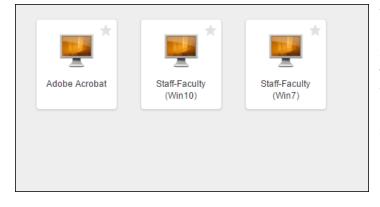# How to use the VMWare Horizon client to securely transfer files

Use VMWare Horizon to securely connect to your campus computer profile and access files that are saved to your H: (Personal) and S: (Shared) drives. These drives are an allotted amount of space on our network where it is recommended you save files. The View client can now be accessed through a web browser, requiring your StarID login credentials and no download.

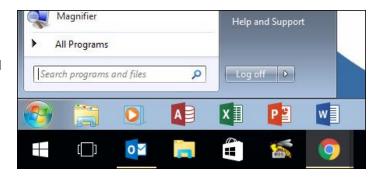## Accessing your virtual desktop (View) via an internet browser

To begin using the VMWare View through your internet browser, go to https://view.nhcc.edu. This should take you to the VMWare Horizon login page. You will need to enter your StarID username and Password and then click the gray 'Login' button.

You should be given a list of available View desktops based on your StarID. If you should have access to a certain desktop that you don't see, please put in a request with Academic and Technology Services. Most employees will be using the standard Staff-Faculty Desktops. Click on the View Desktop you wish to connect to once and allow time as VMWare build the desktop inside your browser window.

Once you are logged in, you'll see the typical virtual desktop. The same rules apply as with the client-based View. You can access S: and H: drives, and specialized software provided by the specific View Desktop you've logged into. Files that you work on must be saved back onto your network drives or they will be lost when the session is closed or times-out (which occurs 24 hours from logon).
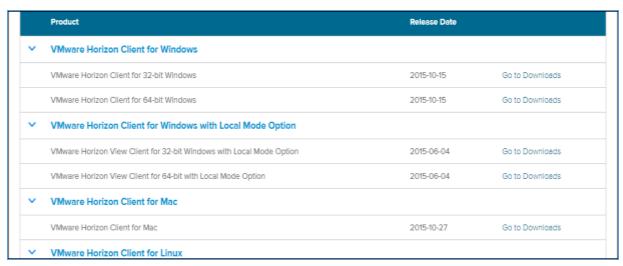
You'll notice the entire virtual desktop fits inside your browser window, including a start menu. You should use the 'Start' button at the bottom-left when you are ready to disconnect from the View Desktop, and choose the 'Log off' option.
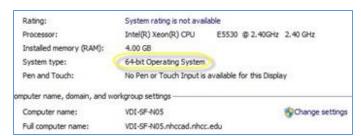
Alternative to VMWare View in the Browser: View Client installation

If you have trouble using your web browser to connect to the VMWare, you may download the VMWare View client as an alternative. Open a web browser and go to https://www.vmware.com/info?id=1109#win. This will take you to the 'Download VMware Horizon View Clients' webpage. There you will see a list of VMware clients to download. You will need to click on the 'Go to Downloads' button next to the client that is appropriate to your computer. If you are a Windows user, you are likely using a Windows 64-bit machine, but be aware if you download the 64-bit client and your operating system is 32-bit, the client will fail to install and you will need to download the 32-bit client instead*. If you are using an Apple Mac computer, click the 'Go to Downloads' link next to the 'VMWare Horizon Client for Mac' option.

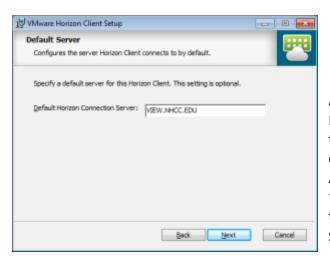| Product		Release Date	
⌄ **VMware Horizon Client for Windows**			
VMware Horizon Client for 32-bit Windows		2015-10-15	Go to Downloads
VMware Horizon Client for 64-bit Windows		2015-10-15	Go to Downloads
⌄ **VMware Horizon Client for Windows with Local Mode Option**			
VMware Horizon View Client for 32-bit Windows with Local Mode Option		2015-06-04	Go to Downloads
VMware Horizon View Client for 64-bit with Local Mode Option		2015-06-04	Go to Downloads
⌄ **VMware Horizon Client for Mac**			
VMware Horizon Client for Mac		2015-10-27	Go to Downloads
⌄ **VMware Horizon Client for Linux**			

*To determine which version (32-bit vs 64-bit) of the Windows operating system you have on your computer, locate your 'Computer' or 'This PC' in either the Start menu at the bottom-left of your screen, on your desktop, or on the left navigation bar

when using the File Explorer. Right click on the 'Computer'/'This PC' icon and click 'Properties' at the bottom of the list. You should see the relevant information listed next to 'System Type'.

