

Getting Started with VMware Horizon View (Remote Access)

In an effort to improve remote access and provide a familiar desktop experience at home, we are transitioning away from Citrix and implementing VMware View Horizon in the district.

VMware View Horizon (or “VMware View”) gives you access to a familiar Windows desktop. You can access the VMware View desktop on a Windows PC or Mac, iPad or Android tablets.

There are two ways to connect from a computer. You can use either your web browser or the VMware View Client. The web browser is easier but the VMware View Client provides more functionality. If you connect frequently, or want to be able to print documents remotely, it is recommended to install the VMware View Client on your computer.

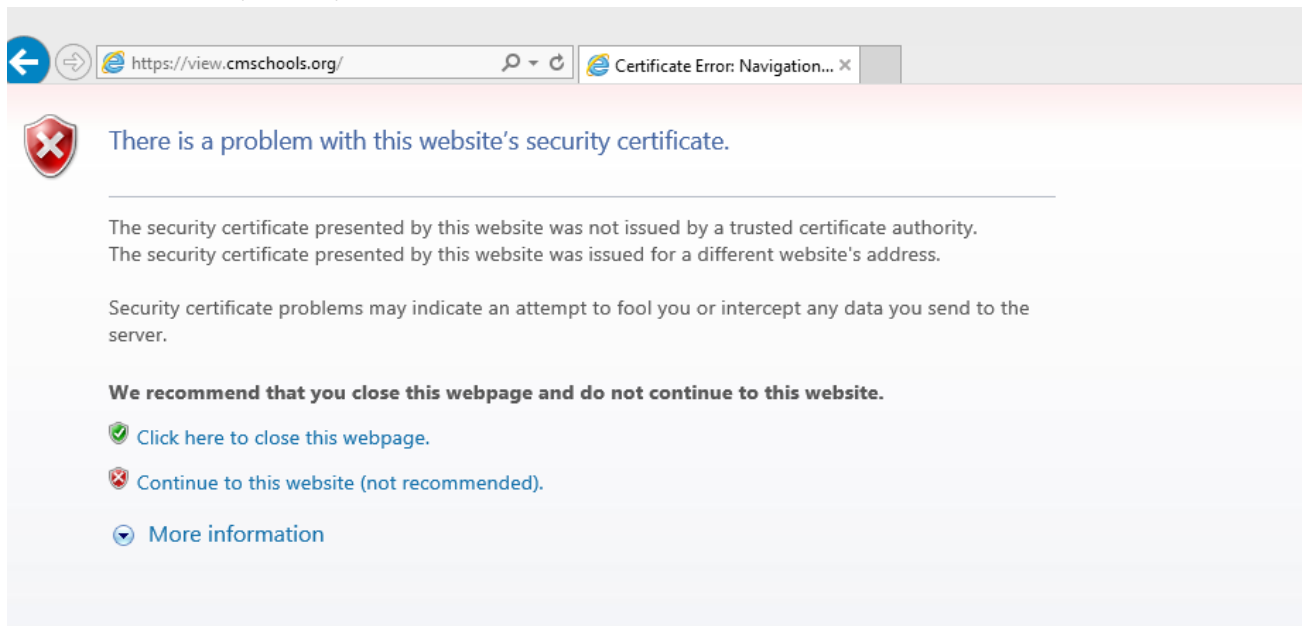
Please read all directions before attempting to connect as it is different than the way Citrix works.

The two methods are listed below. **Method 1** is for using a web browser, **Method 2** is for the VMware Horizon Client.

