

# Connecting to Spears School of Business Lab Images (Virtual Desktop) from Off-Campus with VPN and Horizon View Client

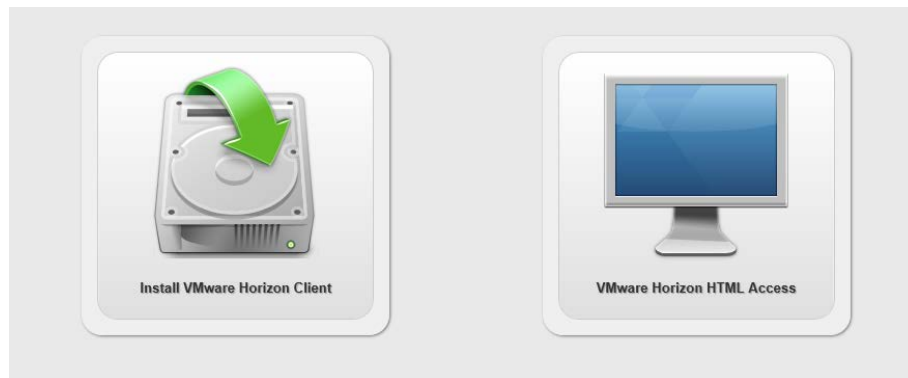
VMware Horizon View Client .....	2
Downloading the Horizon View Client for Windows.....	2
Installing the Horizon View Client for Windows.....	3
Connecting to the OSU VPN (Virtual Private Network) .....	11
Using the Horizon View Client.....	12
Locating and Launching the Horizon View Client.....	12
Connecting to the virtual desktop server.....	13
View Client Settings / Sharing Files from your local PC with the Virtual Desktop .....	14
Accessing the Settings Options.....	14
Sharing Files from your Local PC with the Virtual Desktop.....	14
Selecting a Virtual Desktop.....	15
Accessing USB devices with a virtual desktop image .....	15
Appendix.....	16
Finding and Opening the VMware Horizon View Client Installer.....	16
VMware Horizon HTML Access.....	16
VMware Horizon View Clients for Mac, Linux, iOS, and Android.....	17

## VMware Horizon View Client

VMware Horizon View Client allows you to connect to a VMware virtual desktop from the device of your choice – giving you on-the-go access to the Spears Lab desktop images from any location with internet access. This document will cover accessing the lab desktop images with the Horizon View Client for Windows. You may also access the lab images using the [clients for Mac, Linux, iOS, and Android](#) – or via [HTML Access](#).

### Downloading the Horizon View Client for Windows

Visit <https://desktop.okstate.edu/> in your favorite web browser. You will see two options that you can click on:



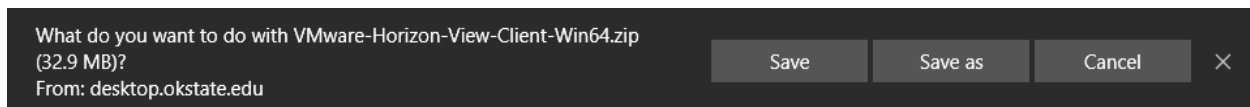
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*Option to select installation of Horizon Client or HTML Access  
as seen at <https://desktop.okstate.edu>*

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Choose the option on the left - 'Install VMware Horizon Client', this will initiate a download of the client in .zip format. Save this file to your Downloads folder when prompted.

*NOTE: You may also access the Lab Images directly from your browser without installing the client or connecting to the VPN using the VMware Horizon HTML Access option; however, there are limitations to accessing them using this method, see [VMWare Horizon HTML Access](#) for more information.*



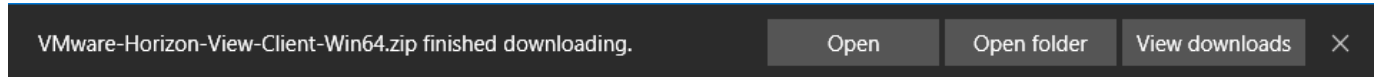
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*Browser prompt to save file as seen in Microsoft Edge (Windows 10 Default Browser)*

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## Installing the Horizon View Client for Windows

Once the file has completed the download your browser will prompt you to open the file. Click on 'Open' (see [Finding and Opening the VMware Horizon View Client Installer](#) if your browser does not prompt you to open the file after downloading or you missed this step):

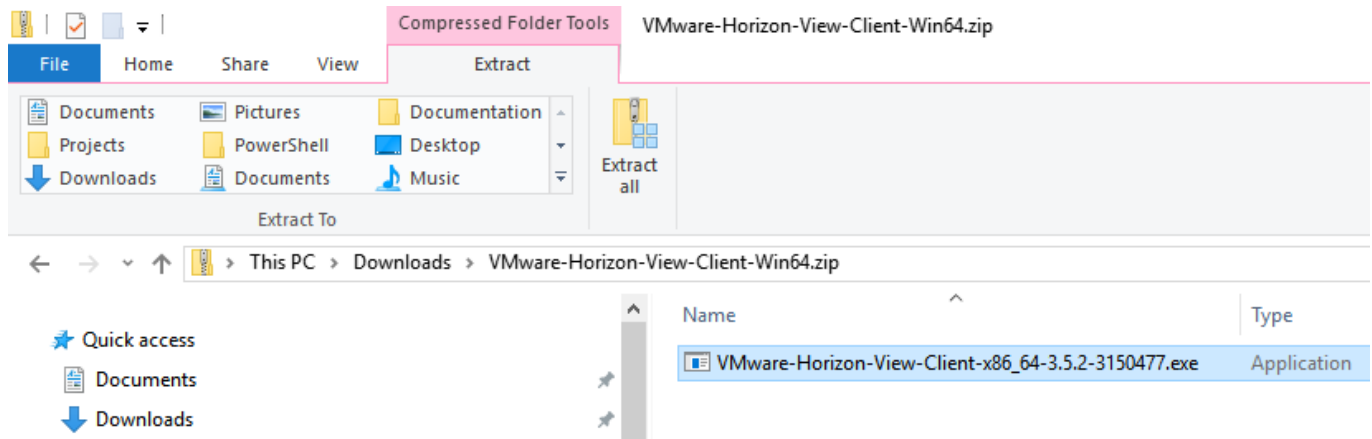


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*Browser prompt to open file as seen in Microsoft Edge (Windows 10 Default Browser)*

