

MONROE PUBLIC SCHOOLS



VMware

Horizon View Client

Quick Start User Guide

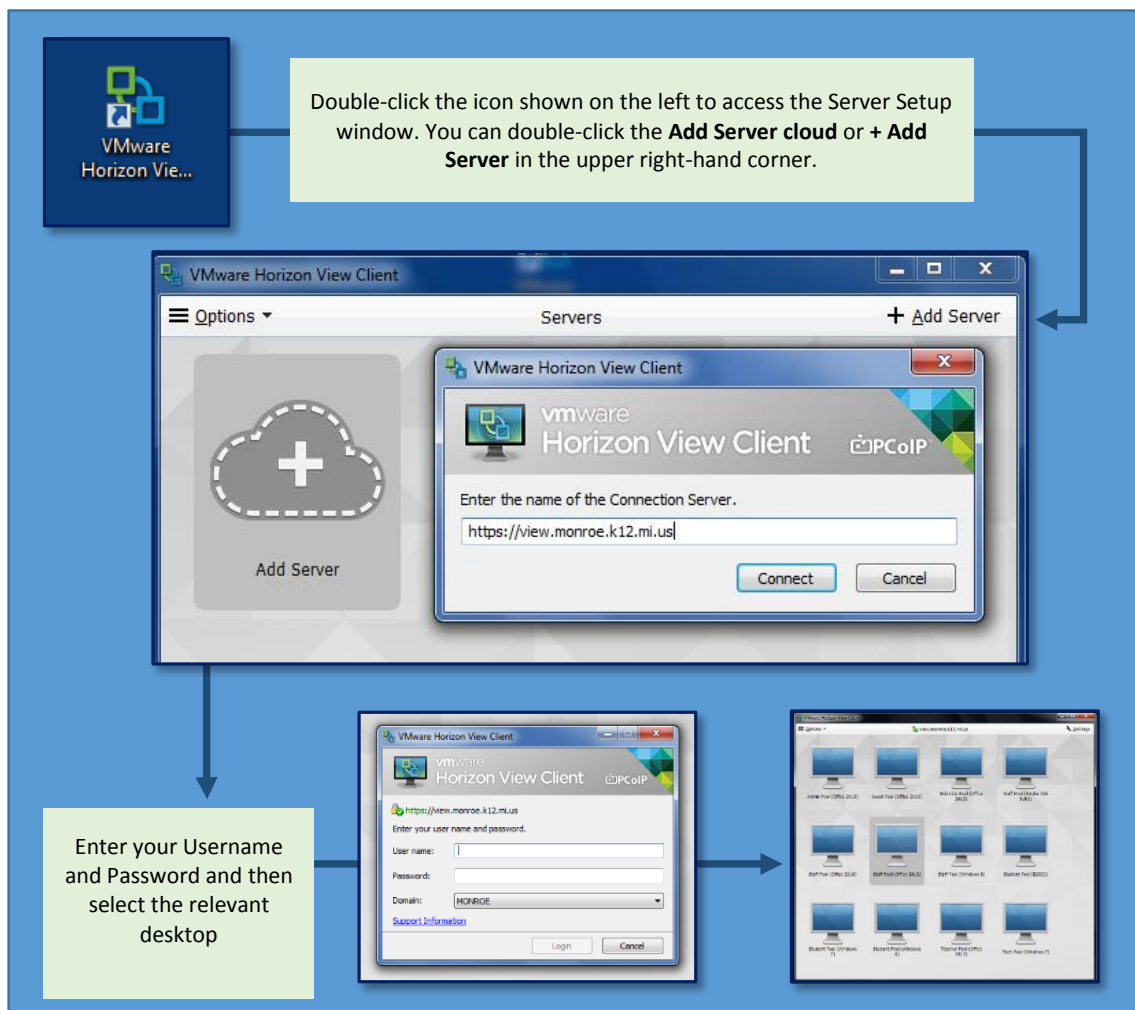
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VMware's Horizon View is a program that lets you log into your school profile from virtually anywhere as long as you have an internet enabled device. You can edit word documents, view pictures, and many other tasks from a district workstation.

VMware from a Desktop

Following the steps below you can add a server and access VMware by the desktop icon. Once you select your client pool the desktop will load and you will be connected to the VMView workstation. You will now have access to your desktop, documents, favorites, and applications you have when logged into a district computer.



