Horizon HTML Instructions: Remote Sessions from Home

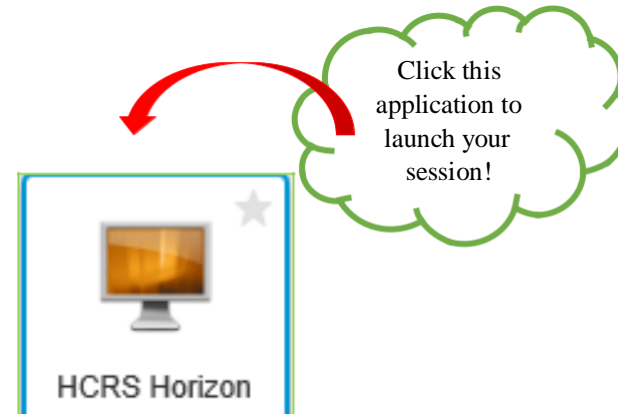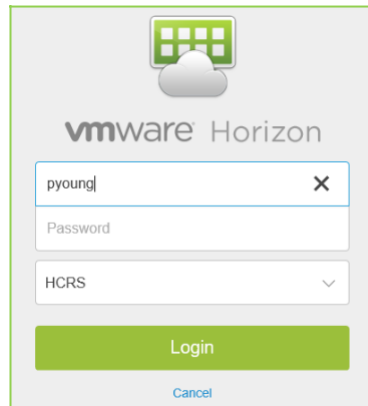|	
Open your internet browser and **type** in the *address* bar: https://vdi.hcrs.org	https://vdi.hcrs.org/ VMware Horizon File Edit View Favorites Tools Help
Click once on the <u>**Horizon HTML Access**</u> application:	vmware Horizon You can connect to your desktop and applications by using the VMware Horizon Client or through the browser. The VMware Horizon Client offers better performance and features. Install VMware Horizon Client VMware Horizon HTML Access
Log into Horizon with your Windows User Name & Password [This is what you used to log into Outlook with and what you log onto an HCRS desktop computer with] **Launch** your Horizon session by **clicking** on the HCRS Horizon application:	**vmware** Horizon pyoung ✕ Password HCRS ⌄ Login Cancel Click this application to launch your session! HCRS Horizon
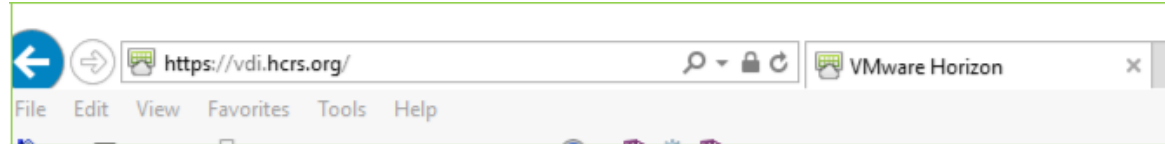
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Your session will load on the screen and have this format:

You will have 2 taskbars – one attached to the actual machine you are on and one for your remote session
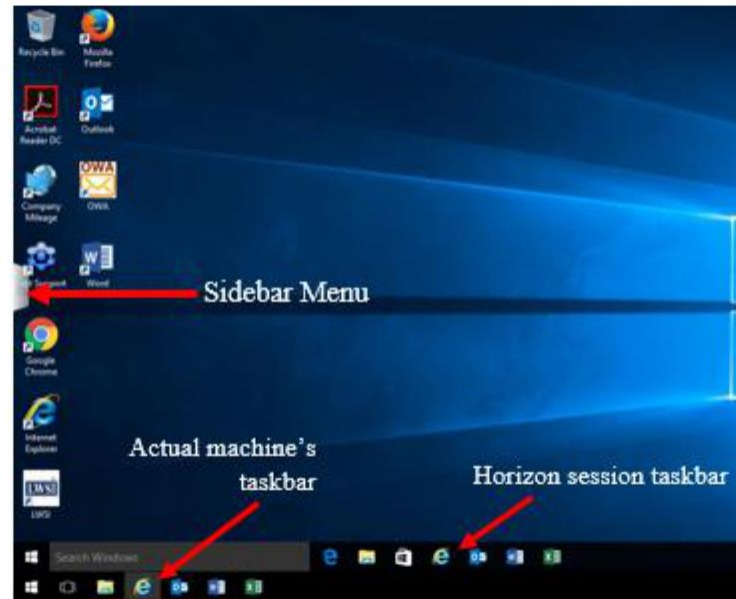
At this point you are logged into your remote session and everything *mostly* functions as if you were on a desktop computer. **Please make note of the important differences on the next page**.
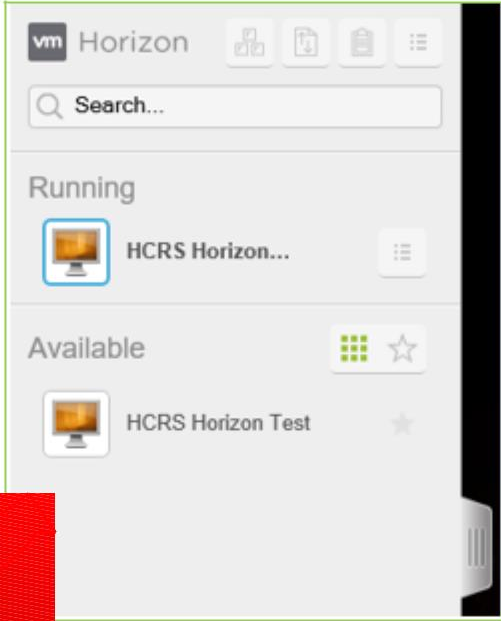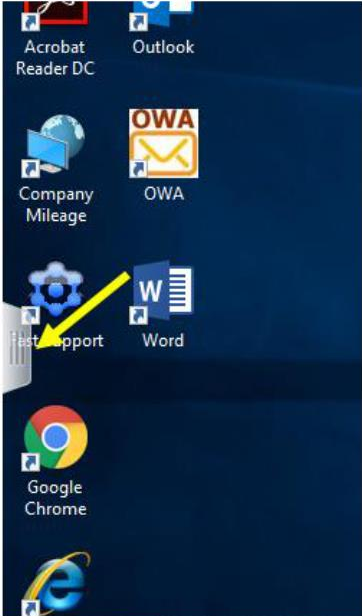
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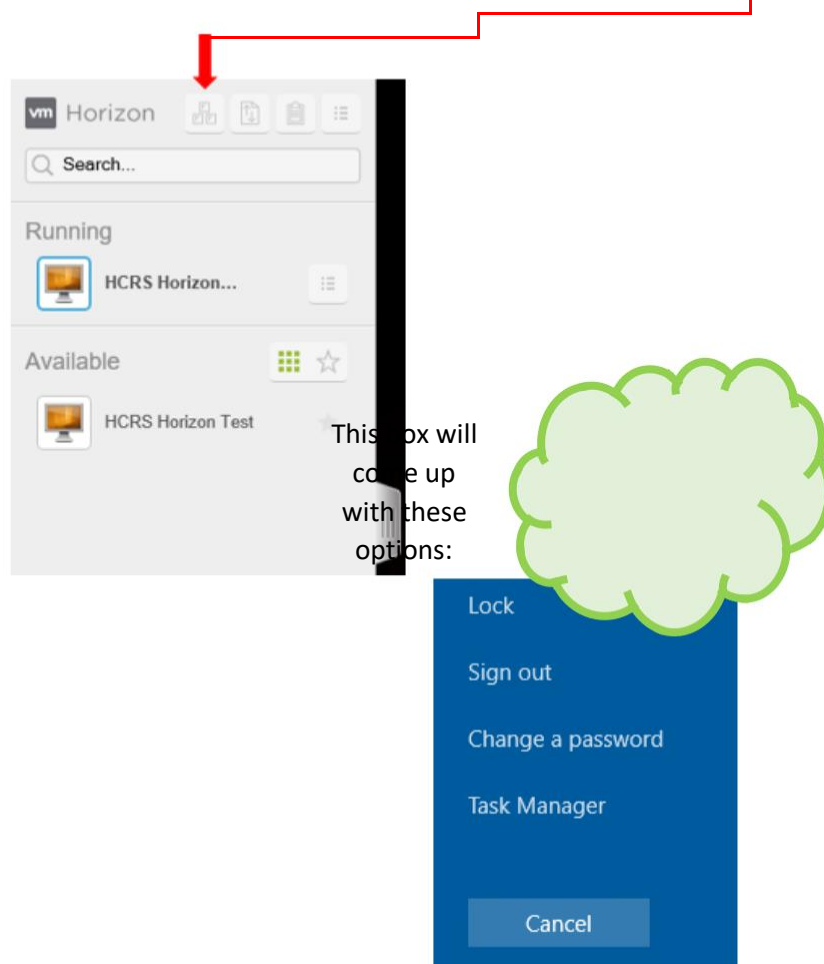| Sidebar Menu |
|---|
| The Sidebar Menu is where you will go to:

 ▪ Change your password
 ▪ Lock your computer
 ▪ Log off/Sign out

Click the Sidebar Menu tab and you will see this: |

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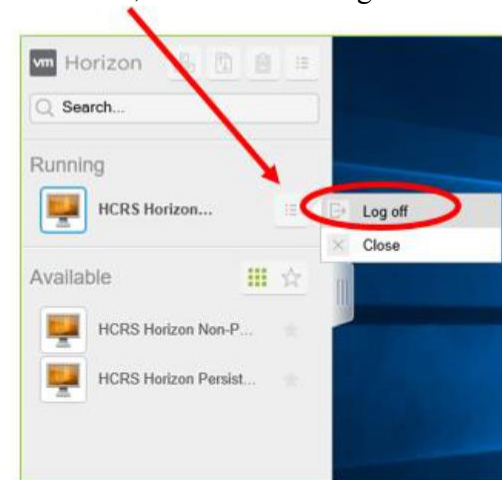| CTL+ALT+DEL functions: Lock & Password	Logging Off Horizon
To access the screen where you have the option to **lock your computer** or **change your password** click the icon noted here: This box will come up with these options:	To log off of your Horizon session it is important you do it the following way: Click this icon, then choose "Log out" from the list: Confirm your request to Log Off: