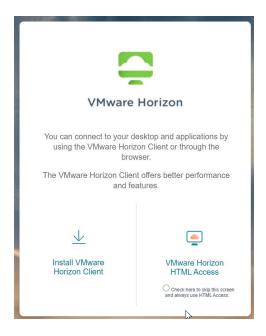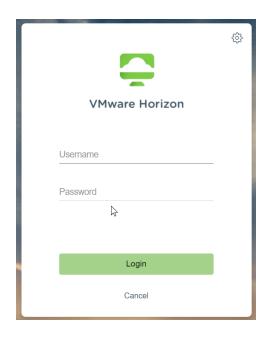# Quick Start for Personal Devices

Students may be able to access this website 48 hours after registration in a CAD course.

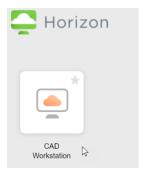1. Go to **https://myapps.waubonsee.edu** and choose the **View all apps** link at the bottom-center of the page, if needed.

2. Launch **CAD Desktop** to install the **VMware Horizon Client** and open the connection to the virtual machine. If the client is unable to be installed, **VMware Horizon® HTML Access™** will launch instead.

3. Log in using *your X-number* and *your network password*. (HTML Access pictured below)

4. Choose **CAD Workstation** in the Desktop Selector window to use a virtual desktop.

5. Log out properly when done.

Continue reading this document or visit the VMware links below:

VMware Horizon 8 2006 Client for Windows User Guide

Working in a Remote Desktop or Published Application

Note: Make sure to save files to the **Documents** folder or network share drive through the virtual machine.

What is Virtual Desktop Infrastructure?

Virtual desktop infrastructure (VDI) is a technology that refers to the use of virtual machines to provide and manage virtual desktops. VDI hosts desktop environments on a centralized server and deploys them to end-users on request.

Waubonsee currently has the capacity to accommodate up to 100 remote desktops users using VMware Horizon® software. This software will create a virtual desktop emulating a computer loaded with CAD software using a graphics card. **When the user logs off, the virtual machine (and anything saved to the virtual Desktop) is deleted.**

Waubonsee users have two ways to access a virtual desktop environment beginning at **https://myapps.waubonsee.edu** :

- **RECOMMENDED**: Launch the **CAD Desktop** app via **myapps**. The **VMware Horizon**® **Client** will be installed on a compatible computer (PC or Mac) and the **HTML** interface will be launched on other devices (Chromebook, tablet, or mobile). The CAD applications will be available via the icons on the desktop or in the Start Menu. **Note**: This software offers more features and better performance.
- Use the **VMware Horizon**® **HTML Access**™ portal at **https://vdi.waubonsee.edu** when the client device does not or cannot have Horizon Client software installed on its operating system. The user's device will not require any software other than a supported Web browser.

System and Web Browser Requirements

Horizon® **Client for Windows** v.2006 provides a familiar, personalized desktop and application environment. All x86 or x86-64 <u>Windows 10 or 11</u> devices with at least 1GB of RAM and 225 MB of hard disk space will be able to accommodate the Horizon Client. End users may also use multiple display monitors.

Use **Horizon**® **HTML Access**™ with one of the supported Web browsers (recommended versions) to access remote desktops or published applications:

Chrome (v.75, 76+)   Firefox (v.67, 68+)   Safari (v.12)   Edge (v.86+)

Local Computer Operating System Requirements for Horizon HTML Access™

Windows 10 (32-bit and 64-bit), 11 (64-bit)
macOS 10.14.x (Mojave) or later
iOS 10 or later
Chrome OS 28.x or later
Android 7 or later
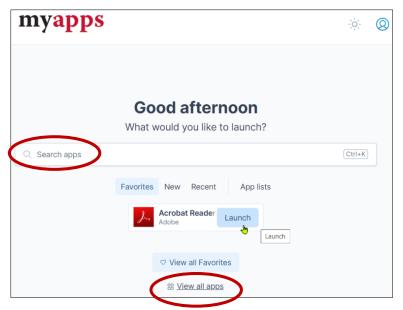
Recommended: VMware Horizon® Client Application

The VMware Horizon Clients for Windows, Mac, iOS, Linux, Chrome and Android allow users to connect to a VMware Horizon virtual desktop from a personal device of choice.