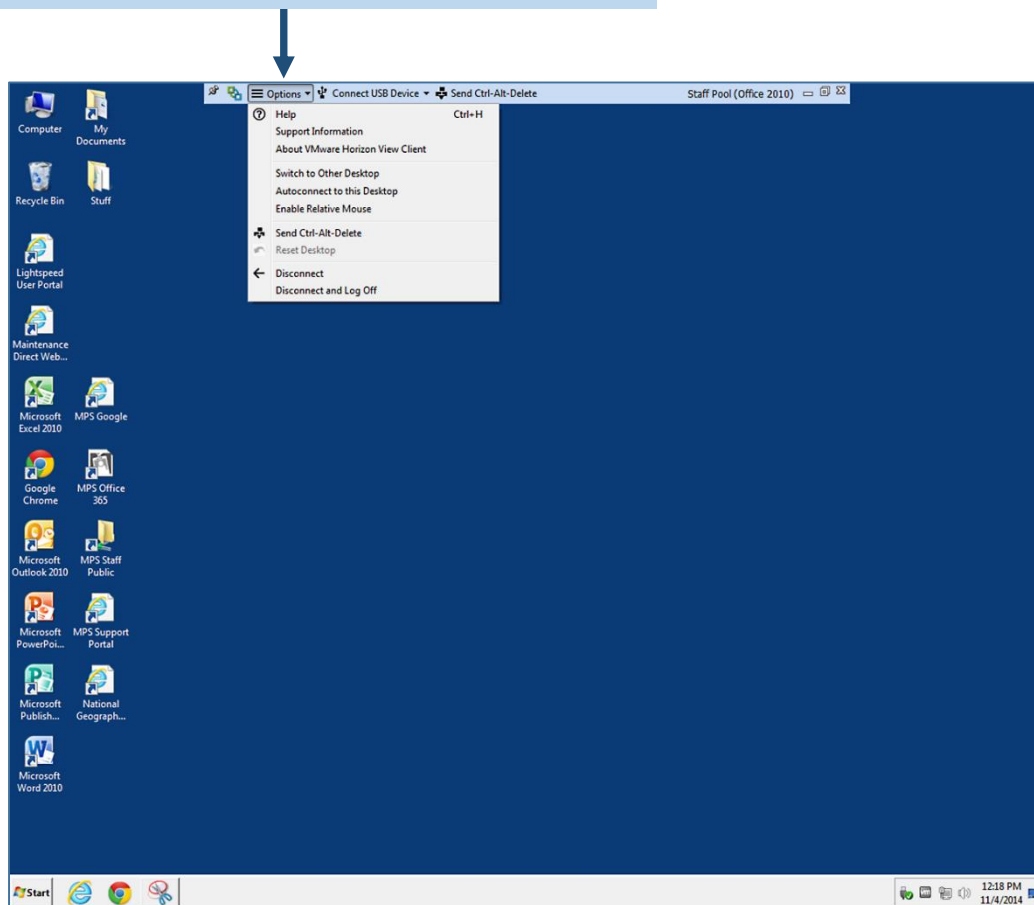
Software Setup and Login

1. Double click the VMware Horizon View icon on your desktop.
2. Once opened you will see the **Add Server** button. Double-click the **Add Server** button. You will then be prompted for a Server Name, enter: **view.monroe.k12.mi.us**.
3. Click Connect.
4. Enter your district **Username** and **Password**. You can safely ignore the **Domain** field.
5. Click the **Connect** button to log into view.monroe.k12.mi.us.

Client Desktop

The desktop will look similar to your desktop when working within the district. It will look slightly different because your background will not be the same and your icons will be moved, but all documents and information will be present. The software available depends on the Pool you select. If you edit or delete anything, it will make that change on your desktop too.

There are a few different ways to close VMware. Click **Options** to display the drop-down menu, then you can Disconnect or Log Off.



Log Off or Disconnect from a Desktop

There are a few different ways to close VMware.

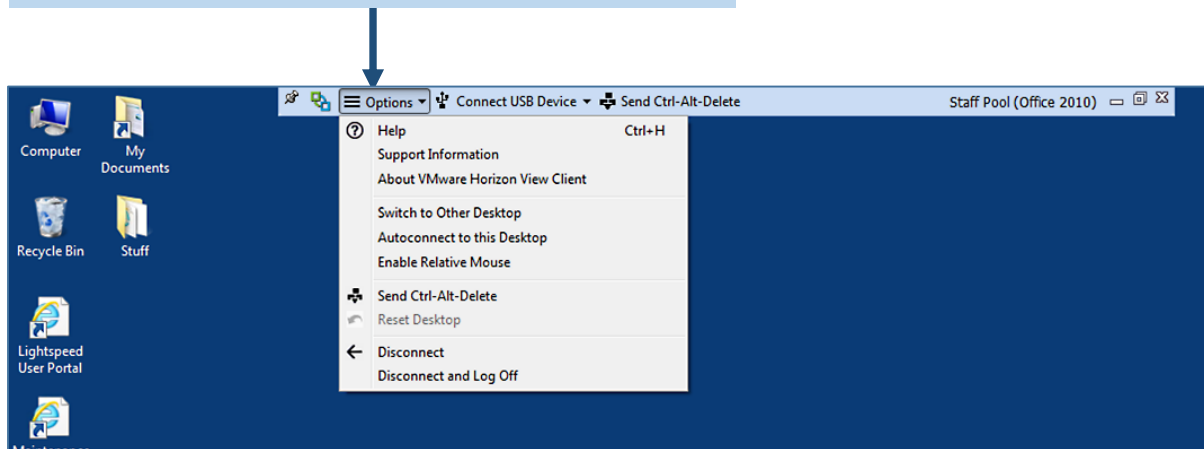
Disconnecting will close the virtual machine and start a 1-hour timer. Disconnecting allows you to reconnect to the same session at a later point in time, as long as you do not exceed the one hour timer. After one hour, the user is logged out.

