# **VMware Horizon**

A Guide for setting up and using the VMware Horizon View Client on your personal device.

Created March 2020



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## **Before Proceeding**

- ✓ Make sure you have a College Username and Password
- ✓ You know the Operating System you're using, E.g. Windows 32bit or 64bit, Mac or Linux.

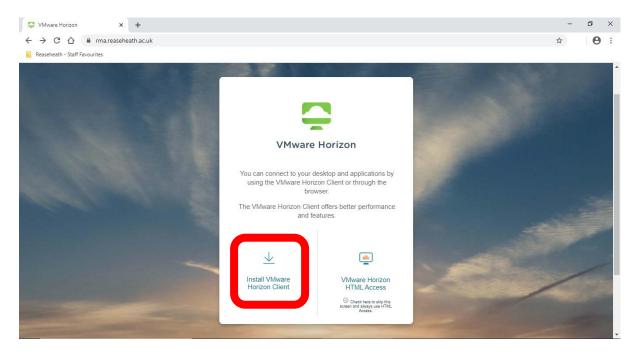
# Step 1 – Web Address

Open your preferred Internet Browser and navigate to 'https://rma.reaseheath.ac.uk/' For this example, Google Chrome will be used.



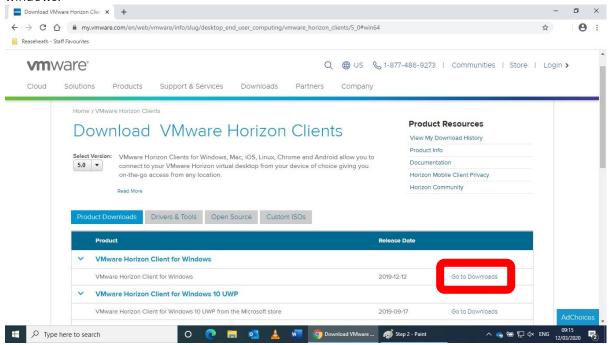
# Step 2 – Downloading VMware Horizon

Select the option 'Install VMWare Horizon Client'

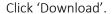


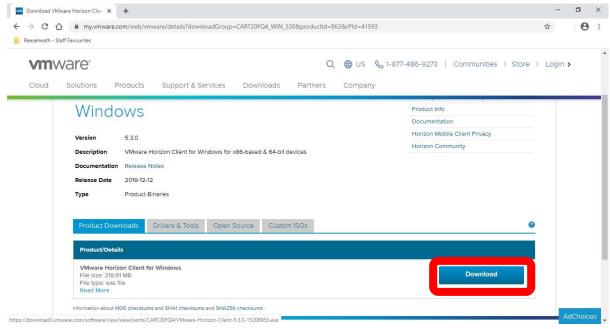
## Step 2.1

From the different options, install the version for your operating system. In this case we're choosing windows



#### Step 2.2





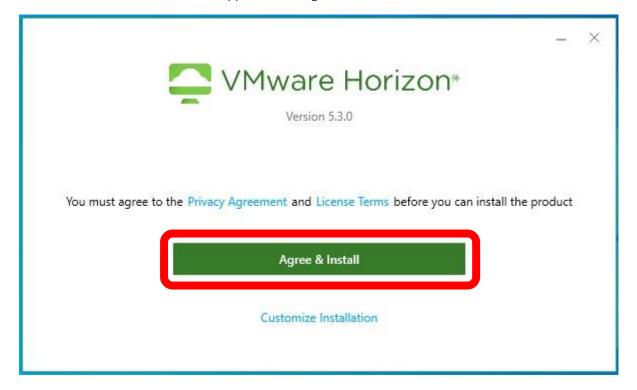
### Step 2.3

Once the file has downloaded click on the downward arrow located at the bottom left of the web browser then click 'Open'.