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Clicking on 'Open' will open the compressed .zip file in Windows File Explorer. Double click on the VMware-Horizon-View-Client-x86\_64-X.X.X-XXXXXXX.exe file on the right side of file explorer (note: the X's in the aforementioned filename will be different digits depending on when you download the file and correspond to the current version of the Horizon View Client).

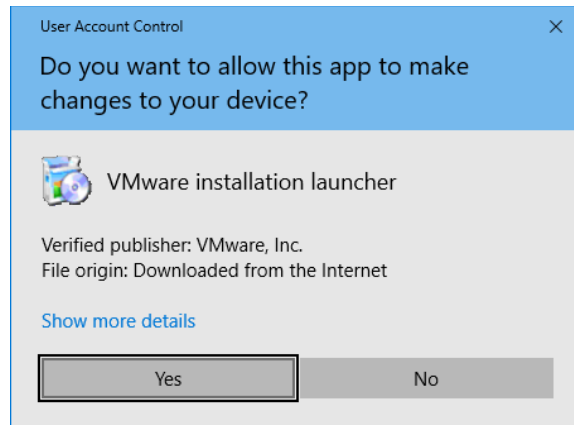


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*. exe file highlighted in blue, double click this to begin the installation*

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After a few seconds your screen will dim out and a Windows User Account Control prompt will appear:



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*User Account Control Security Prompt as seen in Windows 10*

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Choose 'Yes' to allow the installation to proceed.

Note: If this prompt does not take focus automatically you will need to single click on the flashing shield icon in your taskbar to bring up the User Account Control prompt to allow the installation process to proceed:



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*Windows Security Prompt in Taskbar*

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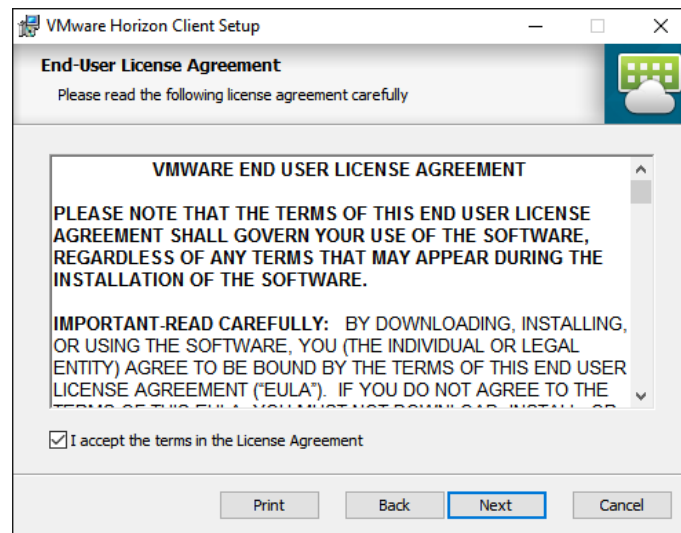
The VMware Horizon Client installation will now begin. Follow the directions below each of the following screenshots to complete the installation process.



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*Click 'Next' to begin the installation*

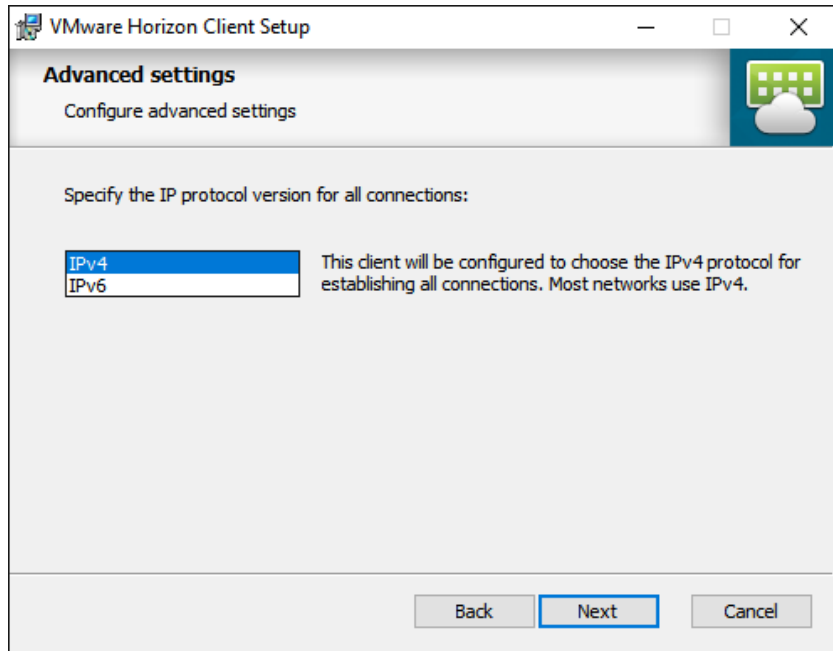
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*Check the box next to 'I accept the terms in the License Agreement' after reading them carefully, then click 'Next' to accept the license agreement.*