Disconnect and Log Off immediately disconnects the user and destroys the virtual machine. This removes files added to the machine, not files added to My Documents, Desktop, or public folders, that have been created since you have logged in.

To Disconnect or Log Off

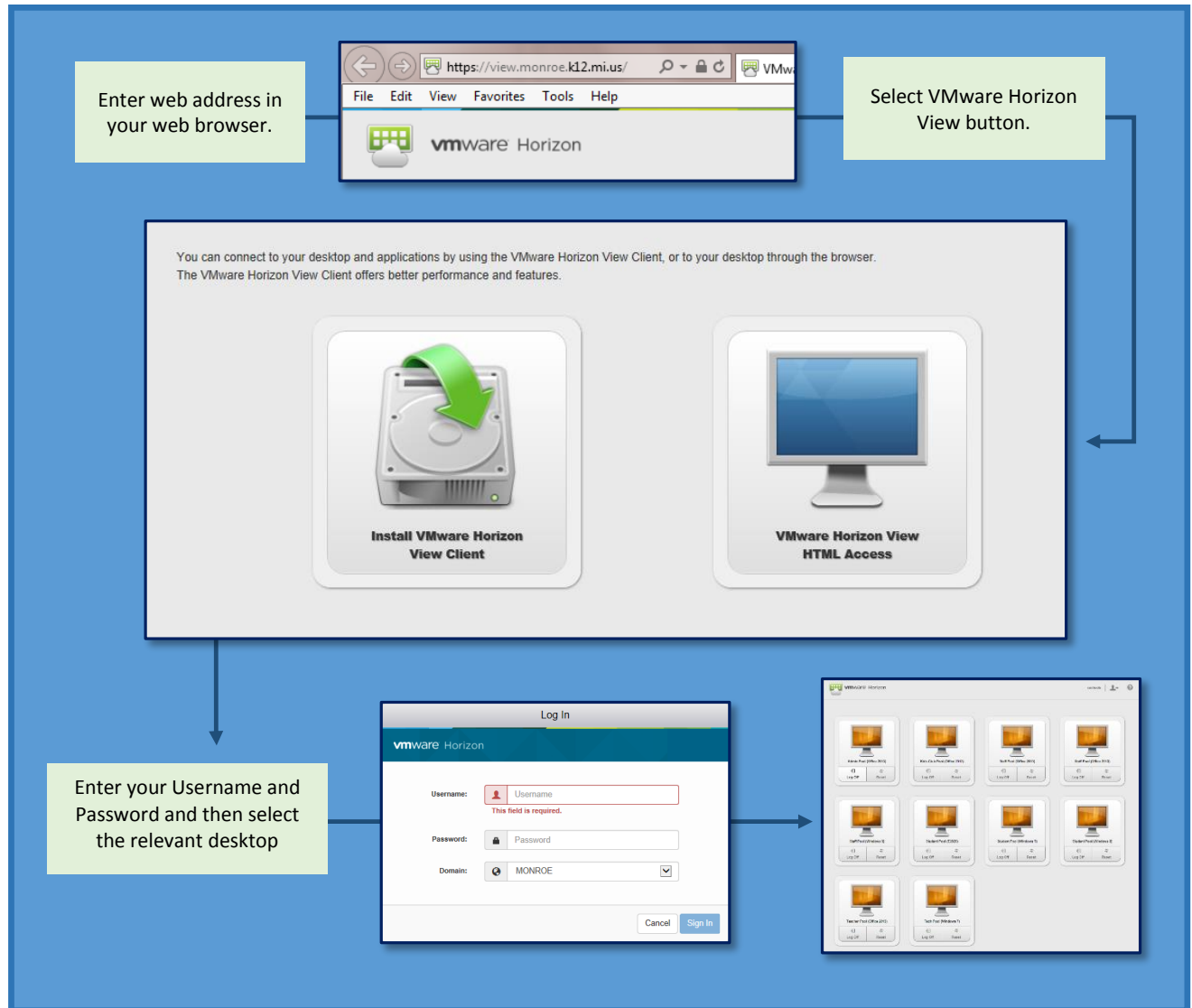
1. Click the drop-down **Options** menu arrow.
2. Select **Disconnect** or **Disconnect and Log Off**.
3. Click **Yes**.

