

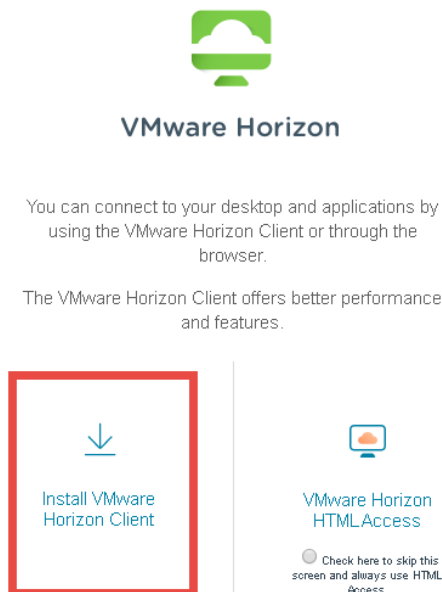
Virtual Desktop Client Version

Summary

Virtual Desktop service provides current BW students, faculty, and staff with remote access to their BW network drives and BW's general pool of lab software from 'virtually' anywhere via your home computer, laptop, or a mobile device.

Use the following instructions to install the VMWare Horizon Client on your personal computer. Installing the VMWare Horizon Client will allow you access the Baldwin Wallace Virtual Desktop, while still having access to the resources (USB Ports, Printers) on your personal computer.

- STEP 1:** Launch any internet browser (Google Chrome, Safari, Firefox, Internet Explorer)
- STEP 2:** Visit labs.bw.edu
- STEP 3:** Select Install **VMWare Horizon Client**



- STEP 4:** The VMWare Horizon Client installation program will download on to your computer. Wait for the download to finish and double-click the VMWare-Horizon-Client-version.exe.

- NOTE:** You must agree to the **VMWare License and Privacy Terms** before installing. Click **Agree & Upgrade** once you have read and agree to all of the terms.

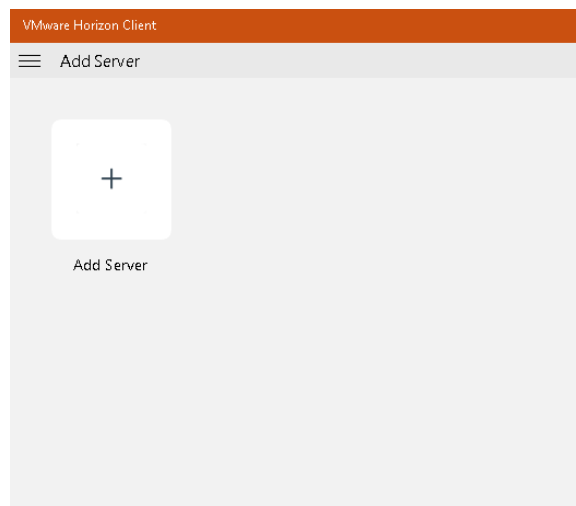
The installation process will begin. This is an automated process and should not require any interactions, but if you are presented with any installation questions, select the defaults and click **Next**.

Click Finish when the installation is complete.

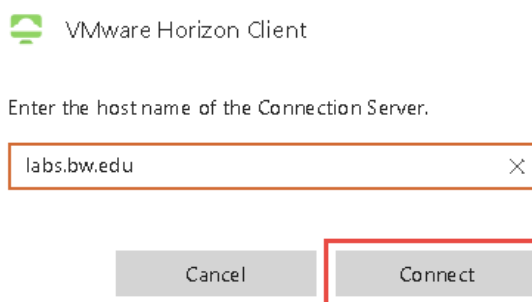


STEP 5: Once the VMWare Horizon Client is installed, double-click the VMWare Horizon Client icon to launch the program.

STEP 6: You will now need to add a server to access the Baldwin Wallace Software Resources. Click Add Server.



STEP 7: Enter **labs.bw.edu** in the field provided.
Click **Connect** when finished.



STEP 8: Provide your Baldwin Wallace University sign in credentials in the space provided.

