### Suffolk VDI Arts & Design Pool

# Installing the Suffolk Virtual Desktop Infrastructure (VDI)

You can access the Virtual Desktop Infrastructure (VDI) by downloading and installing the "client" (VMware Horizon).

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

1) To download the VMware Horizon client, open a browser and go to desktop.suffolk.edu.



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

Download VMware Ho	rizon × +					
🖬 🔪 🔒 🛛 https://n	w.vmware.com/en/web/vmware/info/slug/desktop_en	id_user_computing/vmware_horizon_clients/4_0#win64	C Q Search	☆自	<b>0 + </b>	
<b>n</b> ware <sup>,</sup>		🕲 US La	ogin <b>&gt;</b> Training Community :	Store <b>\$1-877-486-9273</b>	Search	
UD SERVICES	Home / VMware Horizon Clients					
RODUCTS			lianata	Product Resources		
	Download VIV	Iware Horizon C	lients	View My Download History		
	Select Version: VMware Horizon Clie	nts for Windows, Mac, iOS, Linux, and And	oid allow you to connect	Product Info		
	4.0 To your VMware Horiz	zon virtual desktop from your device of cho		Documentation		
WNLOADS	access from any local	tion.		VMware View Mobile Clie	,	
<u> </u>	Read More			Horizon View Community		
FESSIONAL				How to get the Horizon (v r Linux	with View) Client fo	
ERVICES	Product Downloa	ds Drivers & Tools Open Source	Custom ICOs			
**	Product Downloa	ds Drivers & Tools Open Source	Custom ISOs			
PARTNER ROGRAMS	Product		Release	Date		
	VMware Horizon Client for M	lac				
	VMware Horizon Client for Mac		2016-06-	16 Go to Down	loads	
:OMPANY	✓ VMware Horizon Client for Li	inux				
	VMware Horizon Client for 32-bit I		2016-06-	16 Go to Down	la a da	

Follow instructions to download

### Suffolk VDI Arts & Design Pool

### ACCESSING THE 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.

回 Login	-		×	
vmware Horizon				
Server:	🏠 https://desktop.suffolk.edu			
User name:	gdoherty			
Password:	1			
Domain:	ADM	$\sim$		
	Login	С	ancel	

Select the "Arts & Design 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

Sharing		×
0	Do you want to share your removable storage and local files when using remote desktops and applications? Permit access to your removable storage and local files 2 gdoherty	
	For more choices, go to <u>Settings &gt; Sharing</u>	
Do not	t show this dialog again Allow Deny	

# TO CHOOSE AN APPLICATION

Click on Windows icon



and all apps will be listed

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



# SAVING YOUR WORK

While working on your documents,

ALL STUDENT work should be saved to the Desktop or Documents folder as your temporary workspace When completed for that day, upload to your OneDrive Account.

Think of your document as materials you would take out of a folder or cabinet to work on: A user takes materials out (of OneDrive) to work on it then has to put it all away when done for the day.

Choose Save As

Under This PC,

Navigate to your Desktop OR Documents Folder

💻   📝 🔚 🖛   This PC				
File Computer View				
← → × ↑ 💻 > This PC				🗸 🔁 Search This PC
📌 Quick access	^	✓ Folders (7)		
Desktop	*	3D Objects	Desktop	Documents
Documents	*			Documents
🖶 Downloads	*	Downloads	Music	Pictures
Pictures	*	Jownioads	Music	Pictures
👌 Music				
📔 Videos		Videos		
le OneDrive				
🛄 This PC		V Devices and drives (1)		
3D Objects		Floppy Disk Drive (A:)		
E Desktop				
Documents		V Network locations (2)		

When you have completed your work and are ready to Sign Out, upload your document to OneDrive.

Launch a browser and login to o365.suffolk.edu

Click on OneDrive and then upload, brows to your file and upload.

To Open a saved document, Click File Explorer in the Task Bar:

Page 3 of 4 321 word File Explorer

Browse to your desktop or documents folder (Under This PC)

Depending on where you saved your document -

Double click file to open.

#### PRINTING

All Lasers & Plotters for Arts & Design print by queue.

When you are ready to print, you will see a list of queues labeled by floor/location

All black & white prints (labeled \_BW) is \$.05 cents a per page.

All color prints (labeled \_CL) is \$.25 cents per page.

All plotter prints (labeled PLT and location) is \$.25 per page.

Sawyer_6_BW	PLT_S618
Sawyer_6_CL	💐 PLT_S643_Left
📚 Sawyer_10_BW	
Sawyer_10_CL	💐 PLT_S643_Right
📚 Sawyer_A_BW	PLT_S1018
Sawyer_A_CL	PLT_SA40_Left
💐 Sawyer_B_BW	
Sawyer_B_CL	💐 PLT_SA40_Right

Remember to save and sign out when you have finished your work. Disconnect leaves your session active and will be automatically logged off after 4 hours of inactivity for the A+D Pool or after 1 hour for the SU Pool. Disconnect (or closing the window) is only appropriate for rendering.

SIGN OUT



Click on the Icon labeled Sign OUT