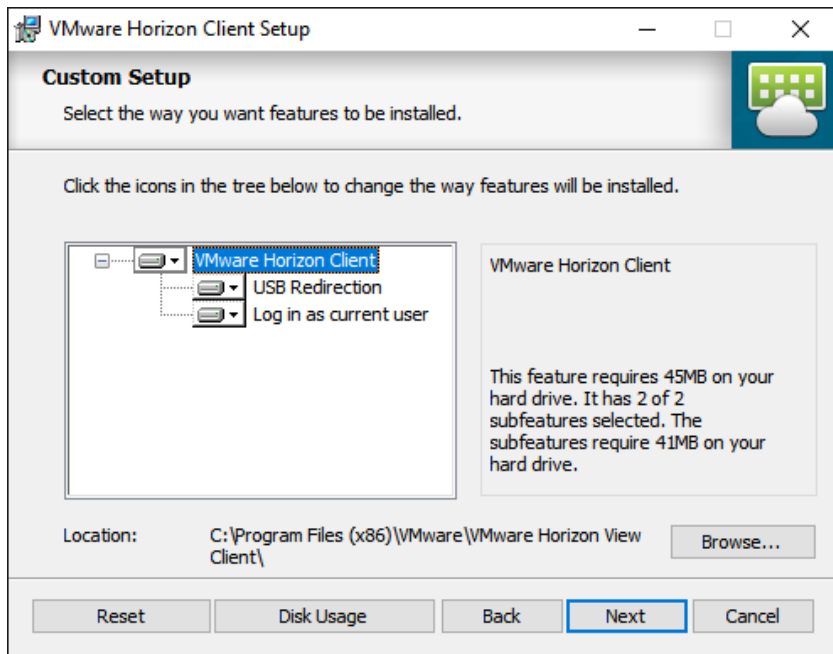
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*Select IPv4 protocol and click 'Next'*

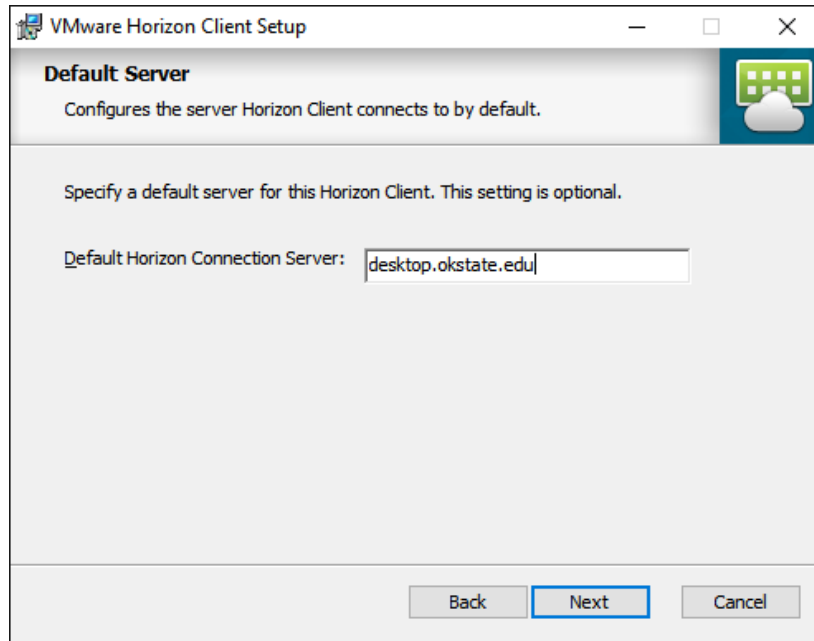
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*Click 'Next'*

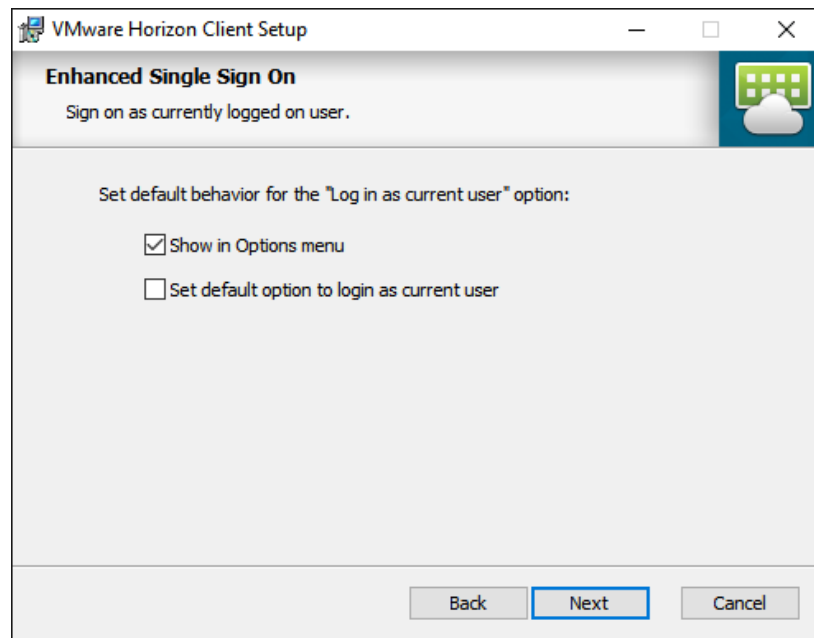
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*Enter 'desktop.okstate.edu' into the text field next to 'Default Horizon Connection Server:', then click 'Next'.*