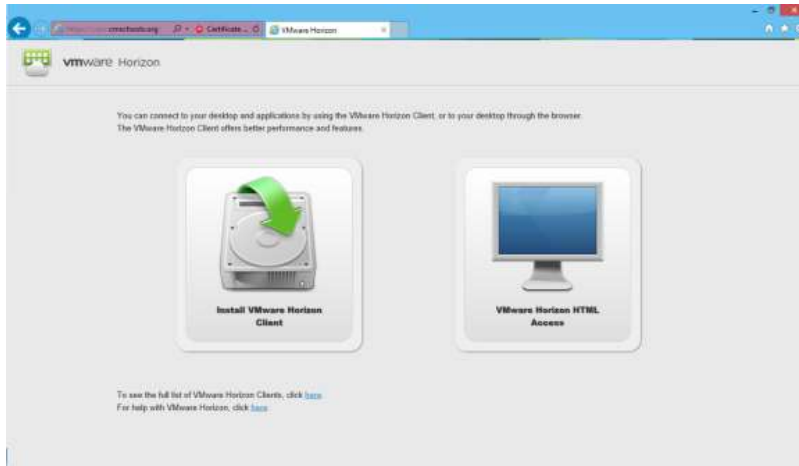
Method 1 - VMware View using Web Browser (HTML Access)

Using the Web Browser (HTML Access) requires no downloads or installations and works in almost any web browser. However, *you cannot print* from any applications (like Word or Excel) or access USB drives when connected through the browser. The web browser method is recommend if you do not need to print or only connect occasionally.

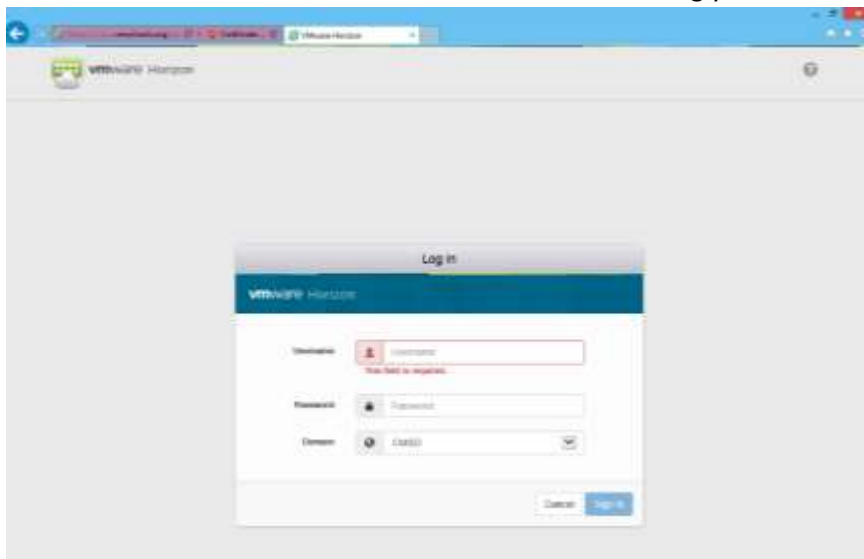
1. Click on the link for VMware View under “Staff”, or go to <https://view.cmschools.org> in your web browser. If you receive an error as below (“There is a problem with the website’s security certificate”), you can click on “Continue to this website” to get past it. Please note this is in Internet Explorer 11. The message may look a little different in Chrome/Firefox/Safari.