Click Login



VMware Horizon

Username

Password

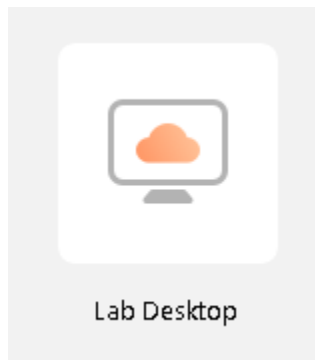
DefaultDomain

Login

Cancel

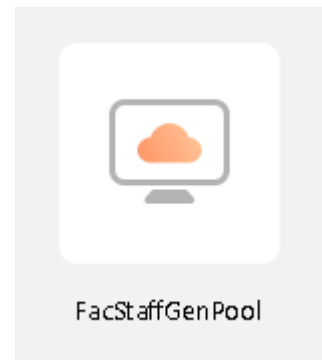
Students

Select Lab Desktop

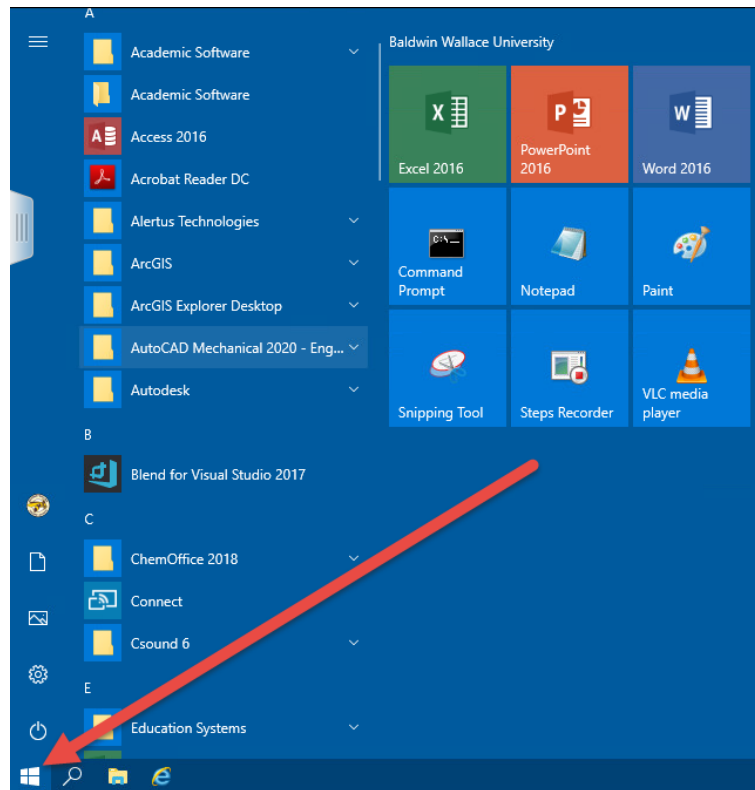


Faculty or Staff

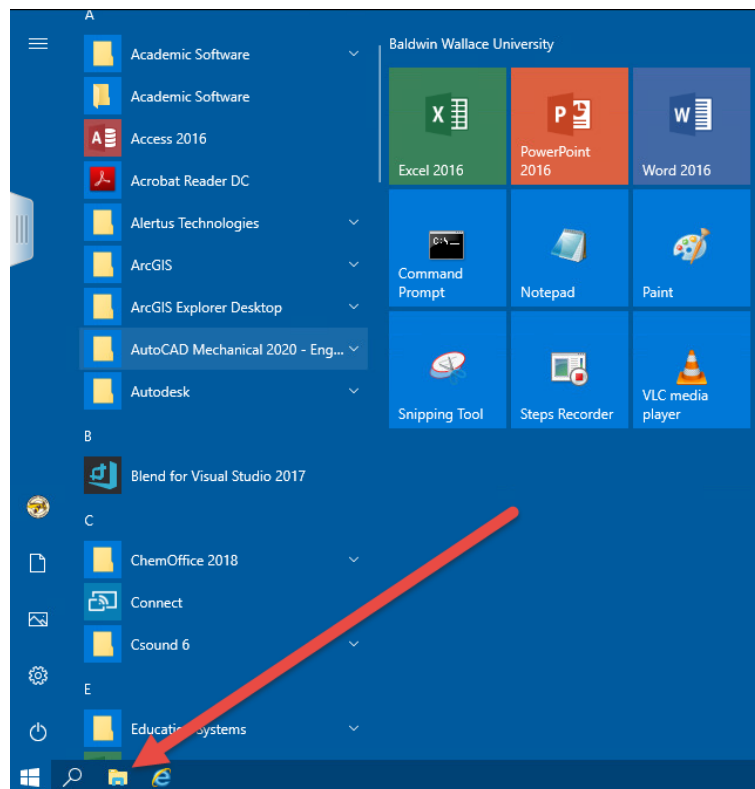
Select FacStaffGenPool



A new desktop environment will appear that is connected to BW servers. To see the list of all available programs click the Start button



To access your BW Network Drives, select the File Explorer icon, located in the lower left of your window.



IMPORTANT:

It is important that you sign out of the virtual desktop when you done using it. If you fail sign out of your virtual desktop, some BW Resources, such as network drives, printers or campus software may be unavailable.

To sign out of the virtual desktop:

Click the Start button

Click **Log off**