Click **Options** to display the drop-down menu, then you can Disconnect or Log Off.



Access VMware from a Web Browser

Following the steps below you can access VMware from **any web browser** such as Internet Explorer, Firefox, Chrome, Safari, etc. The HTML client allows the user to access a pool over the internet without the need to install the VMware Horizon View Client on the machine you are accessing it from in a web browser.

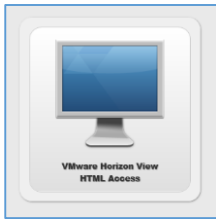


Once you select your client pool the desktop will load and you will be connected to the VMView workstation. You will now have access to your desktop, documents, favorites, and applications you have when logged into a district computer.

Note: You can choose to install the software on your computer at home or outside the district by clicking the **Install VMware Horizon View Client** button. With HTML Access there is no need to install software.

Server Setup and Login

1. Open an internet browser. Type in the web address in your web browser:
https://view.monroe.k12.mi.us/

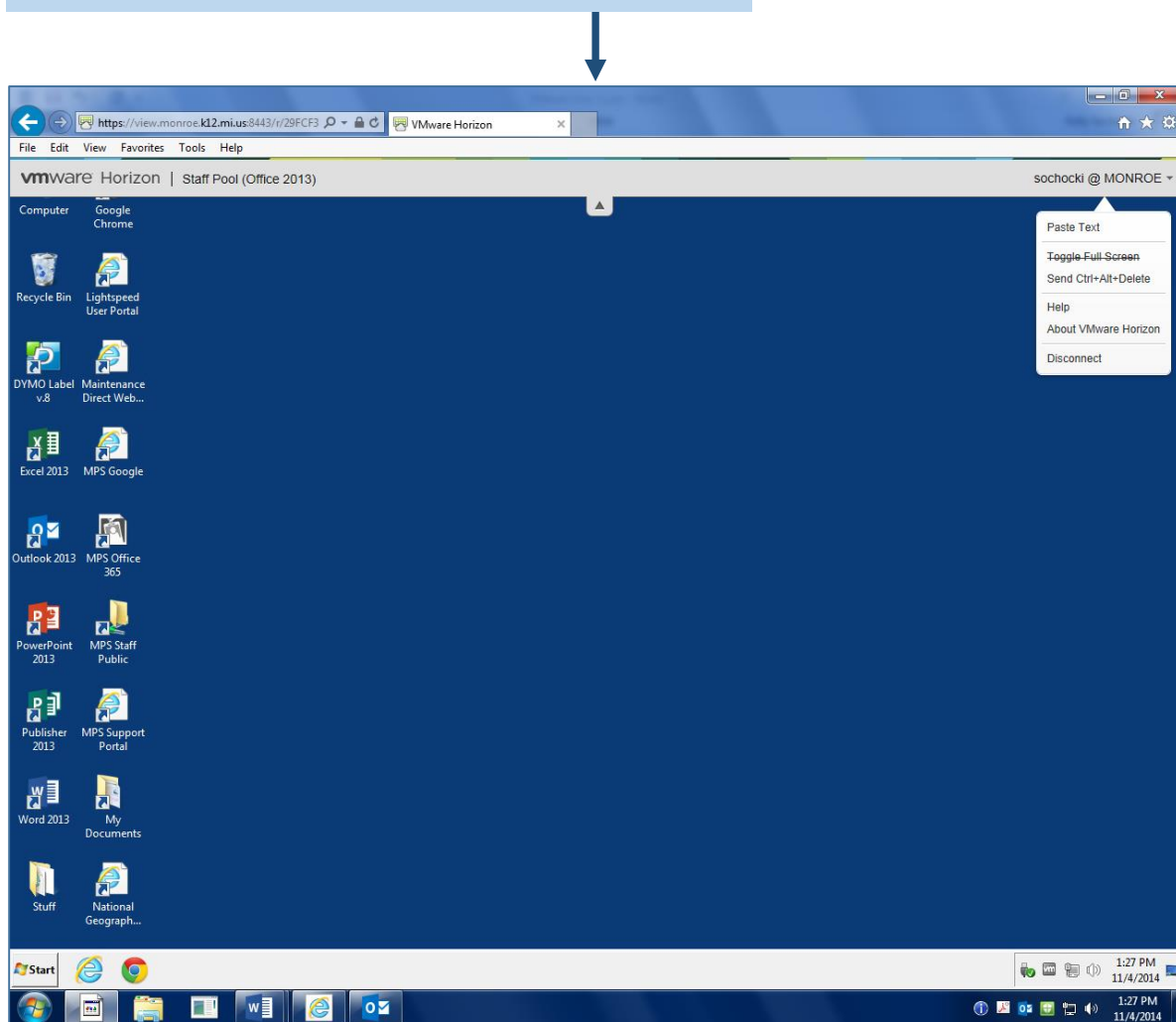


2. Select the **VMware Horizon View HTML Access** button.
3. Insert your **Username** and **Password** in the popup window and then select the **Sign In** button.

