

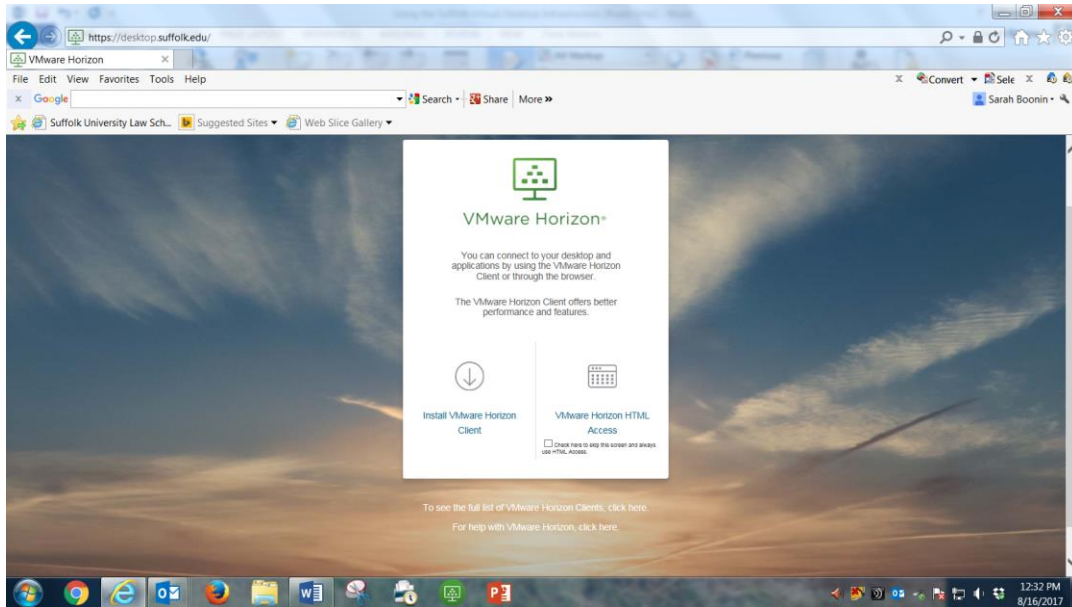
Suffolk VDI Standard Pool (SU-Pool)

Installing the Suffolk Virtual Desktop Infrastructure (VDI)

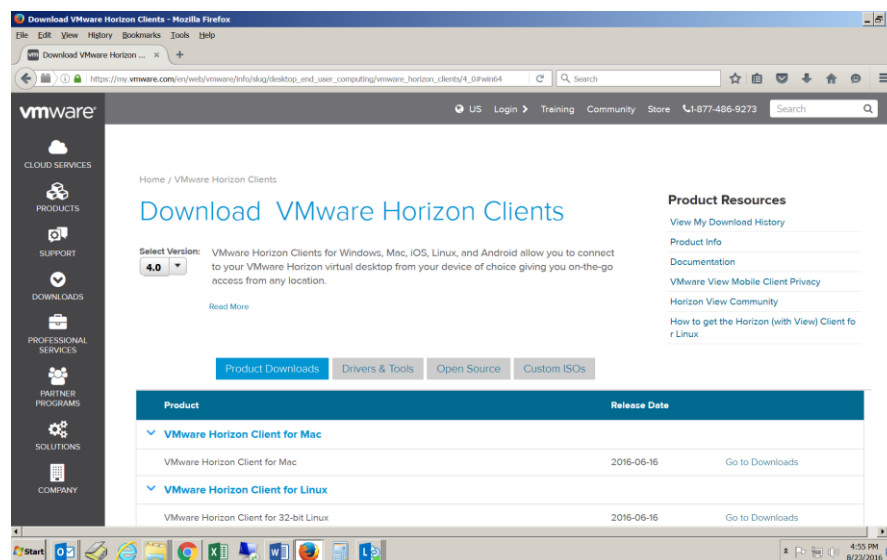
You can access the Virtual Desktop Infrastructure (VDI) by downloading and installing the “client” (VMware Horizon) or using HTML/Web access.

Below are instructions to download the client and install it on your laptop or home computer.

- 1) To download the VMware Horizon client, first go to desktop.suffolk.edu. Select the option on the left to install the vmware client.



- 2) Next, find and click on the VMware Client that is specific to your operating system (Mac or Windows).

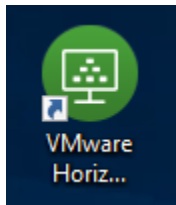


Follow instructions to download and install.

Suffolk VDI Standard Pool (SU-Pool)

ACCESSING THE SU-Pool VDI – FOR STUDENTS

Click on the VMware client on the desktop:

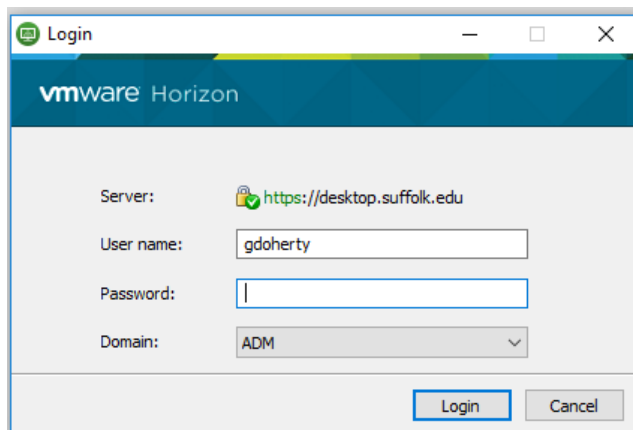


First time users, type in desktop.suffolk.edu as the connection server name

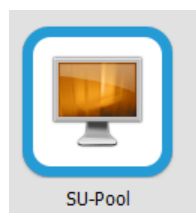
Double click desktop.suffolk.edu to load desktop.suffolk.edu.