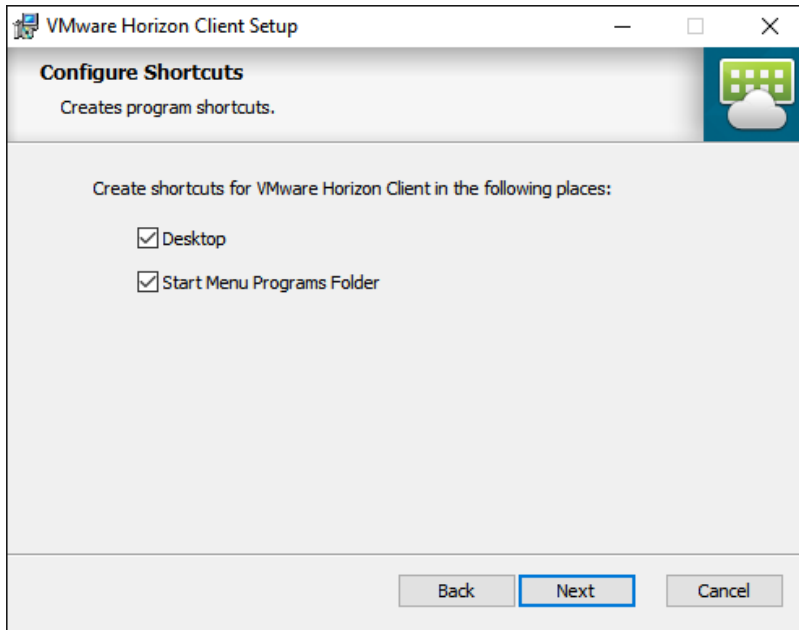
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*Click 'Next'*

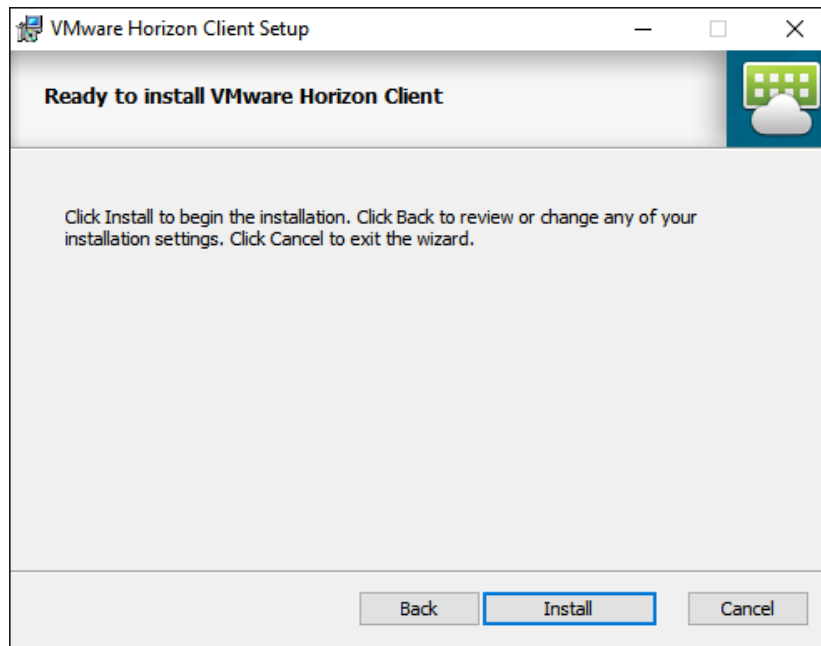
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*Click 'Next'*

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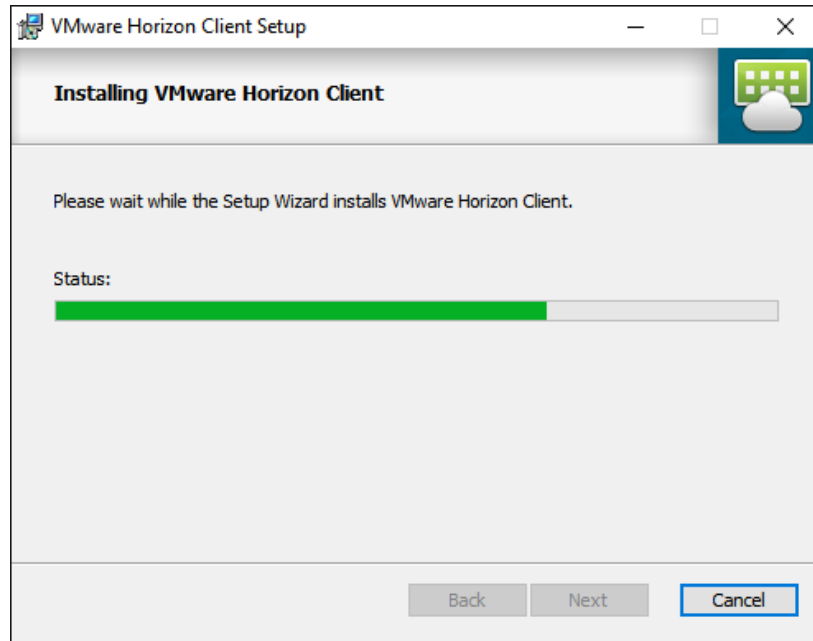