For more information, visit VMware Horizon Client Documentation, expand *Horizon Clients* in the left panel, then choose the documentation for the appropriate device.
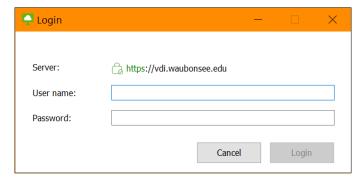
Horizon Client Download and Installation for Windows 10 or 11 Users

1. Go to **https://myapps.waubonsee.edu** using a supported Web browser.

2. Search for **CAD Desktop** or select **CAD Desktop** from the **All Apps** page.

3. Select its **Launch** button.

4. A server login prompt may be displayed. Log in with *your X-number* and *your network password*.
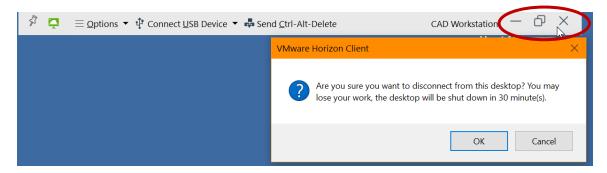
Using the VMware Horizon® Client Application
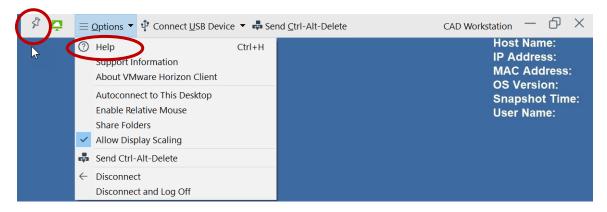
Horizon Client Window Controls

The remote desktop session will appear full-screen at startup. Use the standard window controls on the right side of the Horizon Client toolbar to **minimize** the window to the Task Bar on the local device, **maximize/restore** the window's size on the local device's Desktop, and **close/disconnect** the virtual session.
See Resizing the Remote Desktop Window for more details.

Horizon Client Toolbar

Show/Hide Toolbar - Select the **push pin** icon on the left edge of the toolbar to hide the toolbar or pin it at the top of the virtual remote desktop. Point to the top-center of the virtual desktop to view the hidden toolbar.

Horizon Options Menu - View online documentation by choosing **Help**, turn Display Scaling on/off, send the CTRL + ALT + DELETE command to the remote desktop only, Disconnect the Session for later use, or Disconnect and Log Off.
Visit VMware's Using Remote Desktops and Published Applications for other Windows 10 customization options. **Note**: All features are not currently available.

Connect USB Device – These options are currently not available.

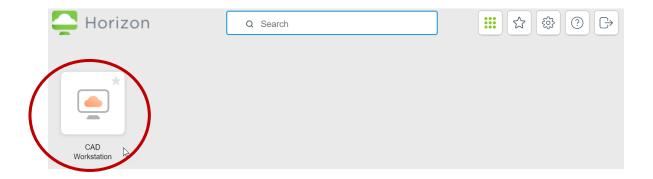**Send Ctrl+Alt+Delete** – Send the keystrokes to virtual machine only.
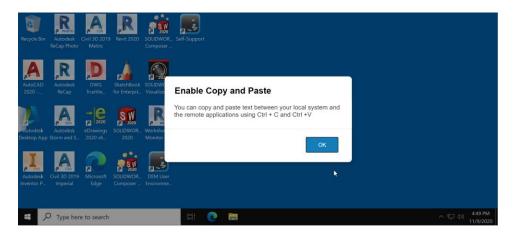
VMware Horizon® HTML Access™ Connection

Use the VMware Horizon® **HTML Access**™ option to access a remote desktop when the client device does not or cannot have Horizon Client software installed on its operating system. However, this option will generally not perform as the full client.

1. Go to **https://vdi.waubonsee.edu** using one of the supported Web browsers.

2. Choose **VMware Horizon® HTML Access™.**

3. Log in using *your X-number* and *your network password*.

4. Choose **CAD Workstation** in the Horizon Desktop and Application Selector window to use a remote virtual desktop.

5. The user will be logged into a virtual machine with access to the Waubonsee network drives.

> **Tip:** Depending on the web browser, a notification may appear saying that Copy and Paste is enabled between the virtual and local computer desktops using the keyboard shortcuts CTRL + C and CTRL + V. Choose **OK**.

Using the VMware Horizon® HTML Access™ Client

The **Horizon Client Sidebar** can be opened and closed by clicking the gray tab at the left side of the virtual desktop window.

Horizon Help within a Session

Users may view online documentation by selecting the Horizon logo in the upper-left corner of the sidebar (then choosing the **Help** button) or here: Using a Remote Desktop or Published Application.
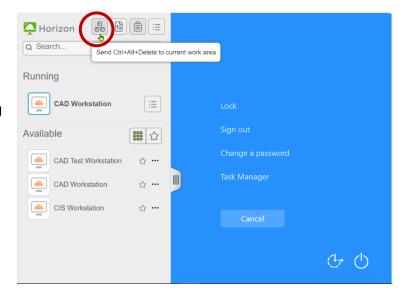
Horizon Sidebar Toolbar Buttons

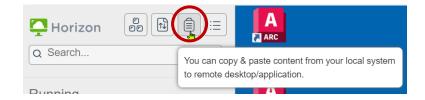### Access the Virtual Machine's CTRL + ALT + DEL Menu

Choose the **Send Ctrl + Alt + Delete** button to send the command to the current remote desktop.

Users may choose **Sign Out** to log out of the server session.

