

VDI | VMware Horizon Client

Welcome! This training guide reviews the instructions for installing and connecting to the Horizon View Client.

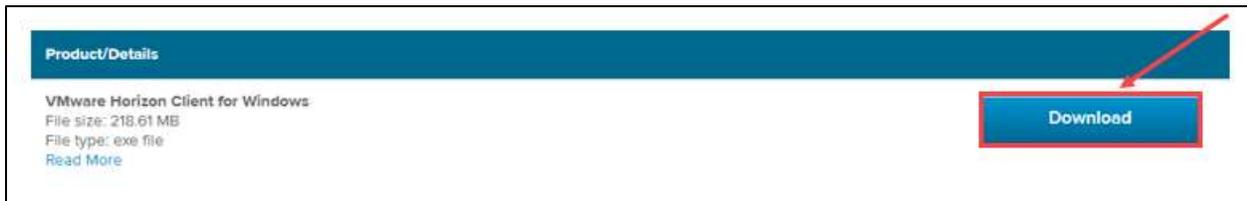
Installing VDI Client Download



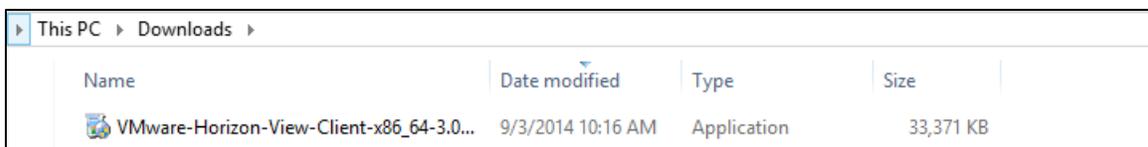
Step	Action
1.	Use a web browser and go to https://workspace.bellevue.edu .
2.	Click on the INSTALL VMWARE HORIZON CLIENT icon.

▼ VMware Horizon Client for Windows		
VMware Horizon Client for Windows	2019-12-12	Go to Downloads

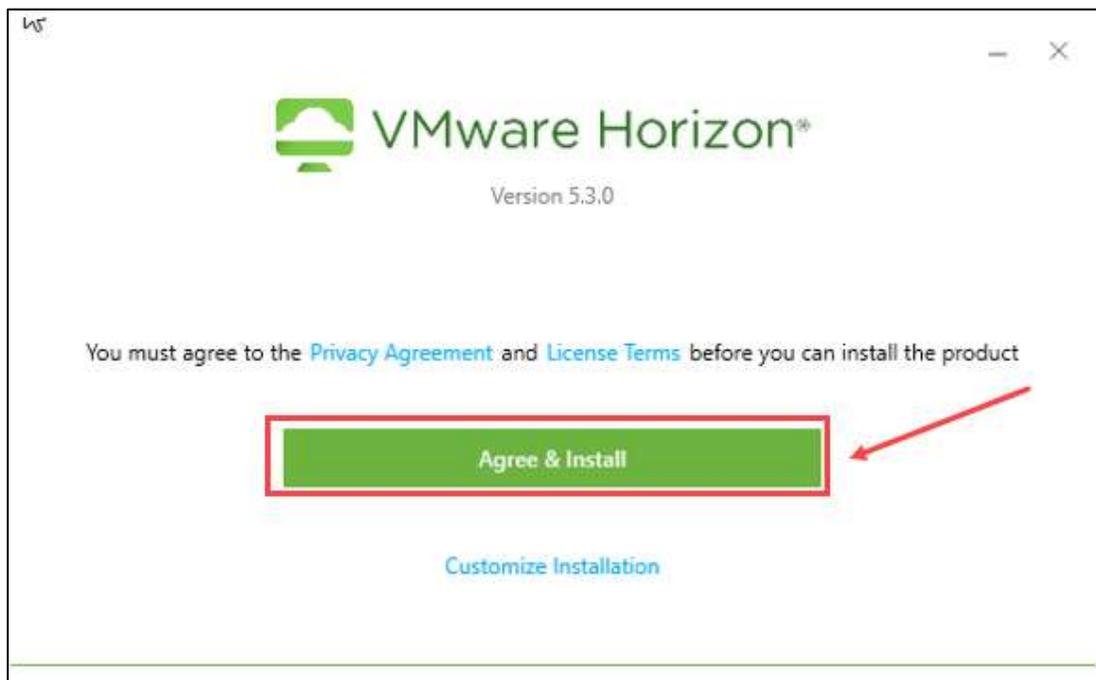
Step	Action
	This will open the Client for Windows page where you will select the version of the client you need.
3.	Select the 32 bit or 64 bit operating system (whichever is needed for your system).