2. You should now be presented with two choices as below:



3. Click on “VMware Horizon HTML Access” to connect using your web browser. You will get a login page as below:

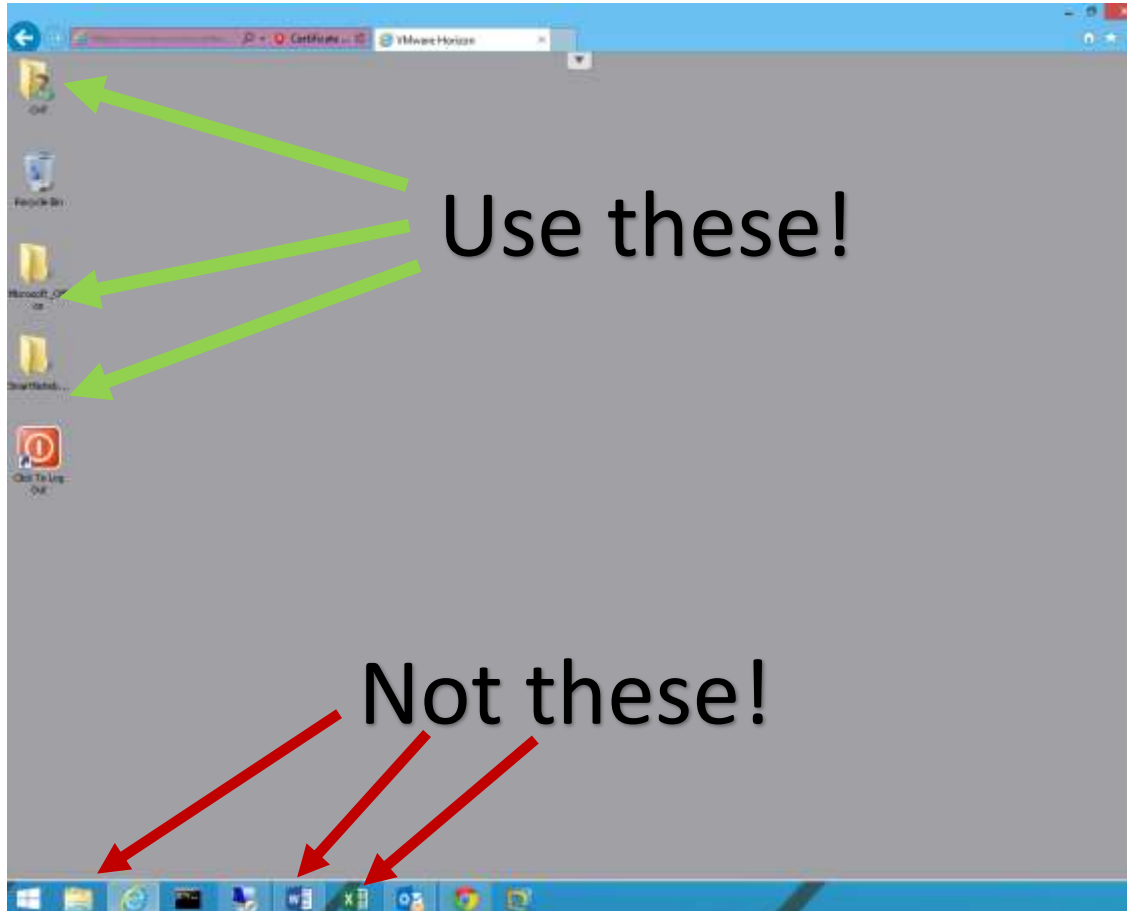


Log in using your CMSD network username and password. The same username and password you would use in the classroom or office to log into your computer. Click “Sign In”.

4. Once you sign in, you will see a link (or several links, depending on your assignment) to connect to a desktop. Everyone should have the CMSD Desktop. Click on the picture of the monitor to launch a desktop. Again, if you get a *Certificate Security Warning*, just click continue.



5. After the usual wait for login, you should see a desktop appear in your browser. Congratulations! You are now connected. You will find your Documents under your name in the top left. Programs you have access to are organized in folders, such as “Microsoft_Office”, “SmartNotebook”, etc. which work the same as the programs in your classroom or office. **Also, make sure you are saving in “My Documents / H: drive” or the shared folders. Saving anywhere else (like the Desktop) will result in loss of work.** Please be aware that the Taskbar you see is from YOUR computer, not the remote VMware View desktop. Make sure you use the icons in the folders to launch programs.