4. You can then select the client Pool you would like to connect to and then the desktop will load and you will be connected.

Client Desktop

Access the drop-down menu by click on the arrow to display options.



Log Off or Disconnect from a Web Browser

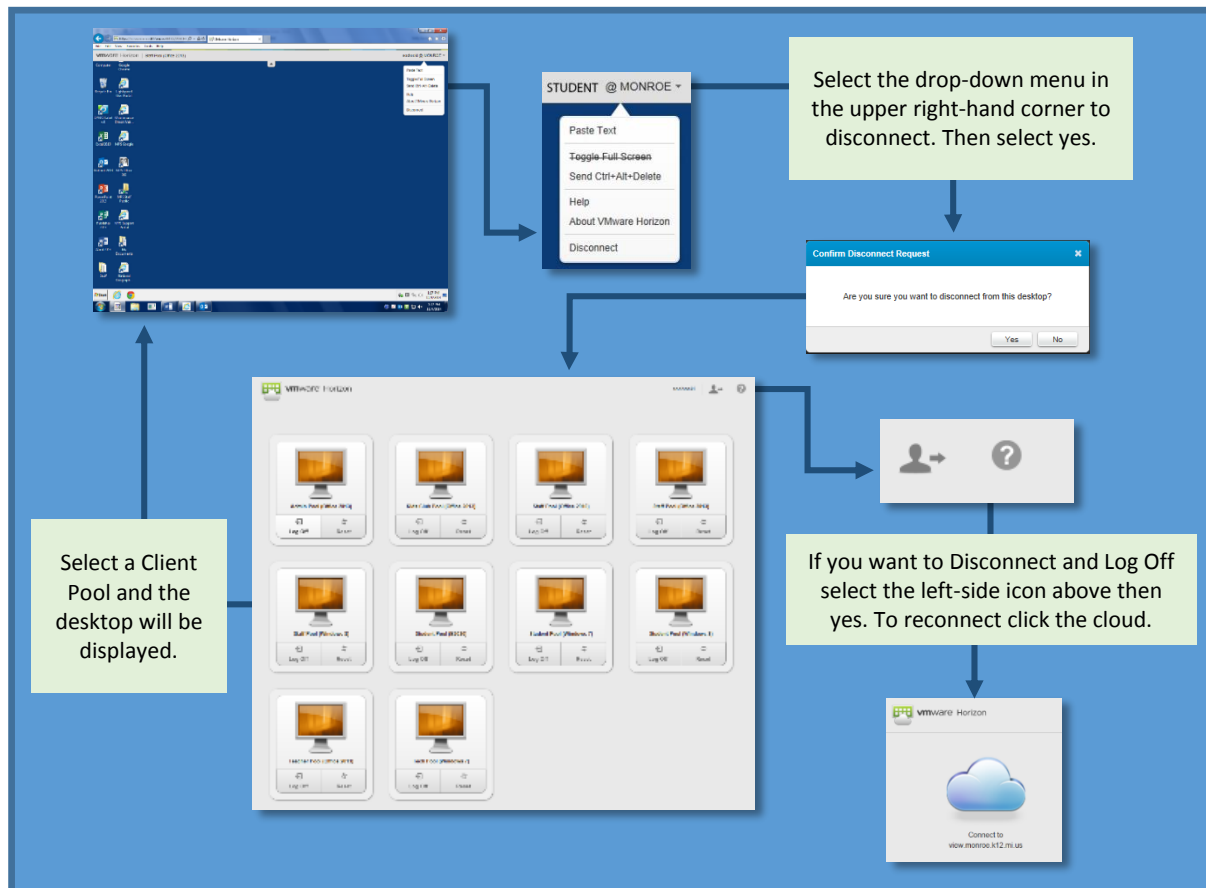
There are a few different ways to close a virtual machine. You can either disconnect or log out.

Disconnecting will close the virtual machine and start a 1-hour timer. Disconnecting allows you to reconnect to the same session at a later point in time, as long as you do not exceed the one hour timer. After one hour, the user is logged out.

Disconnect and Log Off immediately disconnects the user and destroys the virtual machine. This removes files added to the machine, not files added to My Documents, Desktop, or public folders, that have been created since you have logged in.