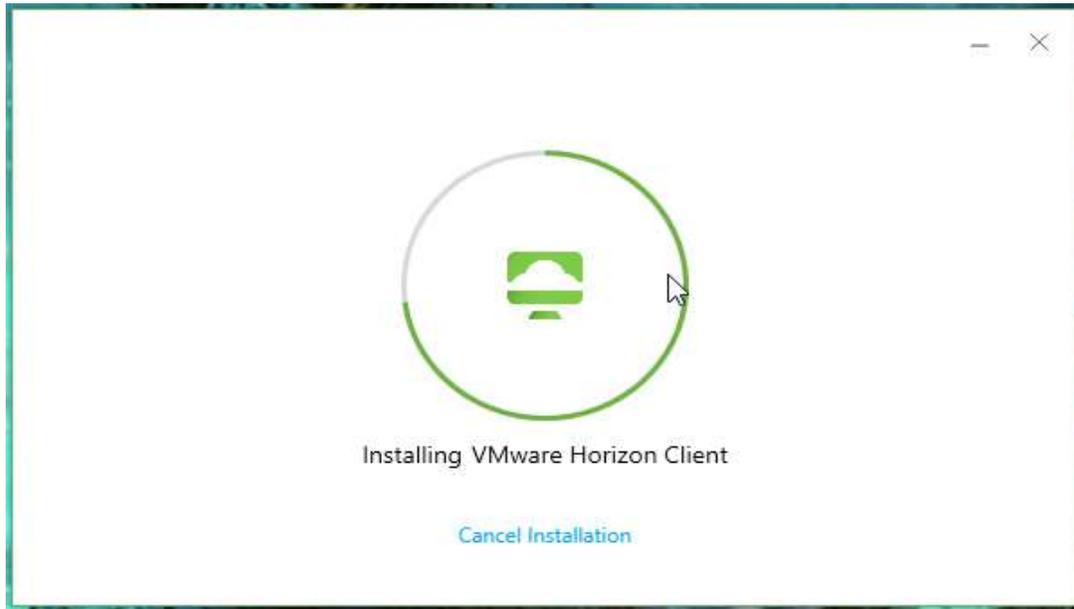
Step	Action
4.	Click on the DOWNLOAD button halfway down the page on the right side of the page.
	You will receive a prompt asking you to save or run this install. For now, select SAVE and note the location where it is saved. It will take about 30 seconds to download the package.



Step	Action
5.	Go to the SAVED LOCATION to find the download.
6.	Double click on the VMWARE-HORIZON-VIEW-CLIENT application.



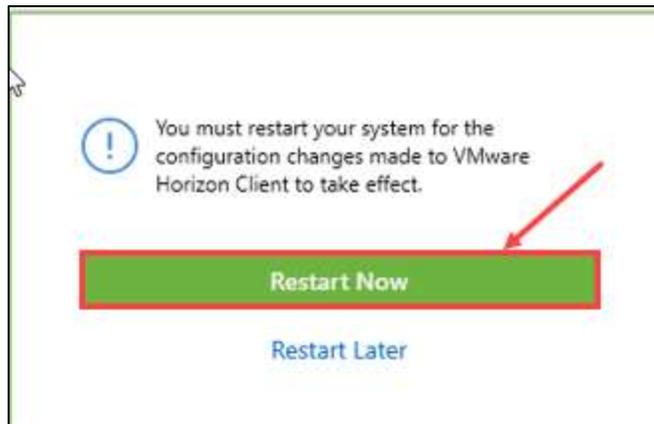
Step	Action
7.	Click on the AGREE & INSTALL button.



Step	Action
	The application will run and apply all necessary settings and updates for it to install the client on the computer.



Step	Action
8.	Click on the FINISH button.



Step	Action
9.	Click on the RESTART NOW button.
	NOTE: You must restart the computer for the changes to apply.

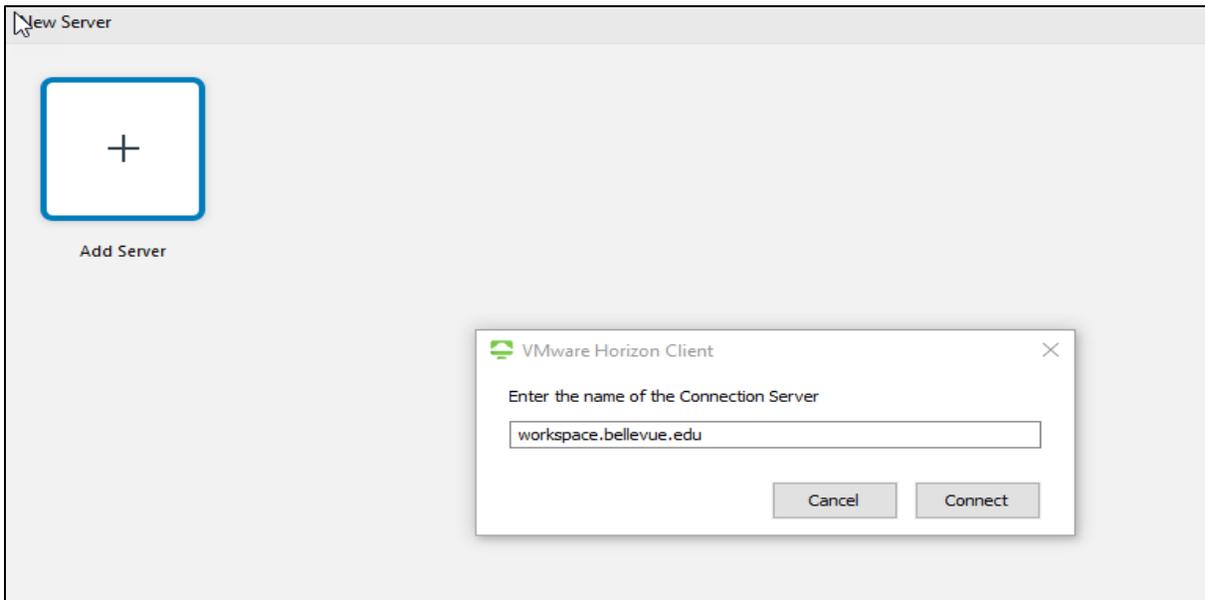


Step	Action
	The VMware Horizon Client icon should appear on your desktop.
	End of Procedure.

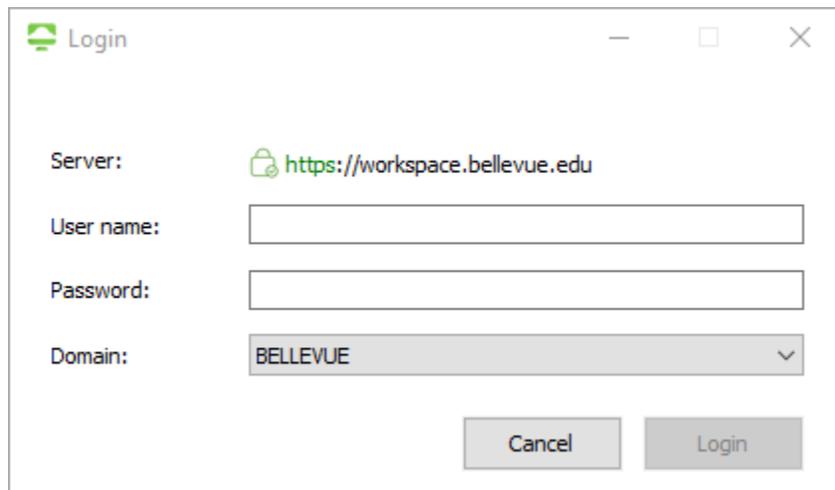
Connecting to the VDI Client



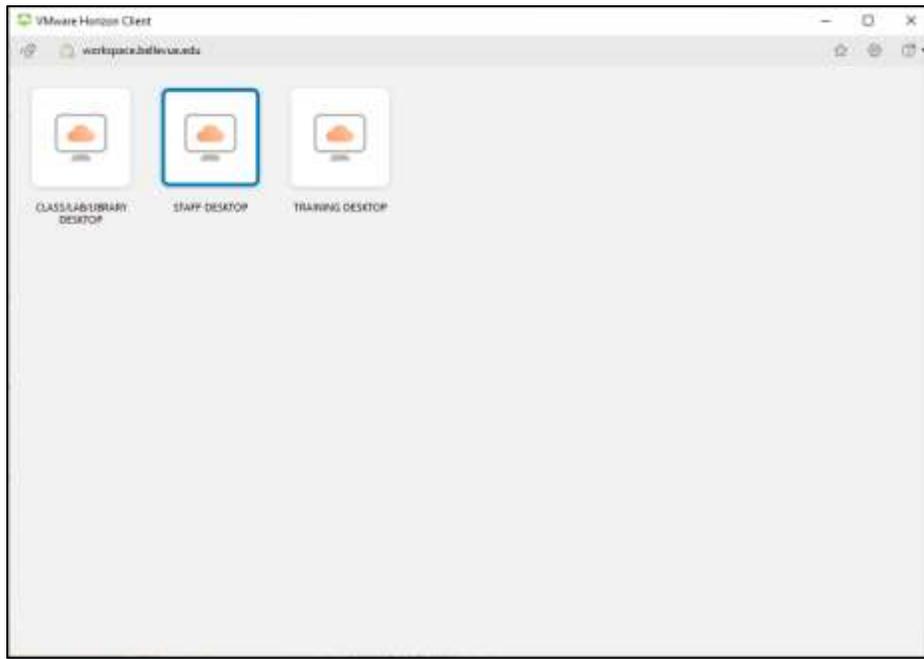
Step	Action
1.	Click on the VMWARE HORIZON CLIENT icon.



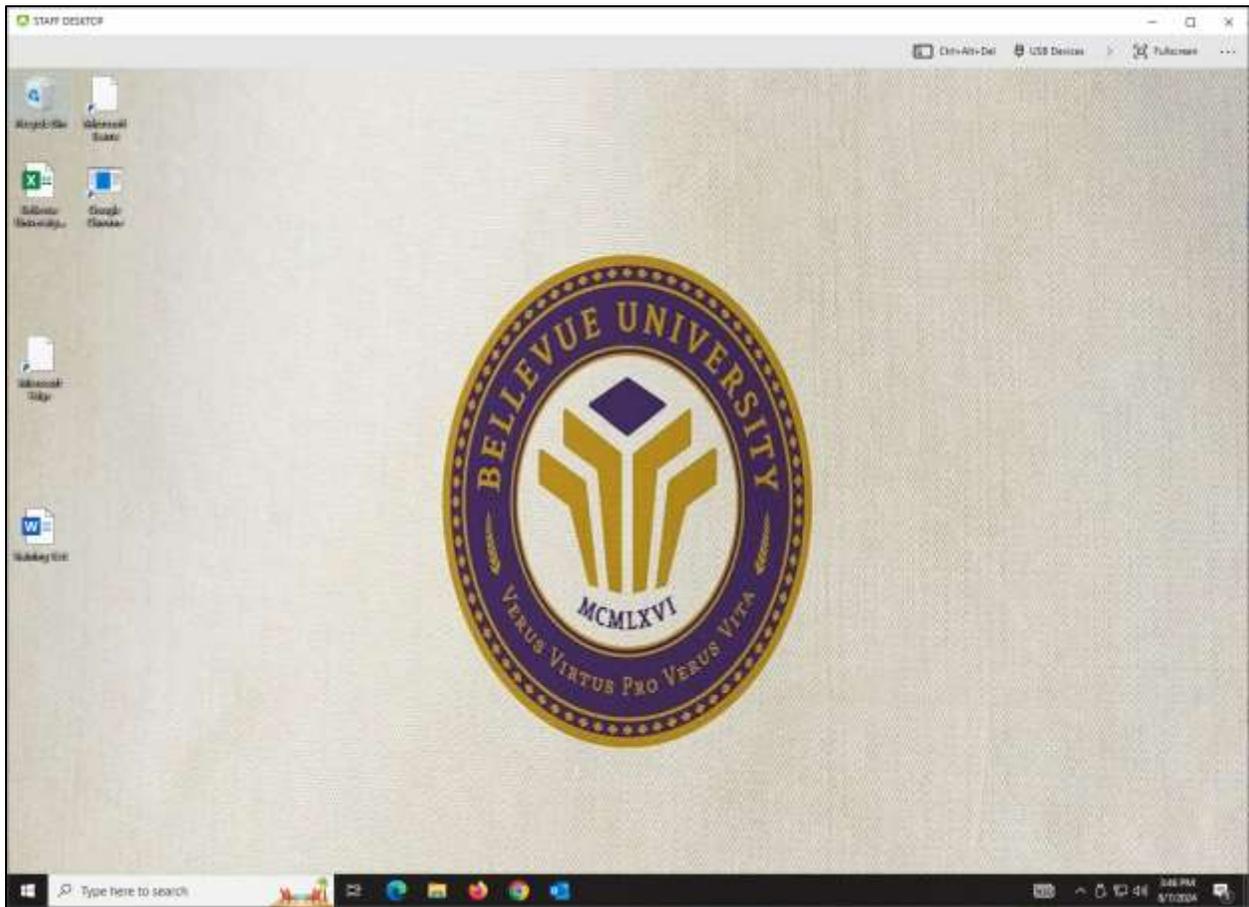
Step	Action
2.	Click on the ADD SERVER icon.
3.	Input WORKSPACE.BELLEVUE.EDU in the Connection Server field.
4.	Click on the CONNECT button.



Step	Action
5.	Type your Bellevue University USERNAME into the User name field.
6.	Type your Bellevue University PASSWORD into the Password field.
	The Domain should automatically populate as BELLEVUE.
7.	Click on the LOGIN button.

