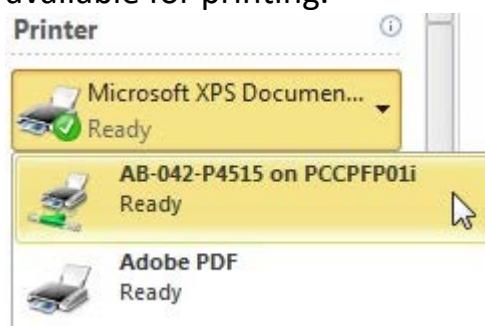
- c. Your drive should show up in Windows Explorer (it may take 2-3 minutes to appear depending on the size of your USB drive).
- 5. To connect to a network printer in a PCC classroom or lab:
 - a. Double-click the “Map Printer” icon on the desktop



- b. Select your Campus, Building Room and the Printer you wish to print to and click the **Connect** button



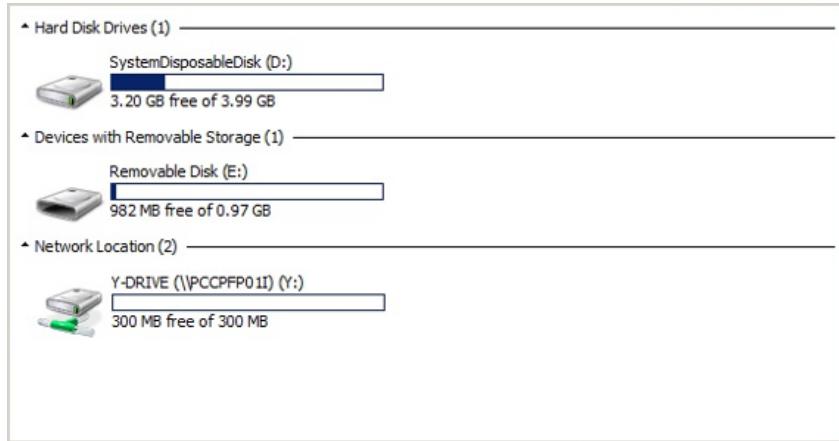
- c. It may take up to 1 minute to complete the printer connection. Click **Exit** once the printer connection has been completed.
- 6. Click Start→ All Programs→ Microsoft Office 2016→ Microsoft Word 2016
- 7. Click File→ Print
- 8. Click the Printer selection dropdown
 - a. Any printer directly attached or networked to your local PC should be available for printing from any Horizon Desktop application print dialog box. You will also notice that the network printer we connected to previously is available for printing.



- b. Please Note: Any documents printed to a PCC Network printer **will count** against your Papercut balance. Printing to your home printer **will not count** against your Papercut balance.

9. Click File→ Save As

c. You have the ability to save to a USB drive that has been connected to your session.



10. Exit Word without saving

11. If your Horizon Desktop screen happens to lock due to inactivity, you can invoke Ctrl-Alt-Del from the “Options” menu on the top bar of the Horizon Desktop Window and unlock the desktop.



12. When you are finished with your remote session, click START→ LOG OFF

Some things to be aware of:

- If for some reason you are disconnected from your VMware Horizon session before logging off, you can reconnect and return to where you left off simply by Double-Clicking on the **VMware Horizon Client** icon and logging back in to the application.
- You have 5 minutes from the time you were disconnected to reconnect before the system will log off your disconnected session.
- If your session is idle (no input from the keyboard or mouse) for one hour, you will be automatically disconnected.
- If you have any trouble, please call the PCC Computer Help line at 719-549-3350 or send an e-mail to help@puebloc.edu and be sure to include your first and last name, S Number and contact information.