To Disconnect or Log Off:

1. Click the drop-down arrow on the **top center of the screen**.
2. Click the drop-down menu arrow by your **username@MONROE** in the upper right-hand corner.
3. Select **Disconnect**.
4. Click **Yes**. This will bring you back to the Client Pool area. If you want to **Disconnect and Log Off** select the **people icon**.
5. You will be asked **Are you sure you want to log out of the Horizon Connection Server?** Click **Yes**.

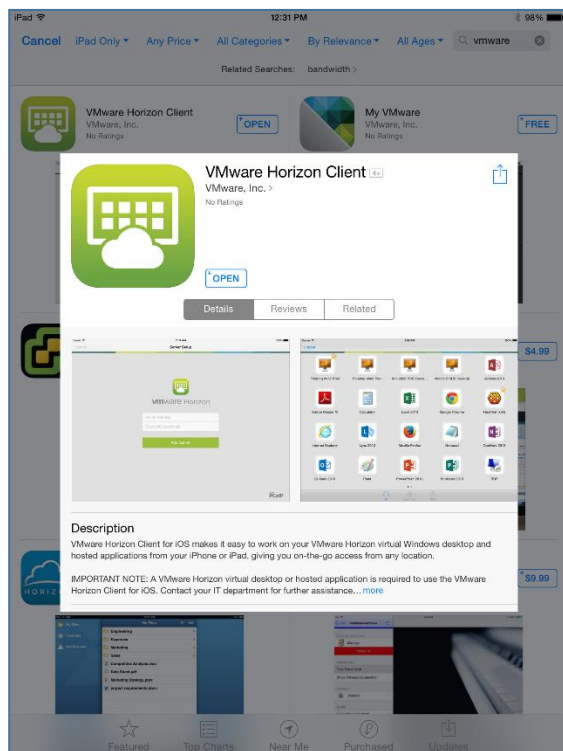


VMware from an iPad or Mobile Device

Download and Install App

The app should already be installed on your iPad or mobile device, if not, the following describes how to download and install the app.

1. Enter the Apple App Store and search for “VMware Horizon View Client.”
2. Click the “Free” then “Install” button to begin the installation process. Enter your Apple App Store credentials if prompted and install the application.
3. The application will download and install itself, please wait for this process to finish.
4. Once the installation process is complete, open your applications menu and find the VMware Horizon View Client.
5. Open the application by clicking on the icon.



Search result for the VMware Horizon View Client

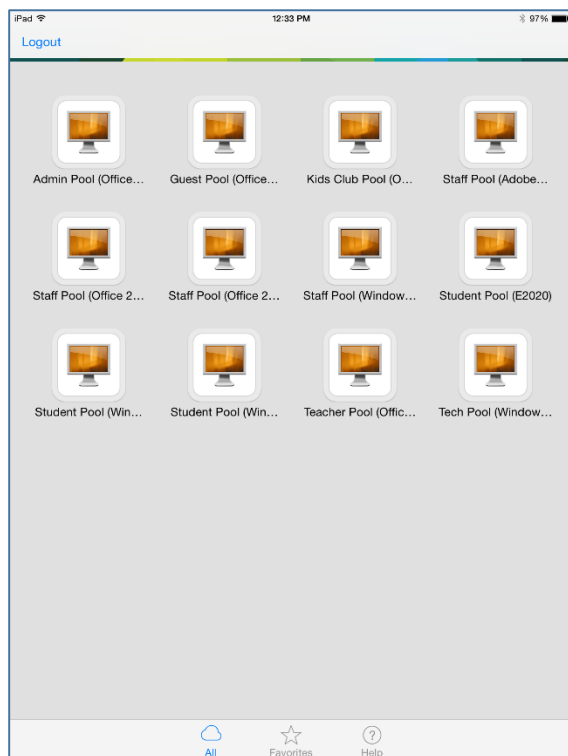
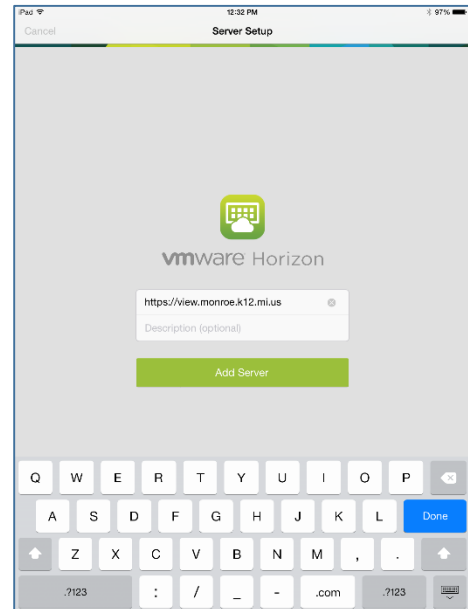
Server Setup and Login

1. Tap the VMware Horizon icon.



2. Once opened you are then prompted for a Server Name.
3. Enter: **view.monroe.k12.mi.us**.
4. You will see the **Add Server** button. Tap the **Add Server** button.
5. You will then be prompted to enter your district **Username** and **Password**. You can safely ignore the **Domain** field (it should already say MONROE).
6. Tap the **Login** button to log into view.monroe.k12.mi.us.