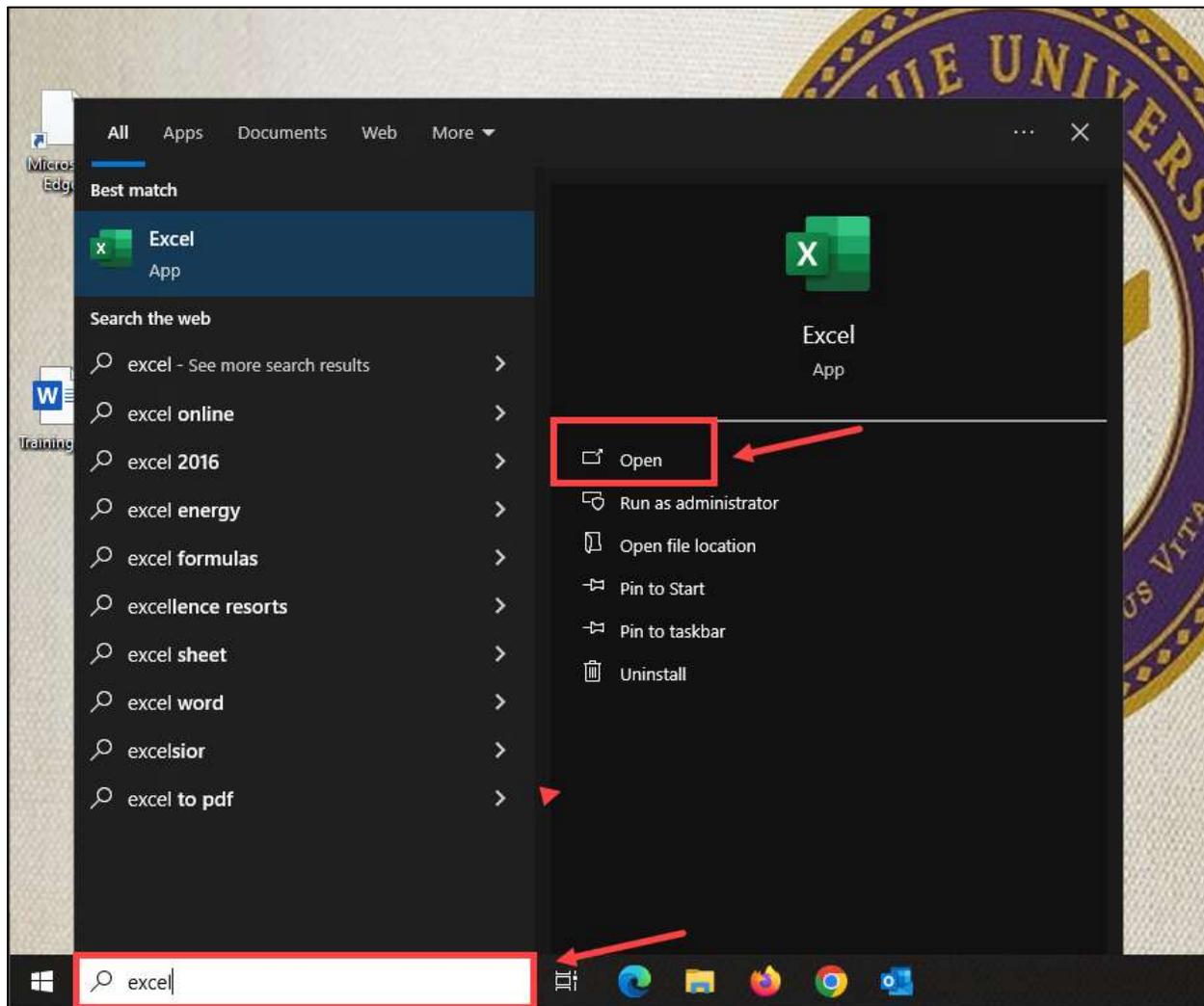


Step	Action
	<p>The VDI pools available to you will appear. Select the appropriate option. This will enable you to have a virtual desktop to have the same access you would on campus (such as shared drive, email, etc.).</p>
	<p>NOTE: This is a virtual desktop and does not replicate your Bellevue University computer on campus.</p> <p>To access your computer and the files on campus please use the Remote Desktop Connection within the VDI to access it remotely. To do this input the computer name <i>BUXXXX.bellevue.edu</i>, and input your username and password.</p>