Login using your Suffolk University username and password.

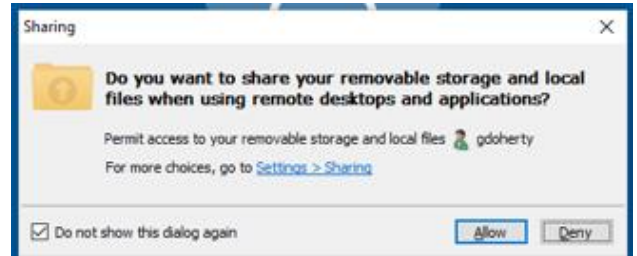


Select the "SU-Pool" icon.



You might be prompted with the 'removable storage' alert:

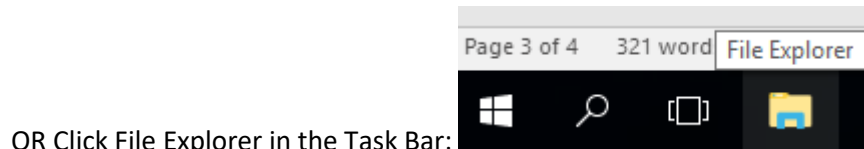
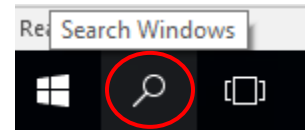
Choose allow if you intend to save to a USB flash drive or save to your local hard drive



TO CHOOSE AN APPLICATION OR OPEN YOUR DOCUMENTS:

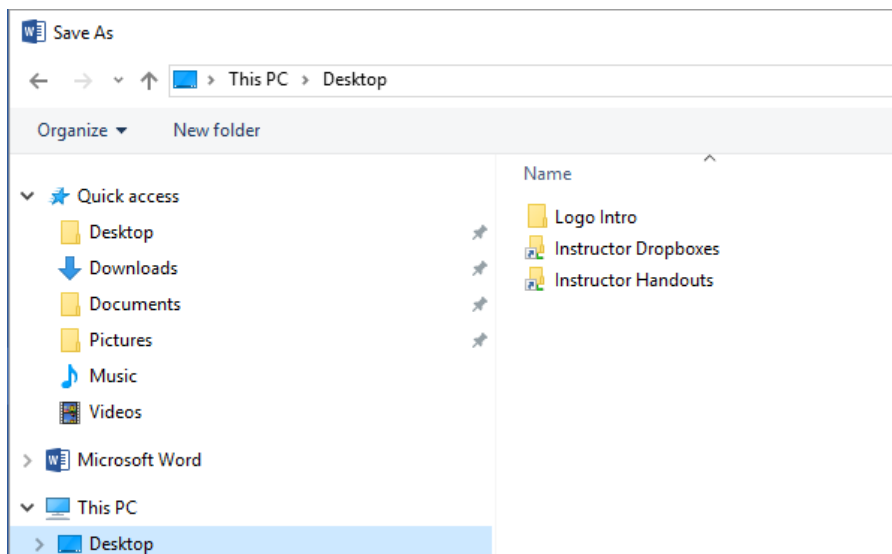
Click on Windows icon  and all apps will be listed

Also can search for application – click the search button and begin to type app:



OR Click File Explorer in the Task Bar:

Browse to your flashdrive or desktop to open file:



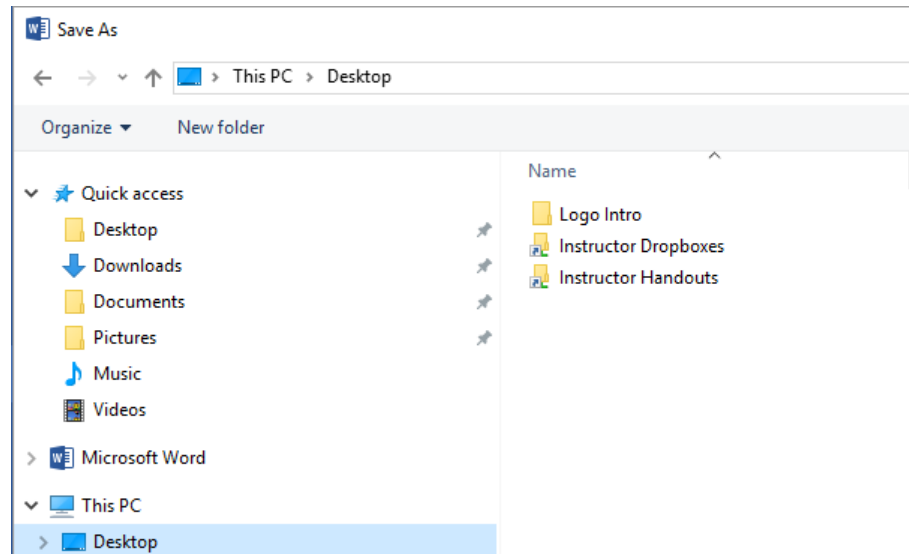
SAVING YOUR WORK

ALL STUDENT work should be saved to the desktop and then uploaded to your OneDrive Account.

The desktop is only temporary space and files are periodically removed.

Choose Save As

Navigate to Desktop



When ready to Sign Out, **upload your document to OneDrive.**

Launch a browser and login to o365.suffolk.edu to upload your saved documents to OneDrive.

PRINTING

When you are ready to print, you will see a list of queues available.

Remember to save and sign out when you have finished your work. Disconnect leaves your session active and will be automatically logged off after 1 hour for the SU Pool.

SIGN OUT



Click on the Icon labeled Sign OUT