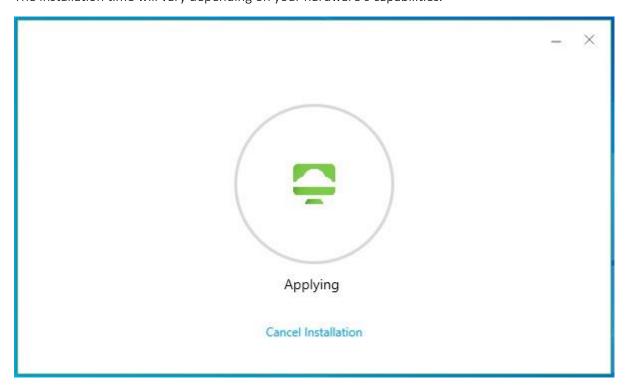


# Step 3 – Installing VMware Horizon

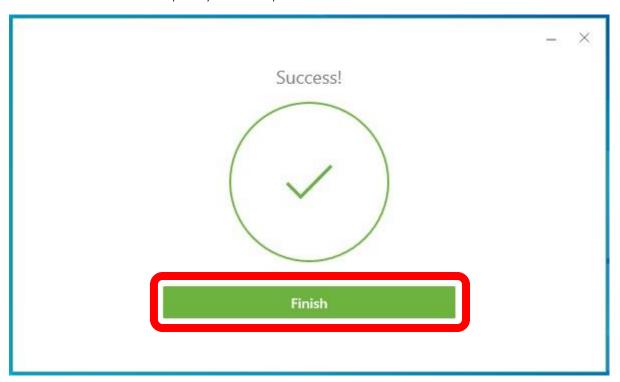
The VMware Horizon installer will appear. Click 'Agree & Install'.



Step 3.1 The installation time will vary depending on your hardware's capabilities.

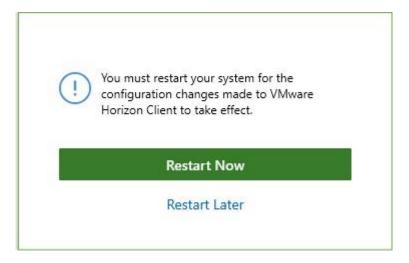


Step 3.2 Once the installation is complete you will be presented with the window below. Click 'Finish'.



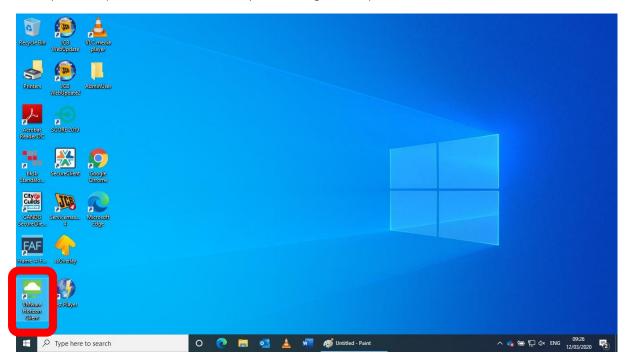
### Step 3.3

Then click 'Restart Now'. This will restart your computer so be sure to save any work you currently have open.



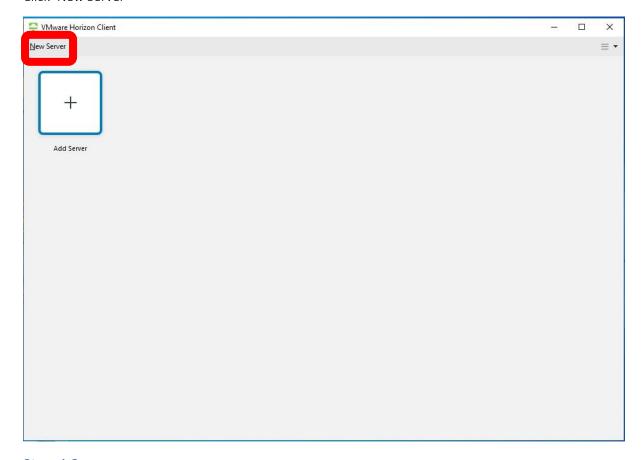
# Step 4 – VMware Horizon Setup

Once your computer has restarted and you have signed in open the VMware Horizon client.