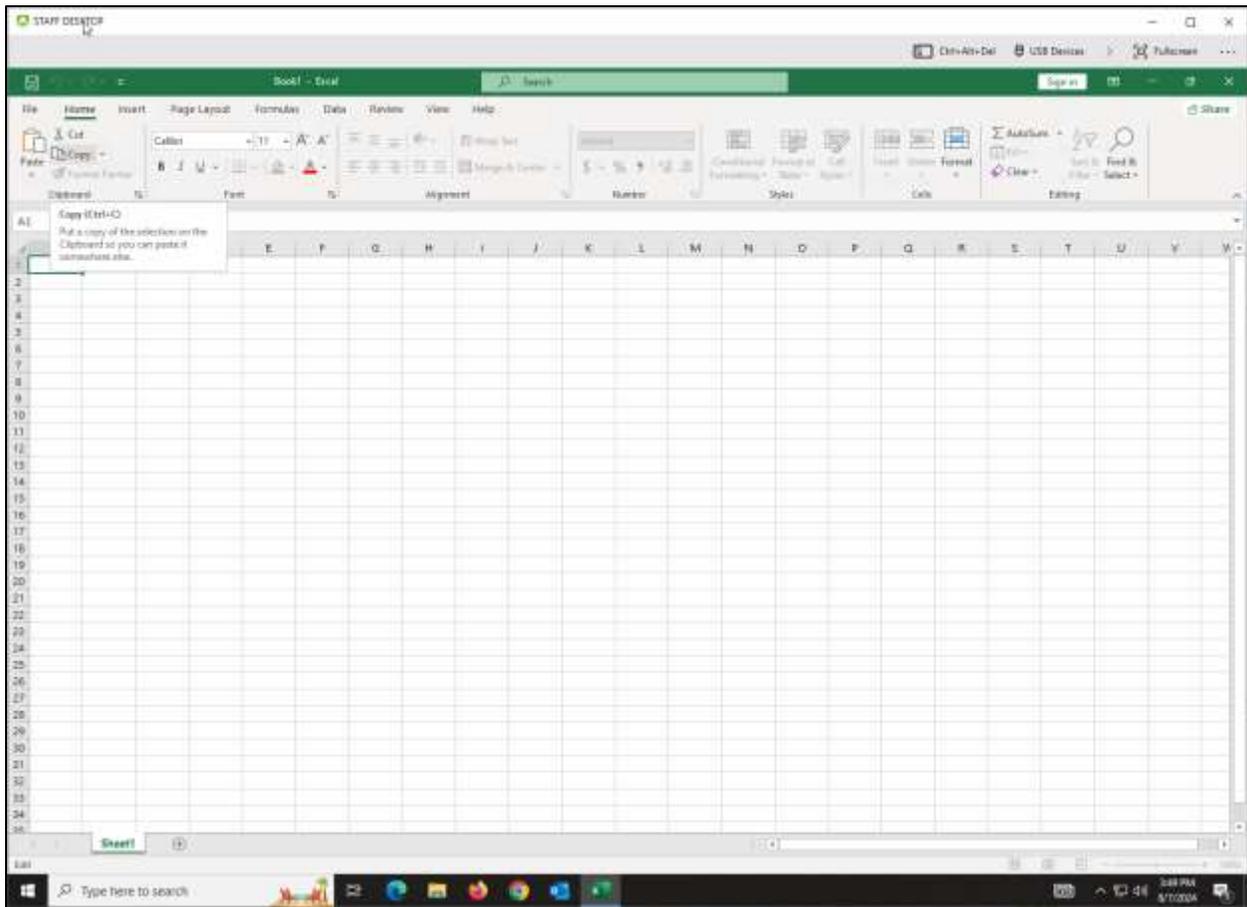


Step	Action
	The Desktop will display.
	End of Procedure.