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*Click 'Install'*

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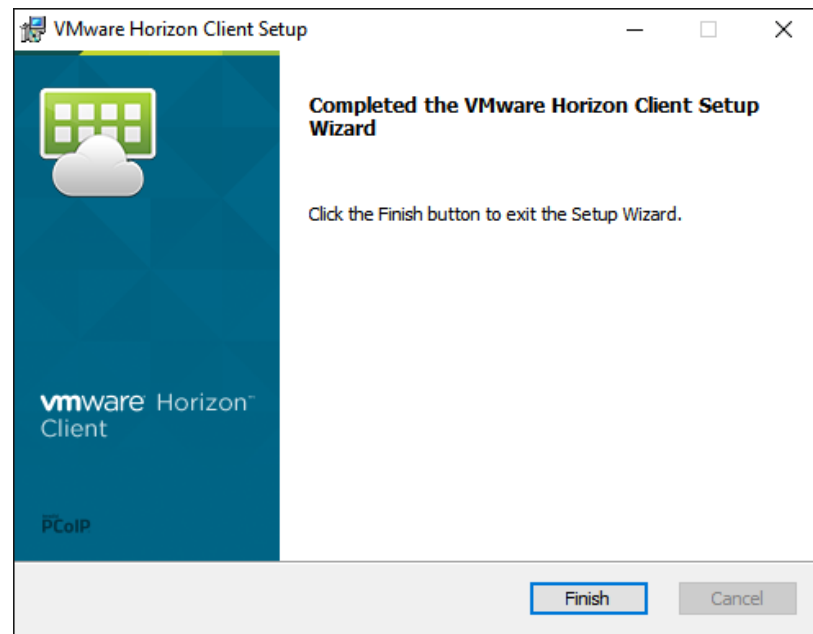




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*The installation will now proceed*

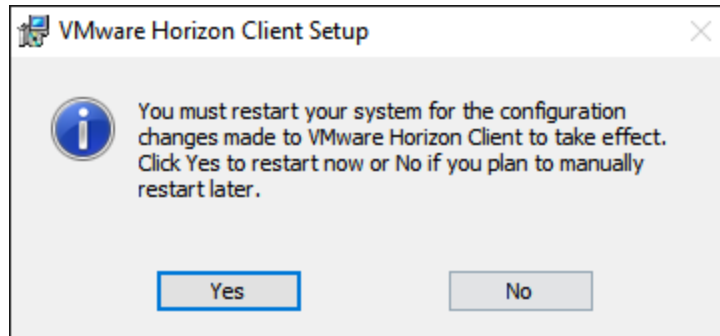
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*Installation is complete. Click 'Finish'*

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*Click 'Yes' to restart your machine*

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## Connecting to the OSU VPN (Virtual Private Network)

The Horizon View Client only works on campus, or when connected to the campus network using the OSU VPN.

To connect to the VPN on a Windows or Mac device visit <http://osuvpn.okstate.edu> and follow the instructions given there.

To connect to the VPN using an iOS, Android, or Windows 10 Mobile device look for the Cisco AnyConnect app in the app store for your device and use osuvpn.okstate.edu as the server to connect to in the app settings and your O-Key credentials for your login information.

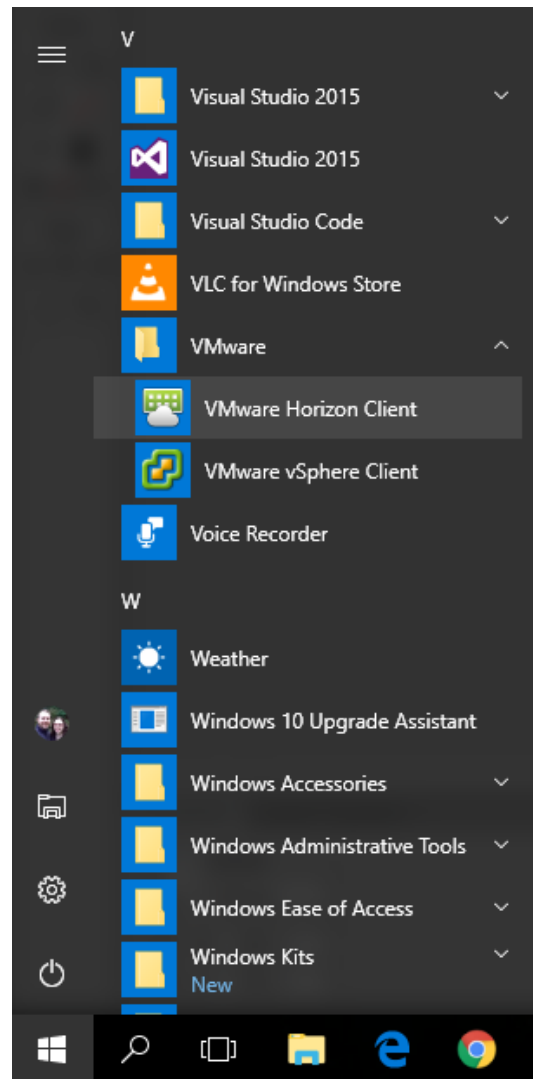
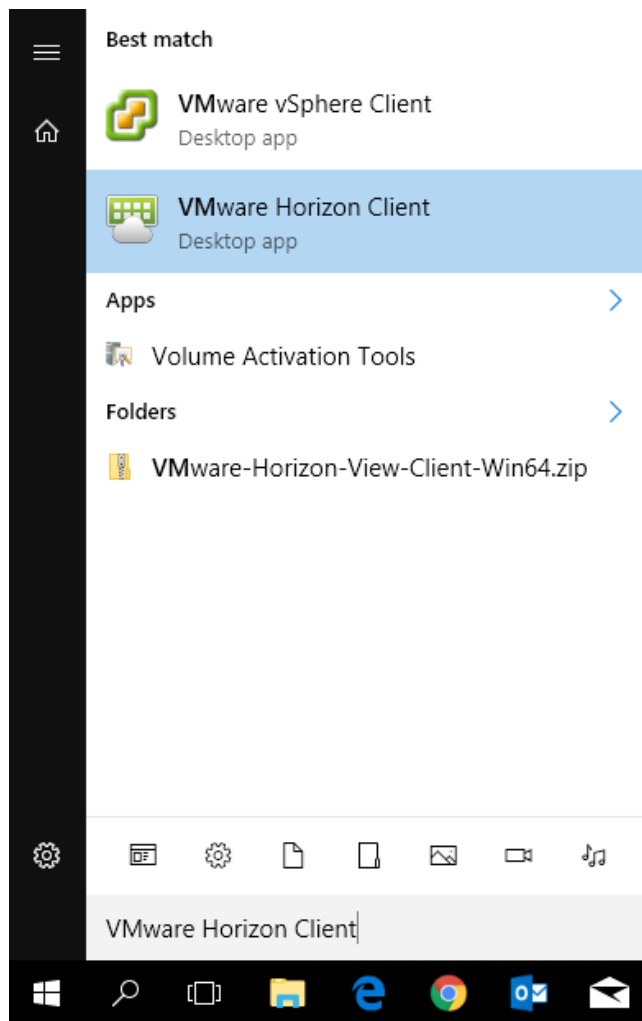
## Using the Horizon View Client

Once you have the Horizon View Client installed and are connected to the OSU VPN you are ready to open the Horizon View Client and connect to the virtual desktop of your choosing.

### Locating and Launching the Horizon View Client

Click on the Windows Start button and type 'VM', the view client will appear at the top of the start menu.

Alternatively, you can find the Client under the 'VMware' folder in the list of all apps on the start menu. Once located, click on the icon to start the client.



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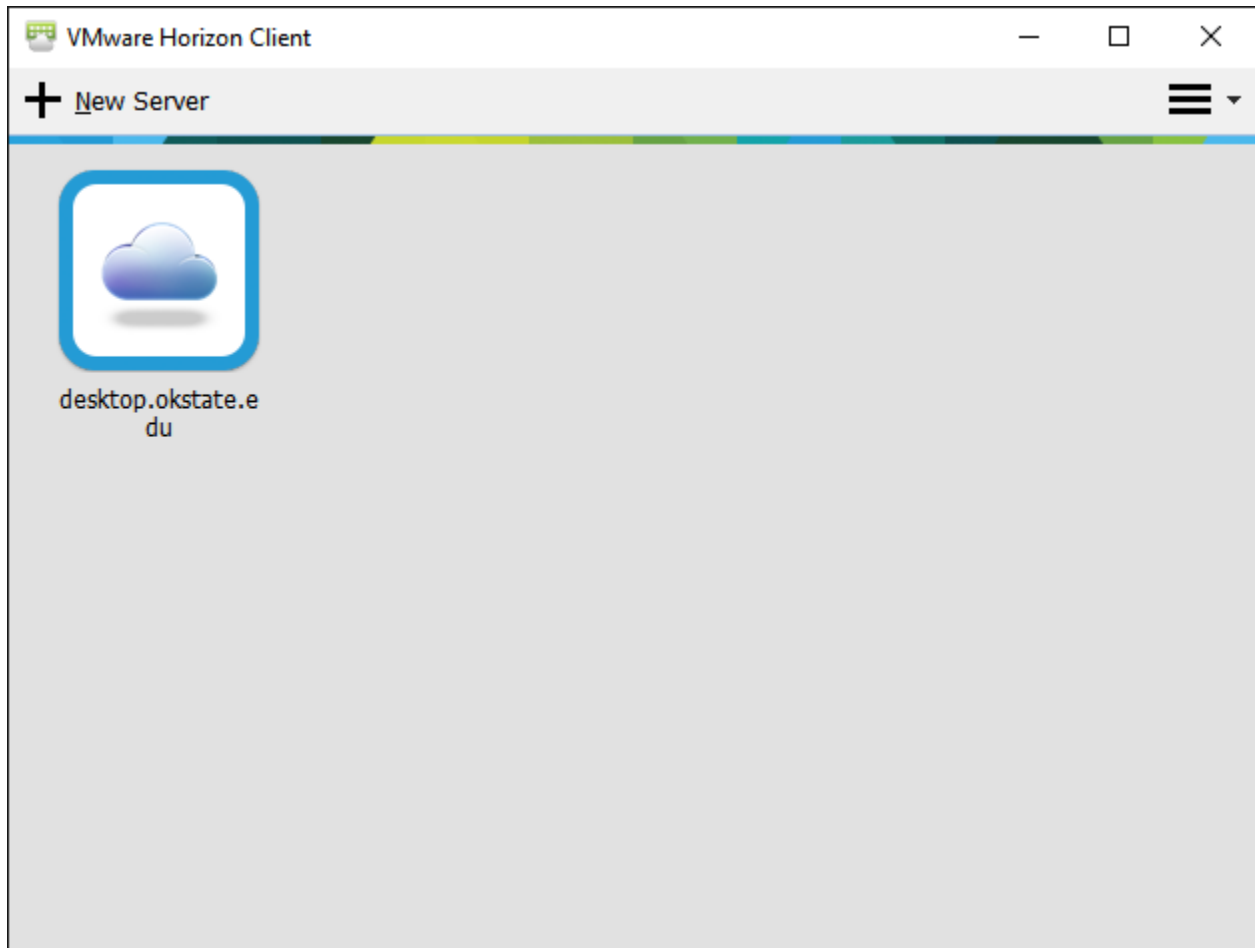
*Left: Finding the VMware Horizon View Client using Search on the start menu as it appears in Windows 10*

*Right: Finding the VMware Horizon View Client in the 'All Apps' list on the start menu as it appears in Windows 10*

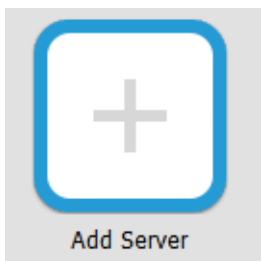
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## Connecting to the virtual desktop server

After you have opened the Horizon View Client you will be presented with an icon for the virtual desktop server (desktop.okstate.edu), double click on this icon.