Copy and Paste Between Desktops

To copy and paste text from the Microsoft Edge 44 and Safari browsers, users must choose the **Copy & Paste** (clipboard) button at the top of the sidebar to show the **Copy & Paste** window.
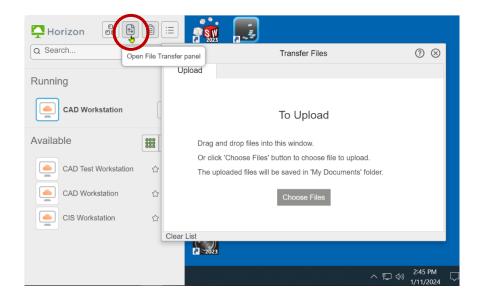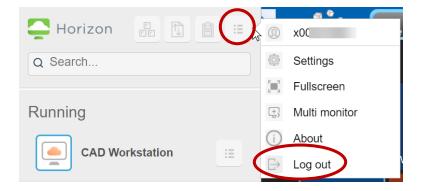
Transfer Files Between Desktops

To download files from or upload files to a remote desktop, choose the **File Transfer** button to open the **Transfer Files** window.

Note: The uploaded file will be copied to the user's **Documents** folder on the Waubonsee network drive through the virtual machine.

Open Menu Button

The **Open Menu** button at the top of the sidebar may contain commands for **Settings** (Shortcut Key Combinations), **Fullscreen** viewing, using **Multiple Monitors** in Chrome, getting Help in **About**, and **Log out**.

Download the VMware Horizon HTML Access User Guide for full details or visit online Help.

Log Out vs. Disconnect

The user has a choice to log off completely or disconnect the local computer from the server for a short period of time. In either case, **it is recommended to SAVE all work to a network drive before choosing an option.**

- **RECOMMENDED: Log Out** = permanent session disconnection from the VDI server

  Note: When the user logs off, the virtual machine (and anything saved to the virtual desktop) is deleted.

- **Disconnect** = **Close** the connection to the local machine while the current virtual machine session is still available on the server

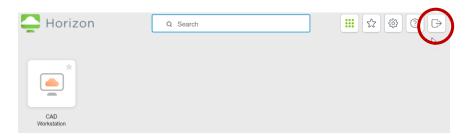 **Note:** The user may log back on within 30 minutes to continue working.

- *Inactivity* - The user will be **logged out** automatically after a total of 90 minutes of inactivity.

  WARNING: All unsaved work will be deleted.

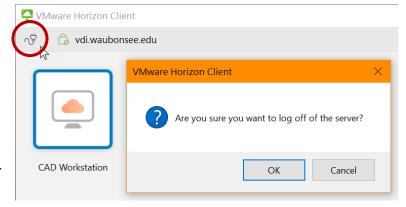## Log Out when a Remote Desktop Session is NOT Running

HTML Access Client –

Choose the **Log Out** toolbar button in the upper-right corner of the window.

Horizon Client App –

- If not connected to the server, close the application window by selecting its **X** in the upper-right corner.

- If connected to the server, choose the **Disconnect** button in the upper-left corner then choose **OK**.

Log Out/Off from Within a Remote Desktop Session

> **Note:** Any <u>unsaved</u> changes in open applications will be deleted.

- <u>Use the remote desktop's Start menu</u>: Open the Windows **Start** menu on the remote desktop and choose **Sign out** in the **User Profile**.

- <u>Use the Horizon Sidebar (Toolbar)</u>:

  o Select the **Send Ctrl+Alt+Delete** button then choose **Sign out**.

  o <u>HTML Access Client</u> – Select the **Open Menu** button and choose **Log out/off.**

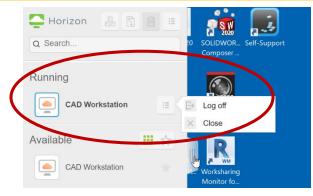 o <u>Horizon Client App</u> - Select the **Options Menu** and choose **Disconnect and Log Off.**

Disconnect a Remote Desktop Session for Later Use

Saved files open on the remote desktop should not be affected when a user disconnects from the session properly; users can pick up where they left off <u>within 30 minutes</u>.

> **Note:** If reconnection is not made within 30 minutes after disconnection, users will be logged off and <u>all unsaved changes will be deleted</u>.
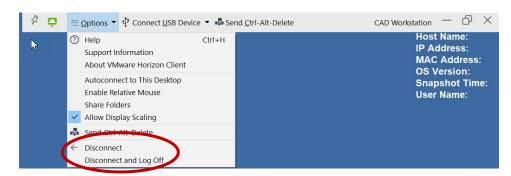
<u>HTML Access Client</u> -

1. Open the Horizon Sidebar.

2. Choose the **Open Menu** button to the right of the remote desktop in the **Running** list.

3. Choose **Close** then **OK**.

<u>Horizon Client App</u> –

To disconnect without logging off, select the **Options Menu** and choose **Disconnect.**

Rejoin a Disconnected/Closed Session

Select the **CAD Workstation** icon in the Horizon Window <u>within 30 minutes</u> of disconnection/closing to return to the open session.