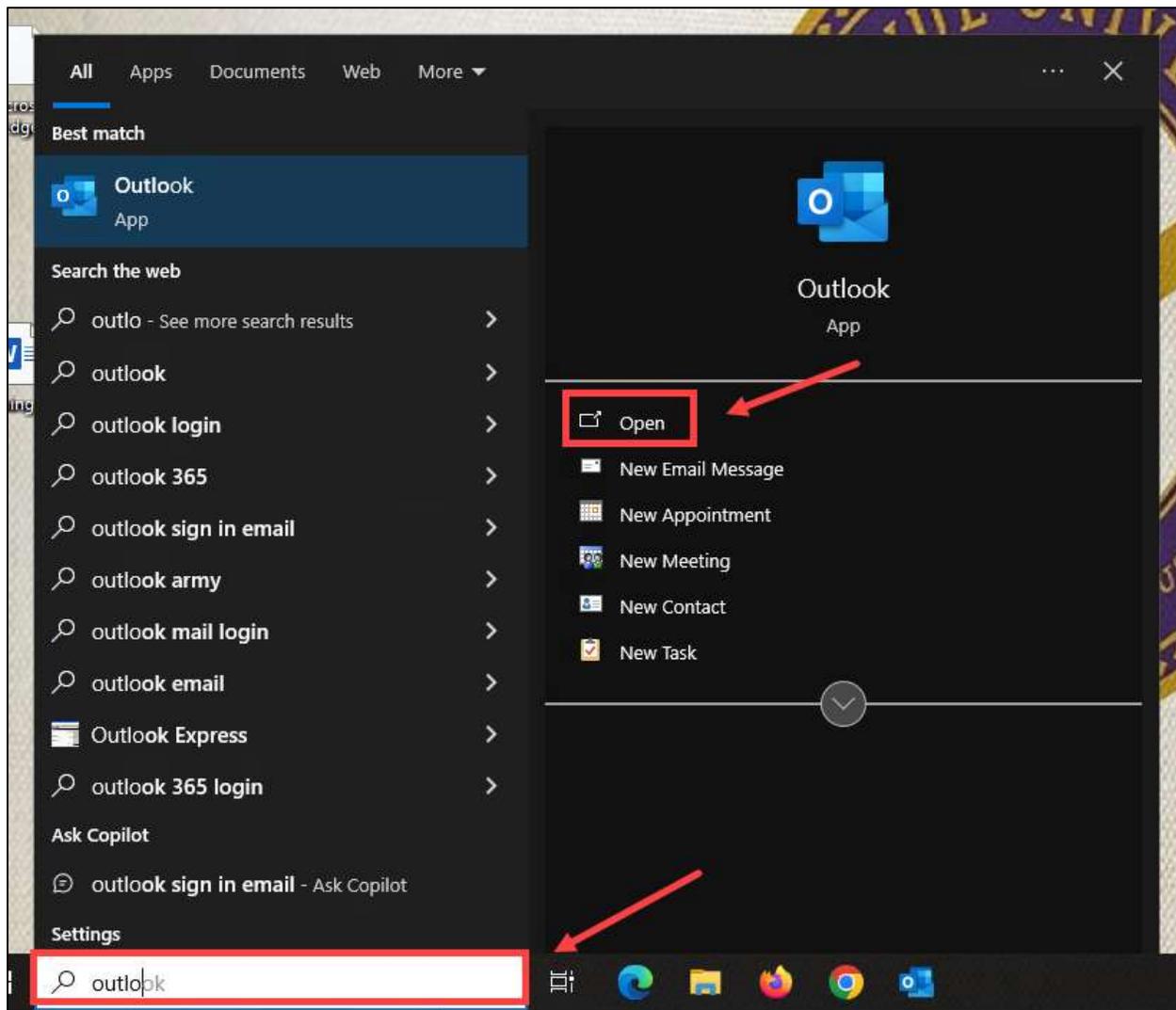
Open Microsoft Products



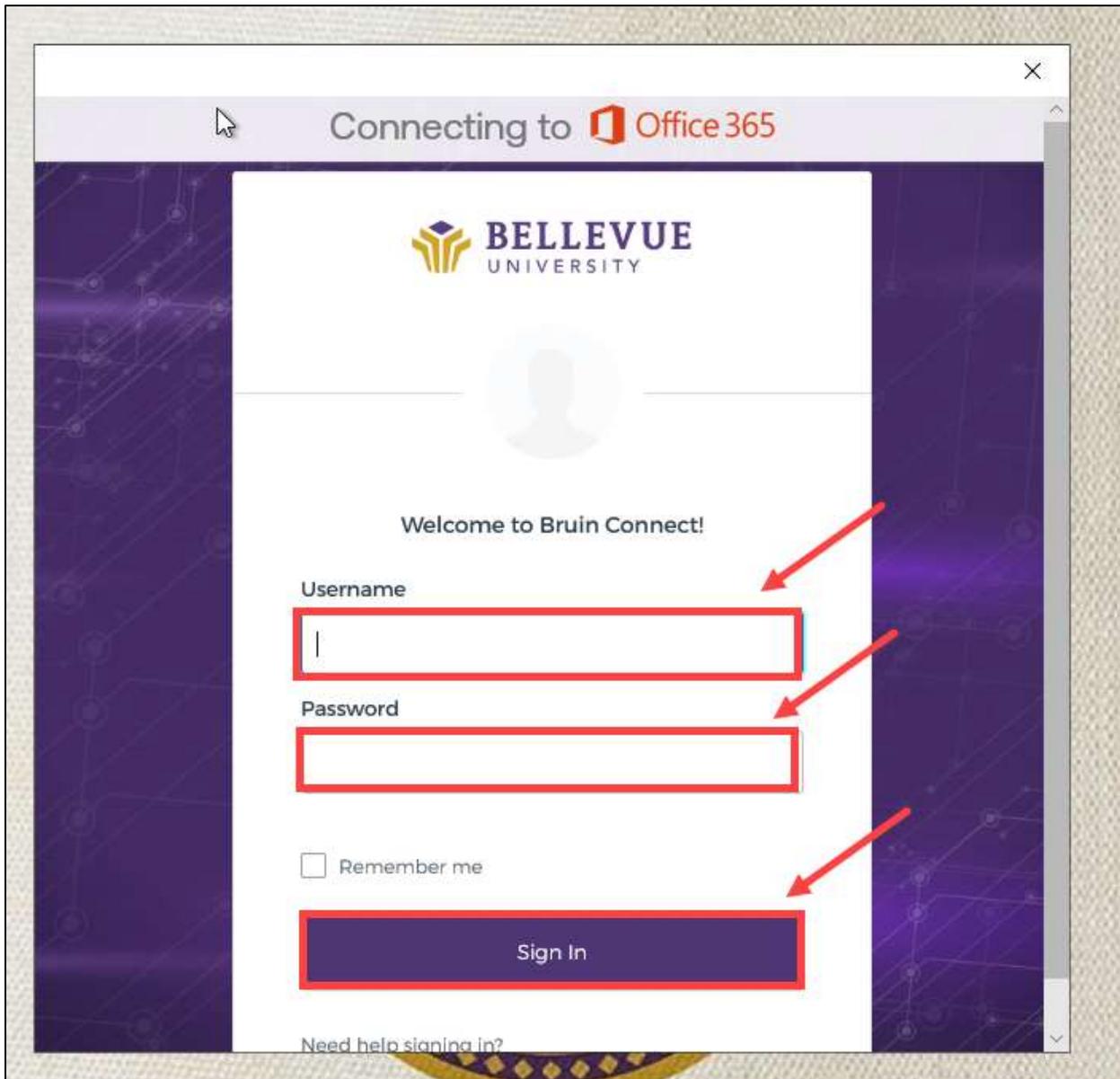
Step	Action
1.	Type EXCEL in the desktop search field.
	NOTE: All Microsoft products can be searched and opened from here. To continually access these products without searching, be sure to pin each to the task bar.
2.	Click on the OPEN option when it displays for that Microsoft Product.