NOTE: if you skipped the step of adding the default virtual desktop server during the installation you will be presented with an 'Add Server' icon instead:



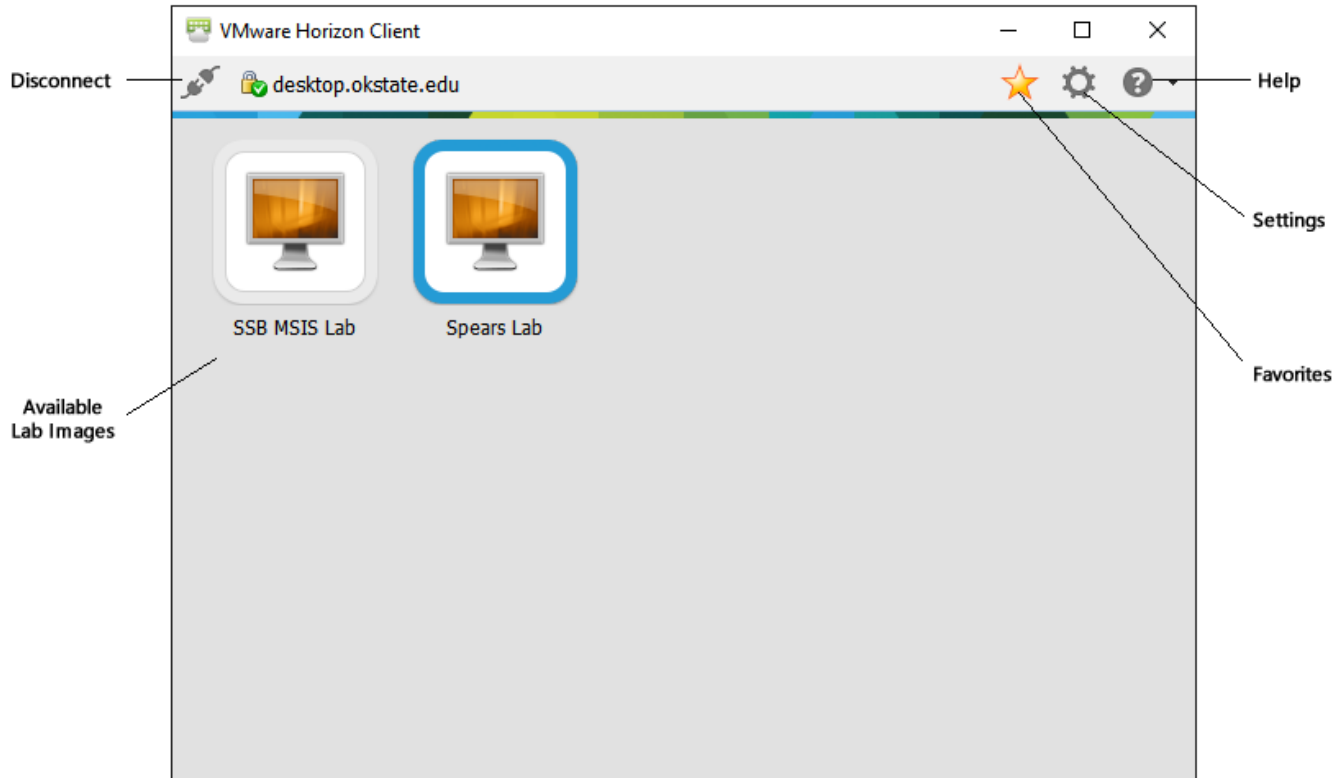
Double click on that icon, type "desktop.okstate.edu", and click 'Connect'.

You will now be asked to login. Use your O-Key credentials and click 'Login'.

## View Client Settings / Sharing Files from your local PC with the Virtual Desktop

### Accessing the Settings Options

You will now be presented with a list of all of the Virtual Desktop images that you have access to. Above this list you will see a gear icon ⚙️ - press this to access Settings.



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### *Overview of button functions on the Select Virtual Desktop screen*

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The settings options screen will open. Along the left side of this screen you will see 'Sharing' options at the top, and then a list of the virtual desktops that are available. The 'Sharing' options are universal and apply to all virtual desktops, you can click on the individual virtual desktops in that list and access settings that will apply to only the corresponding virtual desktop.

