

Connecting to Spears School of Business Lab Images (Virtual Desktop) from On-Campus

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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 from your work PC or another PC located on campus. Your on-campus machine should already have the VMware Horizon View Client installed on it, if it does not – please see the installation instructions in [Connecting to Spears School of Business Lab Images – Off Campus](#)

Using the Horizon View Client

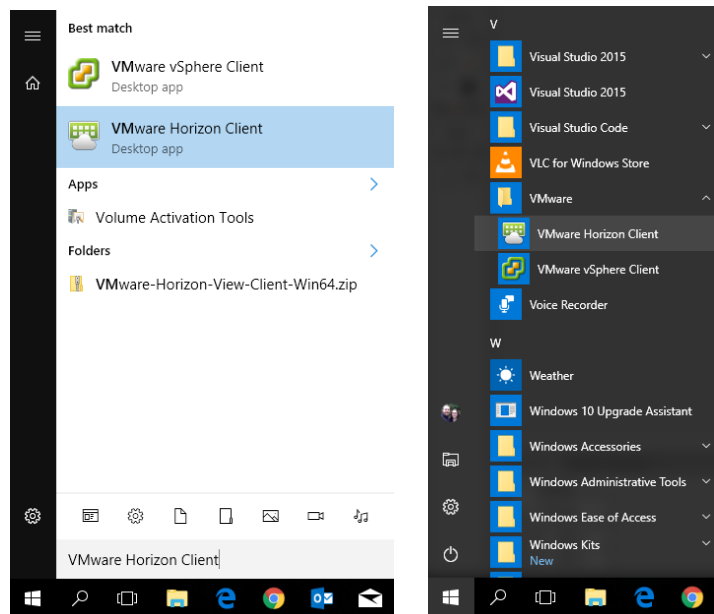
Once you have the Horizon View Client installed and are connected to the OSU VPN you are ready to open the Horizon View Client and connect to the virtual desktop of your choosing.

Locating and Launching the Horizon View Client

There should be an icon for the Horizon View Client on your desktop. Double click on that icon to launch the Horizon View Client.



If you do not see an icon for the Horizon View Client on your desktop, 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.

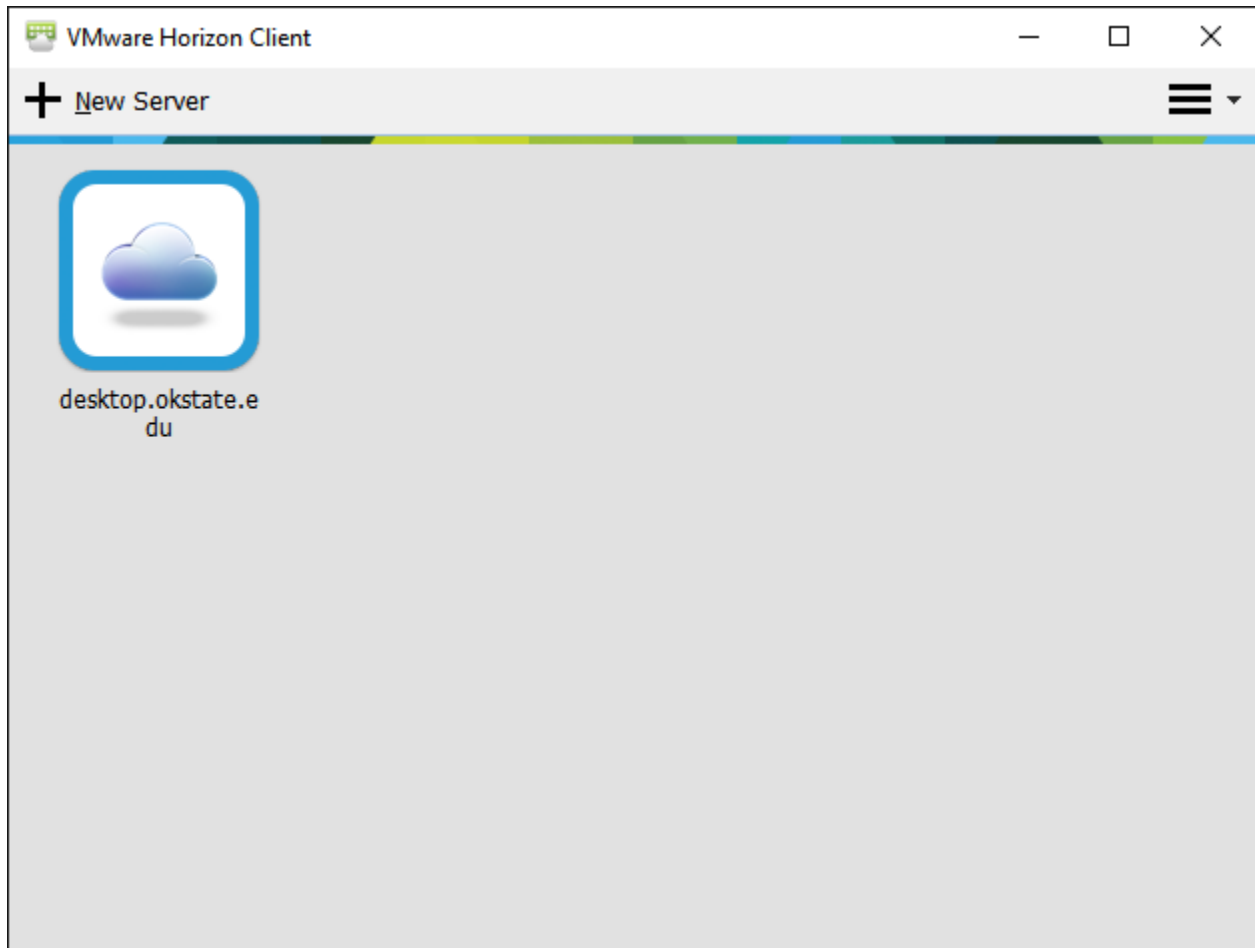


Left: Finding the VMware Horizon View Client using Search on the start menu as it appears in Windows 10

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

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.