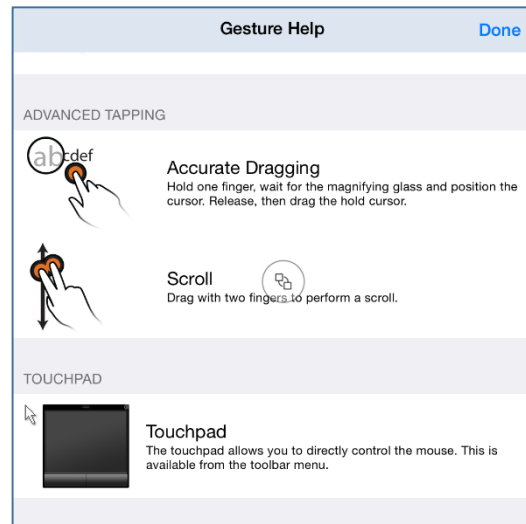
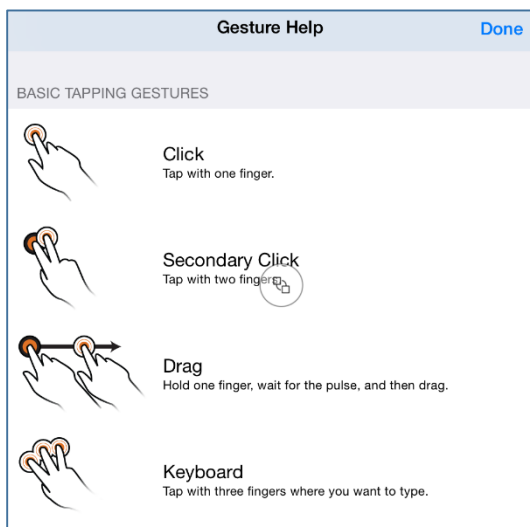
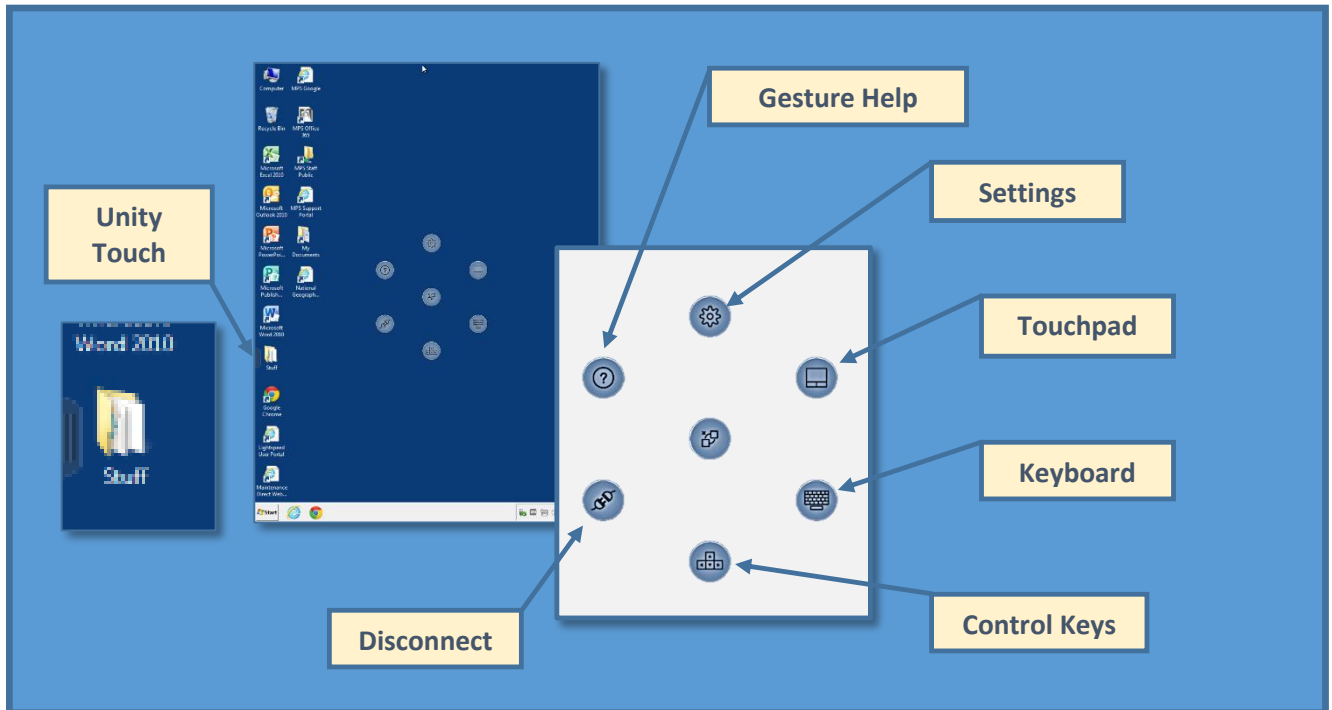
You can then select the client Pool you would like to connect to and then the desktop will load and you will be connected.



