

Installing and Using VMWare View Client for Windows

This document describes how to get up and running with View if you use a Windows operating system.

Firstly, you will need to determine whether you are using a 32 bit or 64 bit Windows. To do this, please follow this [Microsoft Support link](#). The checker should automatically detect which you have. If this does not display you will need to follow the instructions manually to determine which version of Windows is installed.

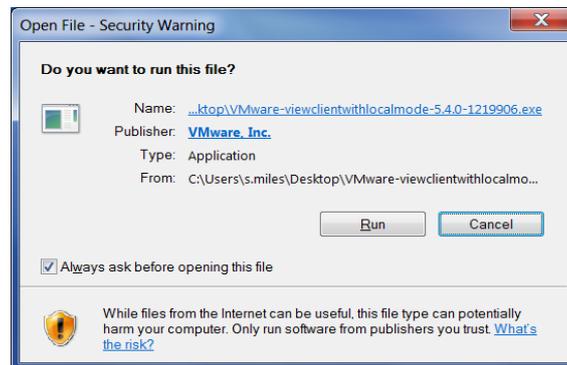
Installation

You will only need to carry out the installation steps once per device.

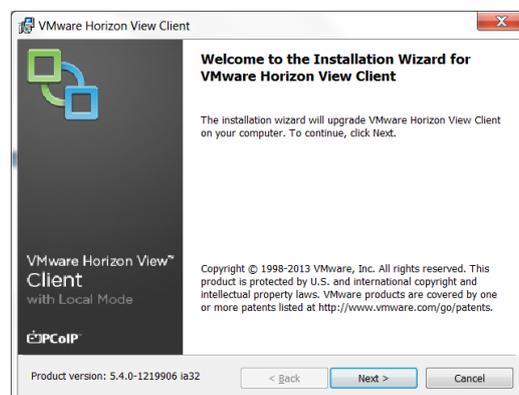
1. Go to [VMWare View](#) and download the relevant install for your computer by clicking Go to Downloads, and then Download.

▼ VMware Horizon Client for Windows		
VMware Horizon Client for 32-bit Windows	2014-12-09	Go to Downloads
VMware Horizon Client for 64-bit Windows	2014-12-09	Go to Downloads

2. Locate the saved file and double click to launch. Depending on your system security settings you maybe prompted to click *Run*.



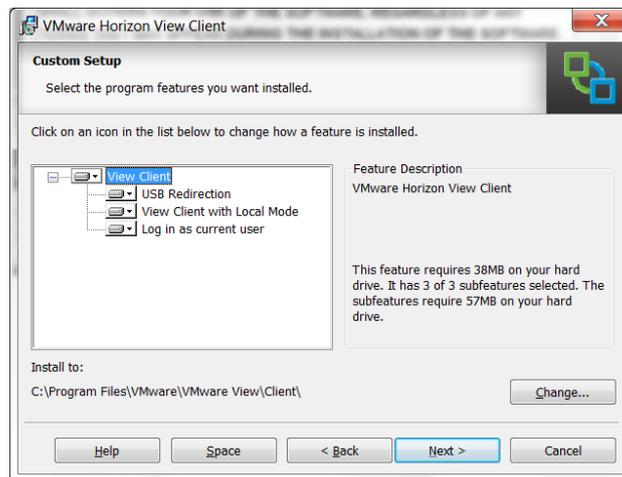
3. Once you have clicked Run, a splash screen will be displayed. Click *Next*.
4. *Click Next* to start the Installation Wizard.



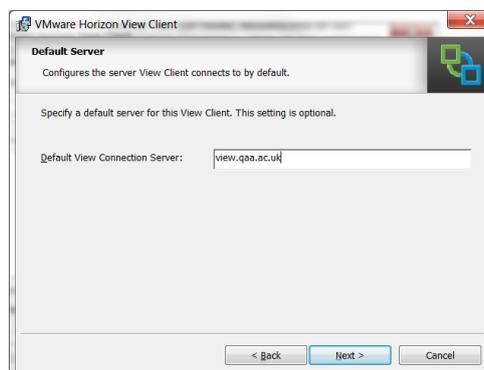
5. Check the button next to “I accept the terms of the license agreement”.