After you click the relevant 'Go to Downloads' button, you will be taken to a page with a 'Download' button. Click that button and then click 'Run' on the pop-up. Allow time for the download to install, and be sure to click 'Yes' if asked to trust the download.
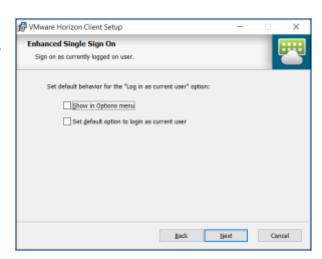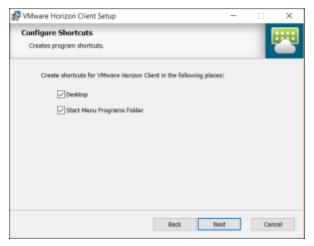

After you see an install window titled 'VMware Horizon Client Setup', click the 'Next' button. Read the 'VMWARE END USER LICENSE AGREEMENT', choose the 'I accept the terms in the License Agreement' option, and then click 'Next'. Make sure 'IPv4' is selected by default on the next tab and click the 'Next' button. On the next screen, titled 'Custom Setup', leave the defaults settings and click the

'Next' button. On the 'Default Server' screen, type in the following: **view.nhcc.edu** and then click the 'Next' button.

On the next screen, titled 'Enhanced Single Sign On', uncheck the 'Show in Options menu' box and make sure the 'Set default option to login as current user' box remains unchecked. Click the 'Next' button once both boxes are unchecked.
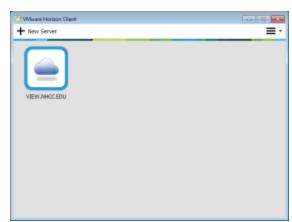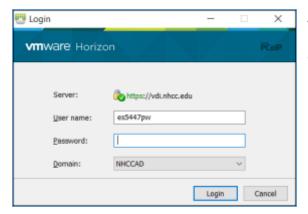
On the next screen, leave both boxes checked on the 'Configure Shortcuts' screen, and then click the 'Next' button. Finally, on the 'Ready to Install the Program' screen, click the 'Install' button. Allow time for the install to finish, which will take several minutes. After the install finishes, you should see an 'Installer Completed' screen. Click the 'Finish' button, and you will be asked to restart your machine before the configuration changes take effect. Either click 'Yes' to restart right away, or close all your windows and save your files and then restart the machine yourself.
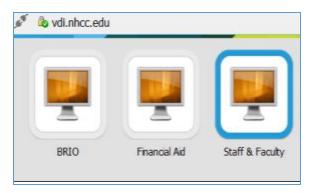
After the restart, you should see the following icon on the right on your desktop or Start menu. Double-click this 'VMware Horizon Client' icon. In the window that opens up, you should see a button with a cloud on it and 'view.nhcc.edu' underneath it. Double-click the button.

A login screen should popup. Enter your NHCC StarID username and password. Make sure the Domain dropdown shows NHCCAD and click the 'Login' button.

Once you have successfully logged in, you will see a selection of all possible View desktops your StarID has been assigned to. Please call Academic and Technology Services if you do not see a View desktop that you should be able to see. Most users should only need to use the Staff and Faculty option.

Double-click the View Desktop you would like to connect to and wait as it prepares the environment for your use.

You should now be connected to a VMware Horizon Client desktop, a virtual desktop with access to your personal drives, shared drive, and key campus resources (such as ISRS). When you are ready to log off, click on the 'Start' button at the bottom-left and select 'Log off'.

IMPORTANT! Please DO NOT simply disconnect or click on the X at the top to close out, this will disconnect you from the system without logging off. All "Disconnected" sessions will be restarted after 24 hours as this is a shared resource. If this forced disconnect occurs, all unsaved files WILL BE PERMANETLY LOST.