Once you select your client pool the desktop will load and you will be connected to the VMware workstation. You will now have access to your desktop, documents, favorites, and applications you have when logged into a district computer.

iPad Desktop

When you are already connected you will get a screen like one below. Click on the middle circle to expand the Menu Wheel and see all the options available.



Menu Wheel

Each button in the menu wheel is used to accomplish a different task. Pressing the center button displays the rest of the buttons. Each button is explained below.

Settings (Gear)

This button opens the “Settings” page. From there you can change some basic settings. If a smartphone is being used you should not have to change any of these settings.

Gesture Help (Question Mark)

This button opens up the gesture guide. Gestures are different touch combinations used to execute different tasks.

Disconnect or Log Out

This button opens the “Disconnect” page. Here you can select whether or not you would like to disconnect from the virtual machine. There are a few different ways to close a virtual machine. You can either disconnect or log out.

- Disconnecting will close the virtual machine and start a 1-hour timer. Disconnecting allows you to reconnect to the same session at a later point in time, as long as you do not exceed the one hour timer. After one hour, the user is logged out.
- Logging out immediately disconnects the user and destroys the virtual machine. This removes files added to the machine, not files added to My Documents, Desktop, or public folders, that have been created since you have logged in.

Control Keys and Keyboard

Both of these buttons open an on-screen keyboard. The arrow keys only open up the arrow keys along with the “Page up”, “Page down”, “Home”, and “End” keys. The keyboard opens a full on-screen keyboard.

Touchpad

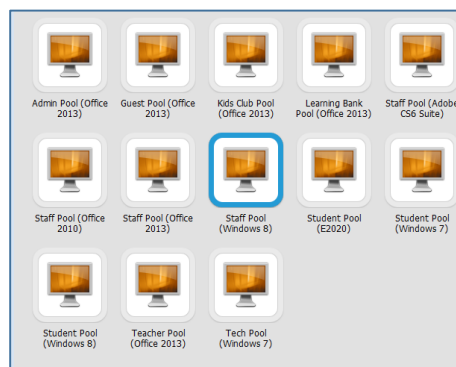
This button starts a virtual touchpad which makes the entire screen a touchable interface like a laptop touchpad.

Unity Touch

The Unity Touch interface allows you to easily browse or search for files and applications, as well as add favorite files and applications without a keyboard and mouse. To open the Unity Touch interface, swipe across the devices screen from left to right. To close the menu, swipe from right to left across the screen.

Which Pool Should I Choose?

There are different virtual desktops that have been created for our users to utilize. The difference is the software that is available in the different pools such as Windows versions, Office versions, and other applications. Below is a list and a brief explanation of what they have to offer. If you do not see one or more of these desktops in your list of options that simply means you do not have access to those.



Staff Users - A virtual desktop that is a base image that includes Microsoft Office 2010, Microsoft Office 2013, and internet plug-ins.

Teacher Users - A virtual desktop that is a base image that includes Microsoft Office 2013 and internet plug-ins with the addition of curriculum software. Some of these applications include; Adobe Pro, Exam View, Finale, Smart Notebook and TCI.

Staff CS6 Users - A virtual desktop that is a base image that includes Microsoft Office 2010 and internet plug-ins with the addition Adobe Creative Suite 6. This is primarily a MHS desktop since they are licensed for it.

Admin Users - A virtual desktop that is a base image that includes Microsoft Office 2010 and internet plug-ins with the addition of Adobe Pro, CEO, CIMS, Docufide, Project, Smart Notebook and Visio.

All Other Users - A virtual desktop that is a base image that includes Microsoft Office 2013 and internet plug-ins for Students, Guests, and other users.

Troubleshooting

If your iPad/iPhone will not connect to VMware, please try the options below:

1. Verify the wireless network on your device is not set to **Guest**.
2. Remove the server connection by selecting the Cloud icon in the upper left and then sliding your finger across the **view.monroe.k12.mi.us** box and then select **Delete**.
3. Re-add the server by following the steps in this document.
4. Remove and re-install the VMWare Application on your device.