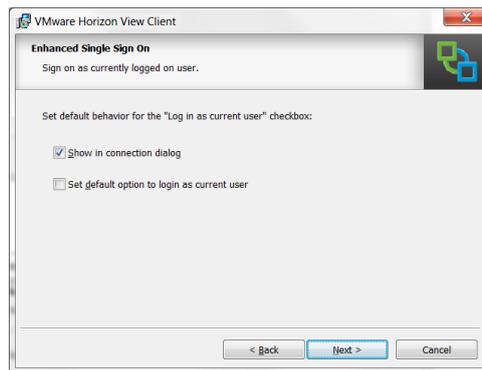
6. Click Next to start the installation of all components listed. You will be prompted to enter various details to ensure the software can make contact with QAA View servers. Please follow the detail included below:



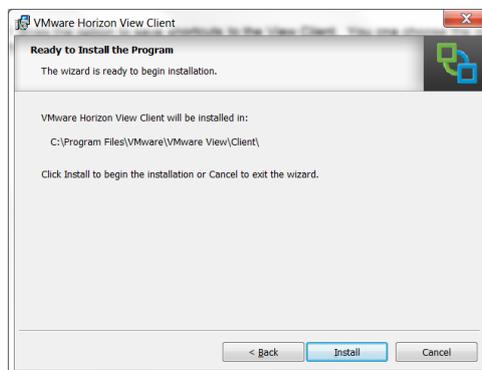
7. Type *view.qaa.ac.uk* in the Default View Connection Server box, then Click Next.



8. Do not change the defaults on the dialogue box below - QAA do not want you to log on as the current user for security reasons. Click Next.



9. The next dialogue box gives shortcuts options. Make your choices, and *Click Next*.
10. You will then be prompted to specify a location where the program is to be installed. Accept the default and *Click Install*.



The package will then install, creating shortcut items where you specified in step 9. The installation may take up to five minutes. You have now installed the VMware Horizon View Client and can now launch the program. If prompted to restart your computer, please do so.

Using View

1. Launch View using the desktop shortcut installed earlier. If you only specified a Start menu shortcut please locate the program from this location.



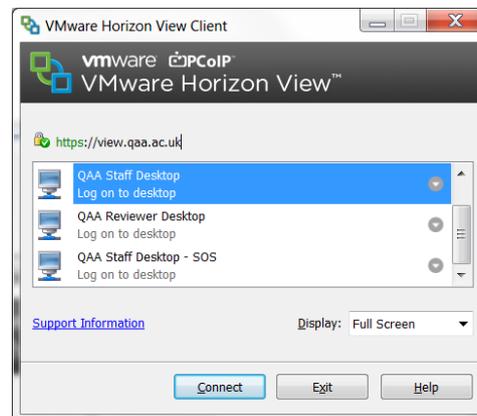
2. In the next dialogue box, you will be prompted with the detail already filled in. If the text does not match **view.qaa.ac.uk** you will need to delete and re type.



- Once you have *clicked Connect*, you will be prompted to enter your QAA username and password. This is the one used for Qmmunity or your QAA issued laptop/workstation.



- Once the View servers have verified your identity you will be presented with a desktop to choose; most users will only see one desktop.



- Once your desktop has been highlighted, *click Connect*. Your desktop will now begin to load. If you haven't used the system for a number of days you may find your desktop has been auto powered off. You do not need to do anything but this may take a few minutes.



- If this is the first time you have used View, you will need to set up any defaults, such as your Outlook signature, any Internet browser favourites etc. These will be saved with your desktop.

Saving your work using View

Once you are connected, you will be able to connect to Qmmunity and use Microsoft Office to open/edit any documents. Please remember to save your work back to Qmmunity before you log out, otherwise changes will be lost.

You should note that you can only use View when working online. You are not able to download documents from View to your computer to work offline.

Known issues

If you are getting an error saying “invalid certificate” when connecting to view, open Internet Explorer. Go to <http://resources.qaa.ac.uk/service-desk/certupdate.p7b>. This should download the certificate located there. When prompted install the certificate and then reconnect to View.

Important

Make sure you save your work back to Qmmunity before logging out.
Otherwise your work will be lost.

Need help?

Should you have any problems setting up View or using the virtual workstation, please contact QAA's Service Desk: helpdesk@qaa.ac.uk or call 01452 557123