### Sharing Files from your Local PC with the Virtual Desktop

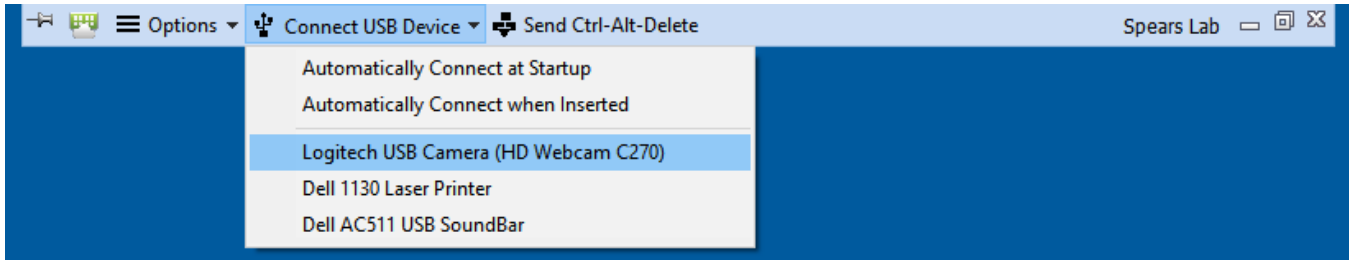
Click on 'Sharing' in the list on the left. From here you can add folders from your local pc to be shared with the virtual desktops that you will connect to. To add a new folder, click on the 'Add' button to open up a list of folders on your local computer. Locate the folder that you would like to share and then select 'OK' to add the folder to the list of shared locations. Repeat this process for each folder you would like to share (Note: All children of a parent folder are shared automatically when the parent folder is added, it is not necessary to add them separately.)

## Selecting a Virtual Desktop

On the virtual desktop selection screen you can double-click a virtual desktop icon, highlight a virtual desktop with a single-click or the arrow keys and press the Enter key, or right-click and select 'Launch' to open it. Using a right-click you can also quickly access other options for the corresponding virtual desktop, such as adding it to your list of favorites for easier access later.

## Accessing USB devices with a virtual desktop image

Select a desktop and open it. You will see a menu at the top of the screen that allows you to access options for the virtual desktop that you have opened. Select the dropdown option that says 'Connect USB Device'.



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*Virtual Desktop menu showing 'Connect USB Device'*

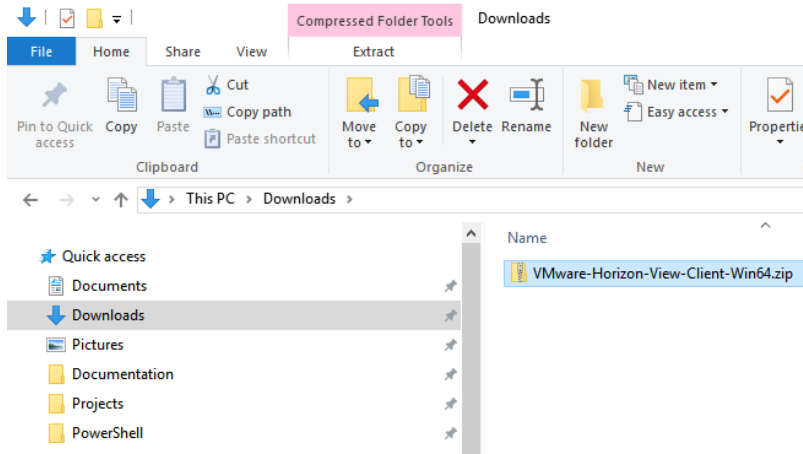
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From this drop-down you will see a list of USB devices that are connected to your local pc. Selecting a device from this list will allow the device to pass through the local pc into the virtual desktop.

## Appendix

### Finding and Opening the VMware Horizon View Client Installer

Open Windows File Explorer and navigate to the location where you saved the installer (most likely in Downloads or Desktop). Double click on the .zip file, then double click on the .exe following the instructions listed above in [Installing the Horizon View Client for Windows](#)



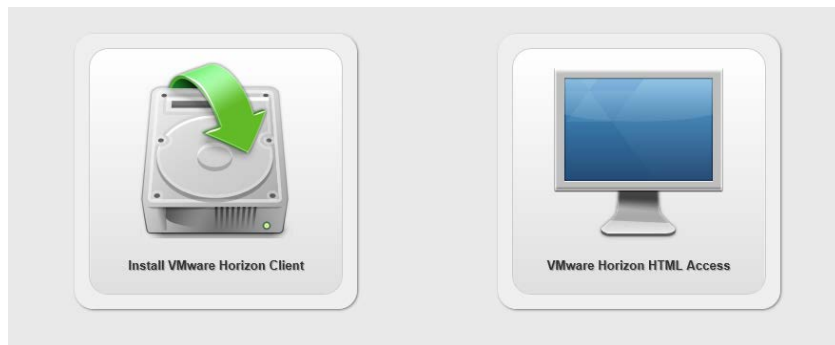
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*VMware Horizon View Client .zip file in Downloads folder*

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### VMware Horizon HTML Access

You may also access the Lab Images using the icon on the right: 'VMware Horizon HTML Access' without installing the client or connecting to the VPN; however, you will not have local file access to the host machine or the ability to connect a USB device to the lab image using that method – you must use the Horizon Client for those two capabilities. In addition, the ITD Lab Image is currently unavailable via HTML Access at the time of this writing (8/30/16) and must be accessed via the Horizon Client. See [Downloading the Horizon View Client for Windows](#) to gain access to local file sharing and USB device sharing with your local pc to the virtual desktop.



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*Option to select installation of Horizon Client or HTML Access  
as seen at <https://desktop.okstate.edu>*

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## VMware Horizon View Clients for Mac, Linux, iOS, and Android

VMware Horizon View Client is also available for many non-Windows devices, you can find downloads for those clients here:

[https://my.vmware.com/en/web/vmware/info/slug/desktop\\_end\\_user\\_computing/vmware\\_horizon\\_clients/4\\_0](https://my.vmware.com/en/web/vmware/info/slug/desktop_end_user_computing/vmware_horizon_clients/4_0)

You will also need to be connected to the OSU VPN to access virtual desktops on these devices. [See Connecting to the OSU VPN \(Virtual Private Network\)](#) for more information.

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*If you have any questions or need assistance, please contact Spears School Computer Support at [ssbsupport@okstate.edu](mailto:ssbsupport@okstate.edu)*

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