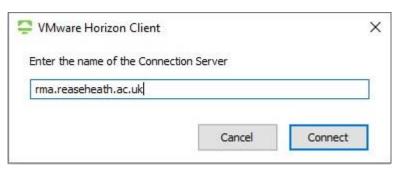


## Step 4.1

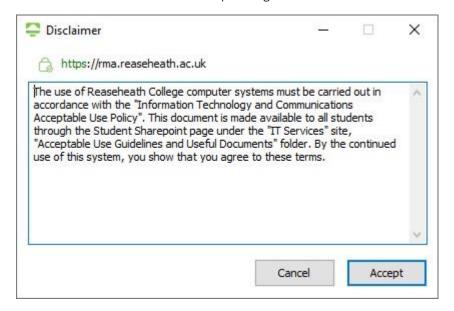
Click 'New Server'



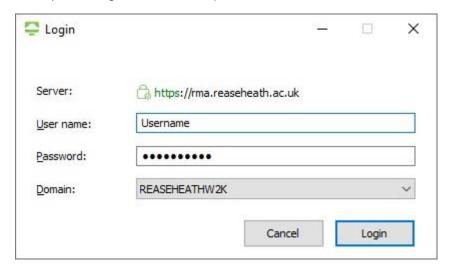
Step 4.2 Enter 'rma.reaseheath.ac.uk' in the dialogue box.



Step 4.3
Read the disclaimer and click 'Accept' to agree to the terms stated.

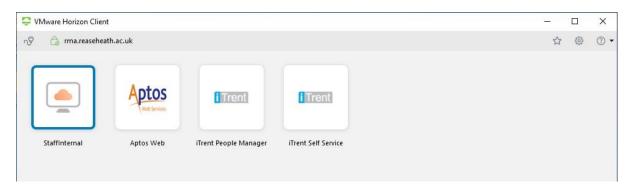


Step 4.4 Enter your college username and password.



## Step 5 – VMWare Horizon Applications

Here you'll find a list of our virtualized apps.



## StaffInternal/StaffExternal



Note: When accessing VMware offsite, this option will show as 'StaffExternal'.

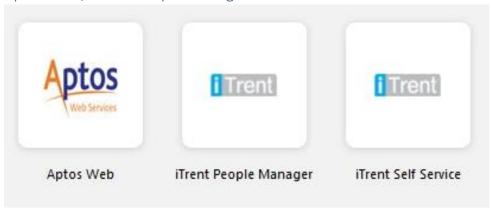
This option provides a fully fledged session on Windows 10 and acts as though you are connected to the Reaseheath network internally. This option is generally only used for when you need to access internal resources. A list of these internal resources can be found on the 'College Systems' tab on MyDay:



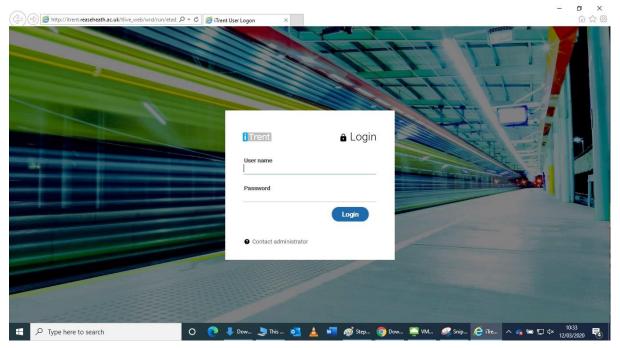
You can also access your internal network drives this way:



# Aptos Web, iTrent People Manager and iTrent Self Service



When selecting one of these options, a virtualized instance of the web page is loaded using Internet Explorer.



If any further assistance is required, please submit a ticket via the helpdesk.