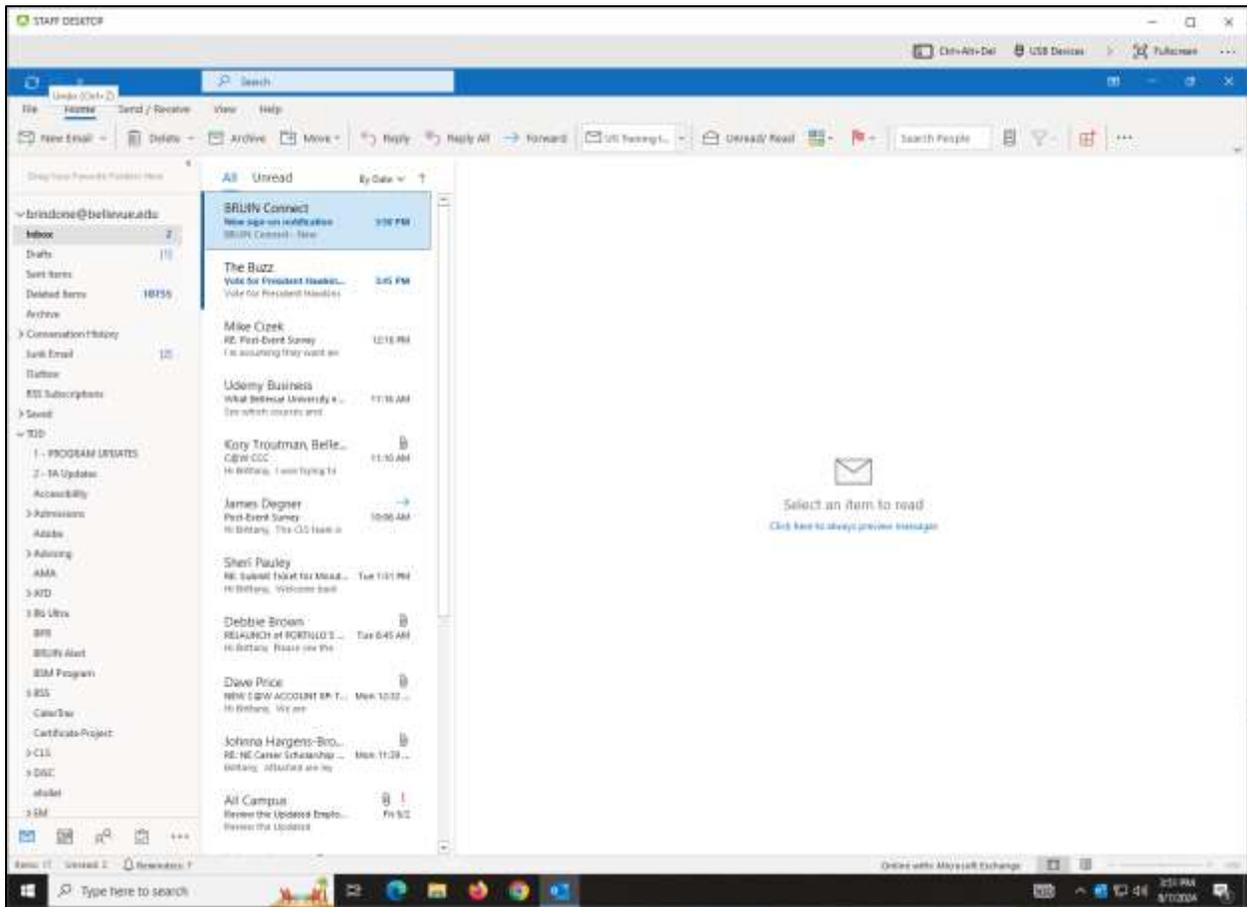
Step	Action
	The Excel Desktop app will display.



Step	Action
3.	Type OUTLOOK in the desktop search field.
	NOTE: All Microsoft products can be searched and opened from here. To continually access these products without searching, be sure to pin each to the task bar.
4.	Click on the OPEN option when it displays for that Microsoft Product.



Step	Action
5.	Type your Bellevue University USERNAME into the Username field.
6.	Type your Bellevue University PASSWORD into the Password field.
7.	Click on the SIGN IN button.



Step	Action
	The Outlook Desktop app will display.
	End of Procedure.