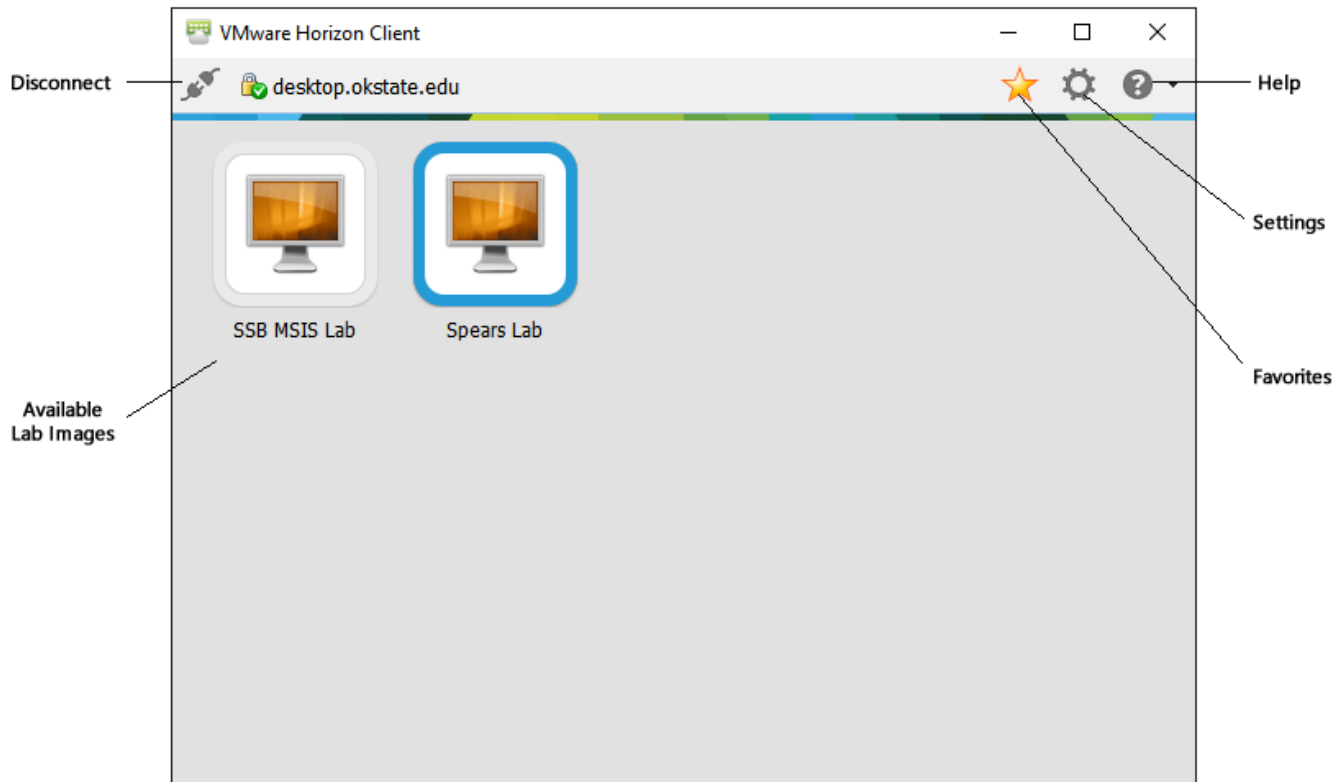


You will now be asked to login. Use your O-Key credentials and click 'Login'.

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.



Overview of button functions on the Select Virtual Desktop screen

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](#)

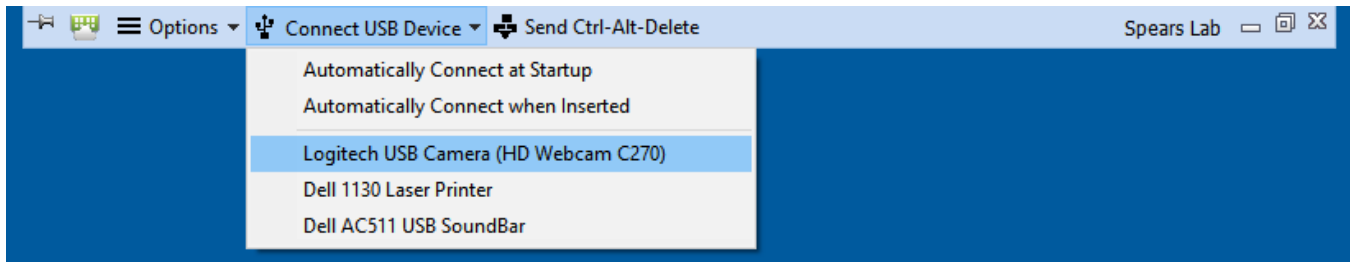
Click on 'Sharing' in the list on the left. From here you can add folders from your local pc to be shared with the virtual desktops that you will connect to. To add a new folder, click on the 'Add' button to open up a list of folders on your local computer. Locate the folder that you would like to share 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'.



Virtual Desktop menu showing 'Connect USB Device'

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.

If you have any questions or need assistance, please contact Spears School Computer Support at sbsupport@okstate.edu