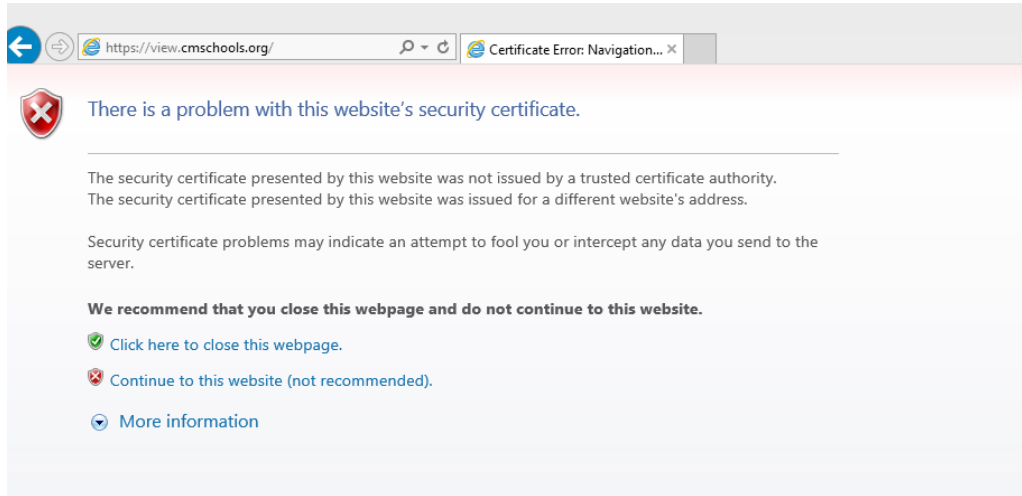
6. When you are finished, simply double-click the Log Out icon (The circle I) or close the browser window. If you click the Log Out icon and you receive the message “Attempting to reconnect to desktop...”, simply click Cancel or close your browser window if you are done. This only seems to happen on Internet Explorer.

Please note that you will automatically be disconnected after 45 of no activity.

Method 2 - VMware View Client Installation

THIS ONLY HAS TO BE DONE ONCE! Once the client is installed on your computer, you can go to the next section “Logging in to VMware Horizon Client.” The benefit of the Horizon Client is that it will allow you to print to your local home printer and connect USB drives. We’ve also noticed it is a bit faster than using the browser (HTML).

1. Click on the link for VMware View under “Staff”, or go to <https://view.cmschools.org> in your web browser. If you receive an error as below (“There is a problem with the website’s security certificate”), you can click on “Continue to this website” to get past it. Please note this is in Internet Explorer 11. The message may look a little different in Chrome/Firefox/Safari.



2. You should now be presented with two choices as below:



Click on the “Install VMware Horizon Client” link and you will be taken to the VMware website where you can download the client software. Click on the appropriate one for your operating system.

Windows Users – VMware Horizon Client for Windows (32-bit or 64-bit depending on your computer).
Mac Users – VMware Horizon Client for Mac.

There are also clients for iPads and Android tablets if you wish to use them (not covered here).

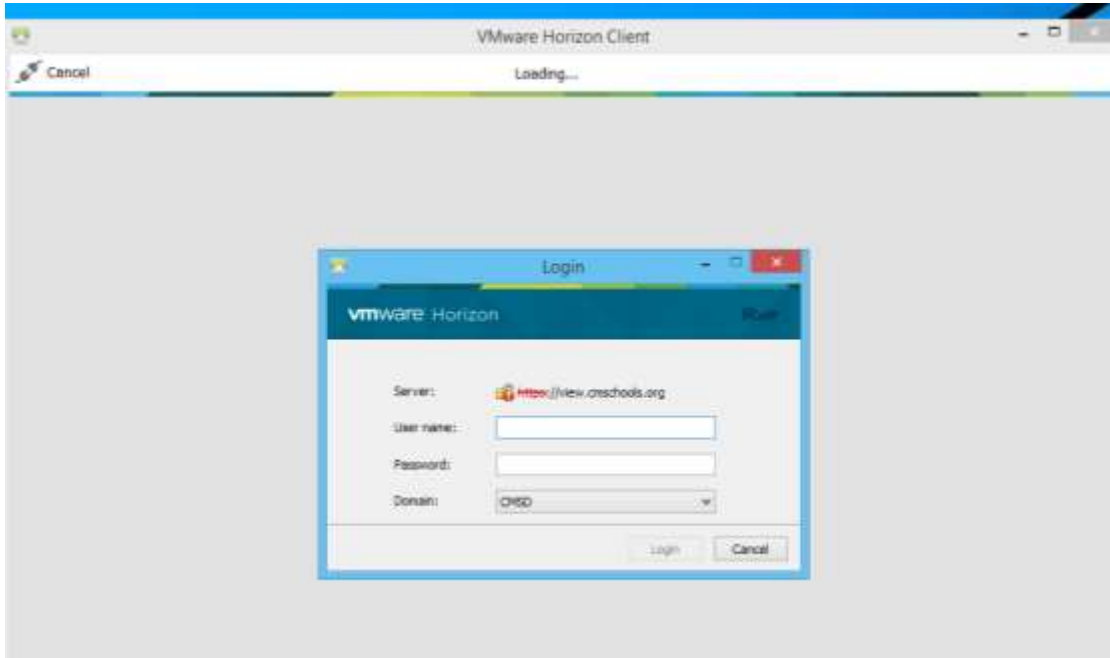
3. Once you download the VMware Horizon Client, install it on your computer. Click “Next” through the steps until it is installed. If it asks for a “Default Horizon Connection Server”, enter **view.cmschools.org** in the box, then click Next and finish the installation. It should create an icon on the Desktop / Start Menu, or Application Folder for Mac. It should look similar to this:



The installation is now complete. You may need to reboot / restart your computer when finished before you can connect.

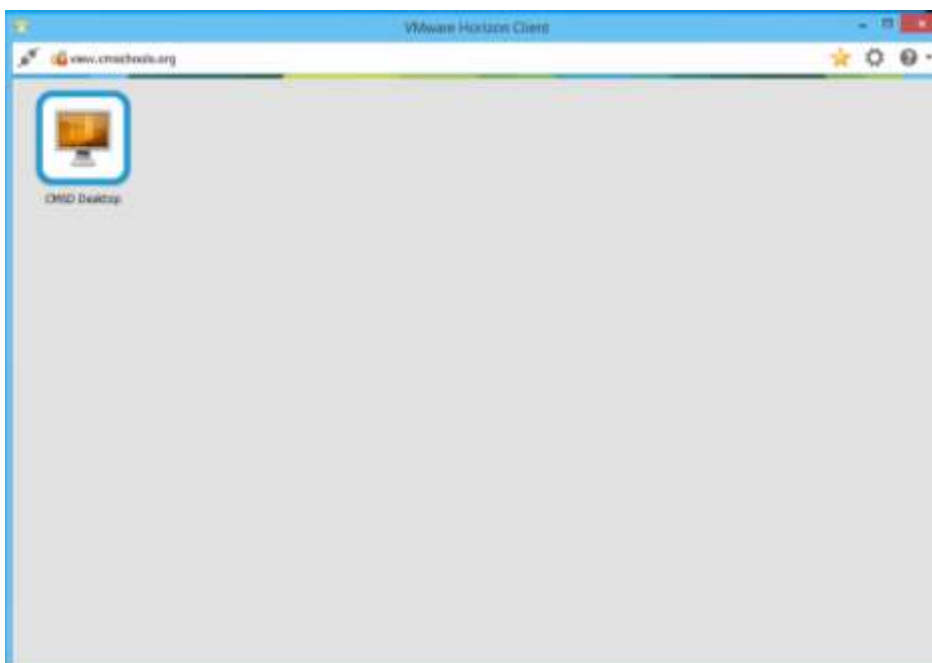
Logging in to VMware Horizon Client

1. Start the VMware Horizon Client. If you entered a Default Horizon Connection Server, then you should see it (view.cmschools.org). Double-click to launch. Again, you may get an security message pop-up about the identity of the server. It is fine, just click on "Continue".
2. You should now see a login screen:

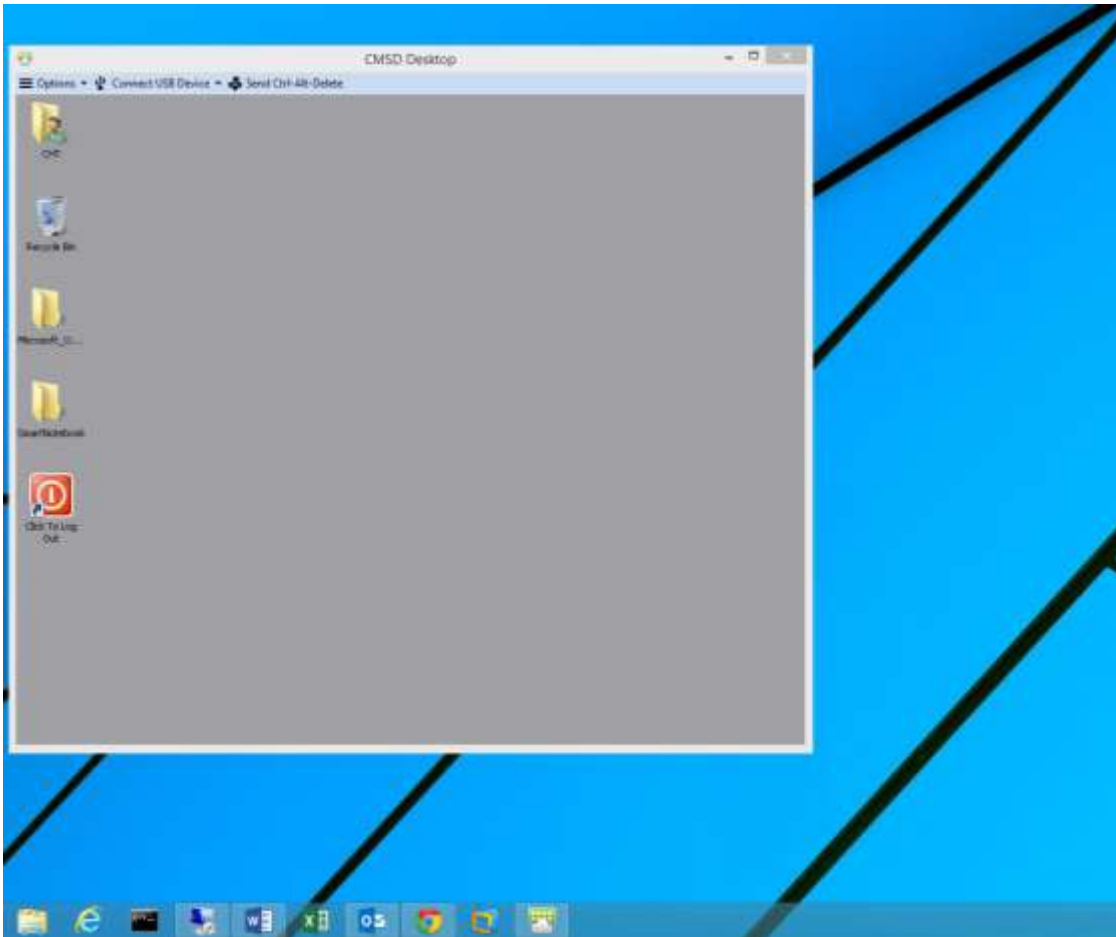


Log in using your CMSD network username and password. The same username and password you would use in the classroom or office to log into your computer. Click "Login".

3. Once you sign in you will see a link (or several links, depending on your assignment) to connect to a desktop. Everyone should have the CMSD Desktop. Double-click on the picture of the monitor to launch the desktop you want to use.



4. After the usual wait for login, you should see a desktop. Congratulations! You are now connected. You will find your Documents under your name in the top left. Programs you have access to are organized in folders, such as “Microsoft_Office”, “SmartNotebook”, etc.. Normally, the client launches Full Screen, taking up your entire computer screen. If you want, you can resize it like any other program, as seen below. Please be aware that the Taskbar you see is from YOUR computer, not the remote VMware View desktop. Make sure you use the icons in the folders to launch programs.



When you are in a program (like Word or Excel) and choose “Print”, you will be able to print to your local home printer through the VMware Horizon Client. This is one of the benefits of using the client over the browser (HTML). You can also connect to a USB drive that you plug into your home computer. This is accomplished by plugging the drive into your computer, then clicking on the “Connect USB Drive” drop down and selecting the drive from the list.

Please be aware you will be disconnected after 45 minutes of no activity.