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).
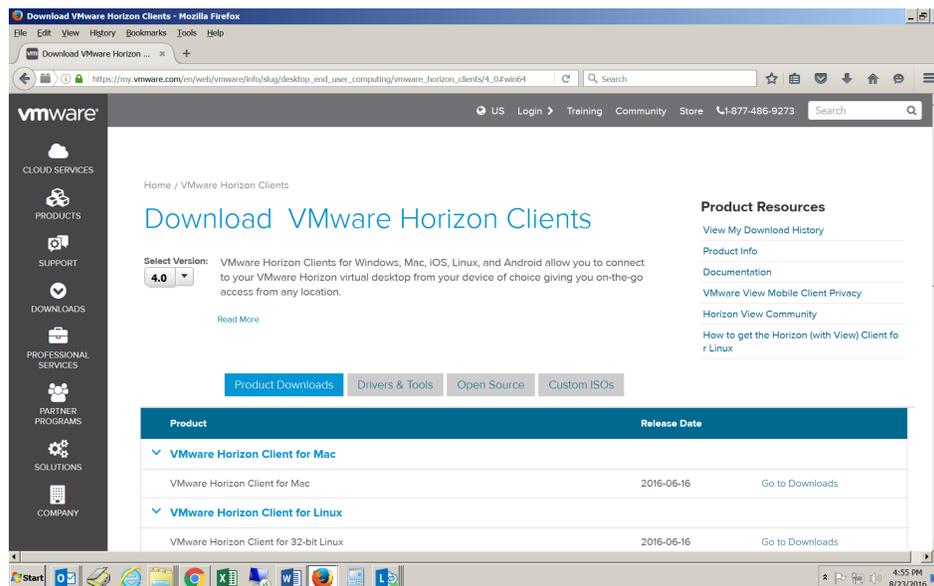
Follow instructions to download

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.
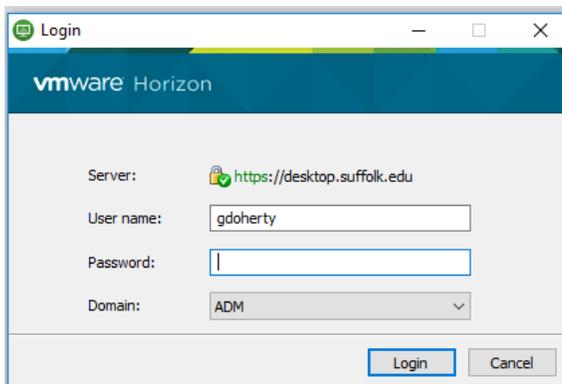
Select the "Arts & Design Pool" icon:
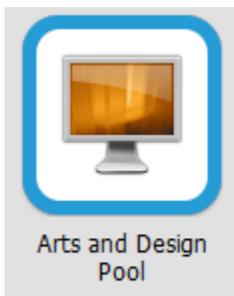
You might be prompted with the 'removable storage' alert:

Choose allow if you intend to save to a USB flash drive or save to your local hard drive
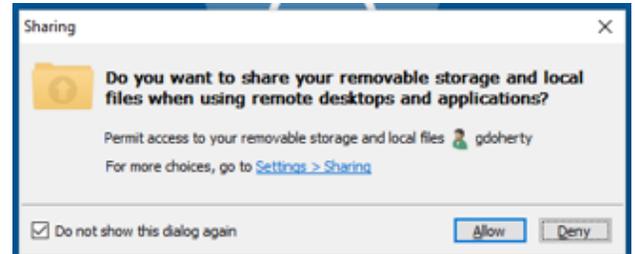
TO CHOOSE AN APPLICATION

Click on Windows icon [Windows icon] and all apps will be listed

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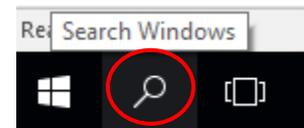
SAVING YOUR WORK

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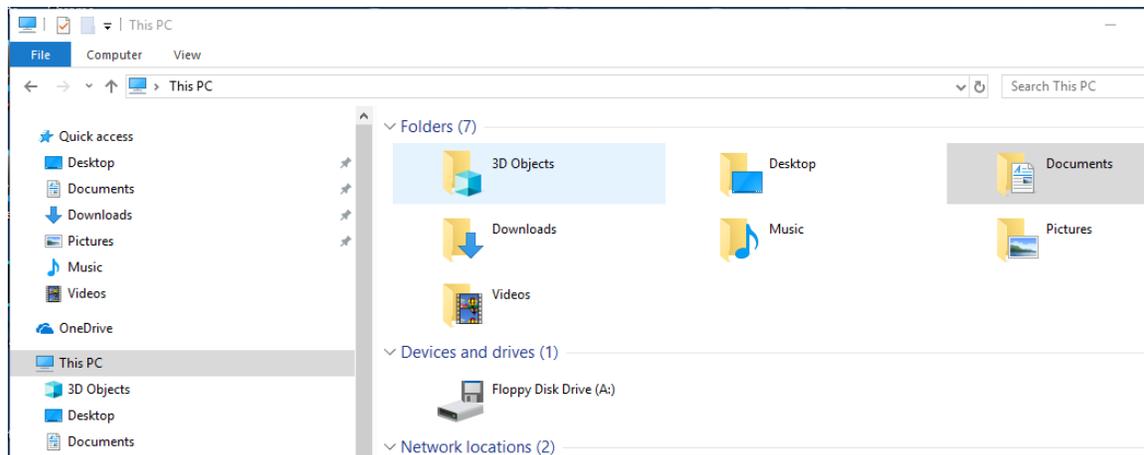
When you have completed your work and are ready to Sign Out, **upload your document to OneDrive.**

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:
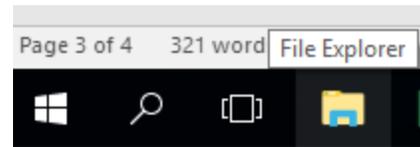
Depending on where you saved your document –

Browse to your desktop or documents folder (Under This PC)
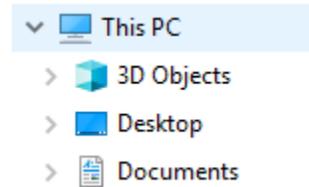
Double click **file** to open.

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	PLT_S643_Right
Sawyer_10_CL	PLT_S1018
Sawyer_A_BW	PLT_SA40_Left
Sawyer_A_CL	PLT_SA40_Right
Sawyer_B_BW	
Sawyer_B_CL	

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