# VMWare at UNBC is changing as of August 13th, 2018

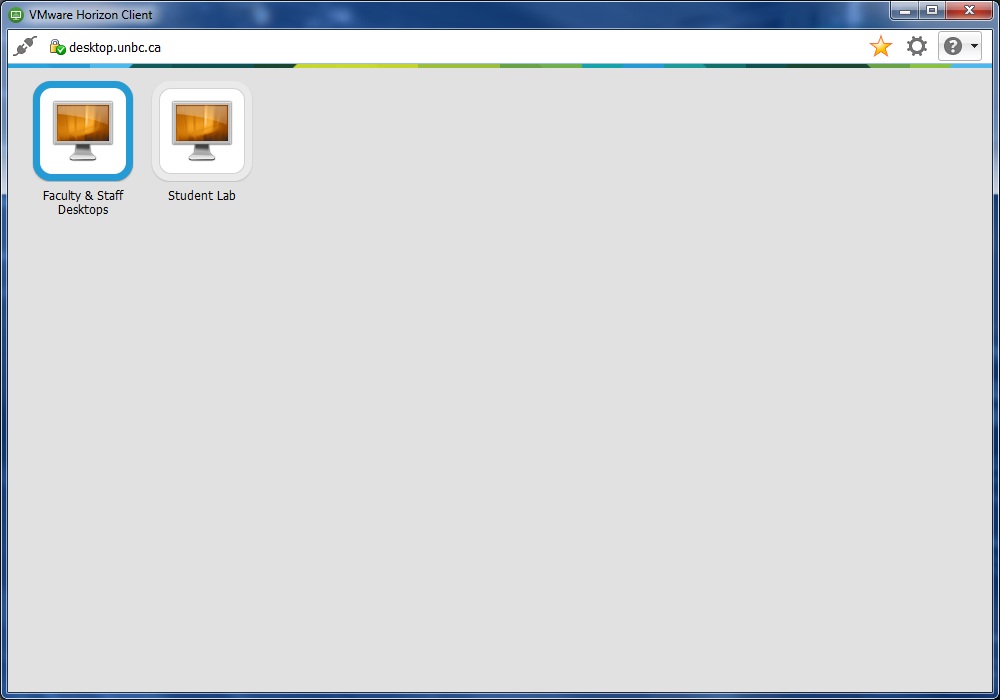
VMWare (Virtual Desktop environment or VDI) has been upgraded to new Servers and Pools

* **New server** – desktop.unbc.ca
* **Old servers** – view.unbc.ca & secureview.unbc.ca. DO NOT USE AS OF Monday August 13th

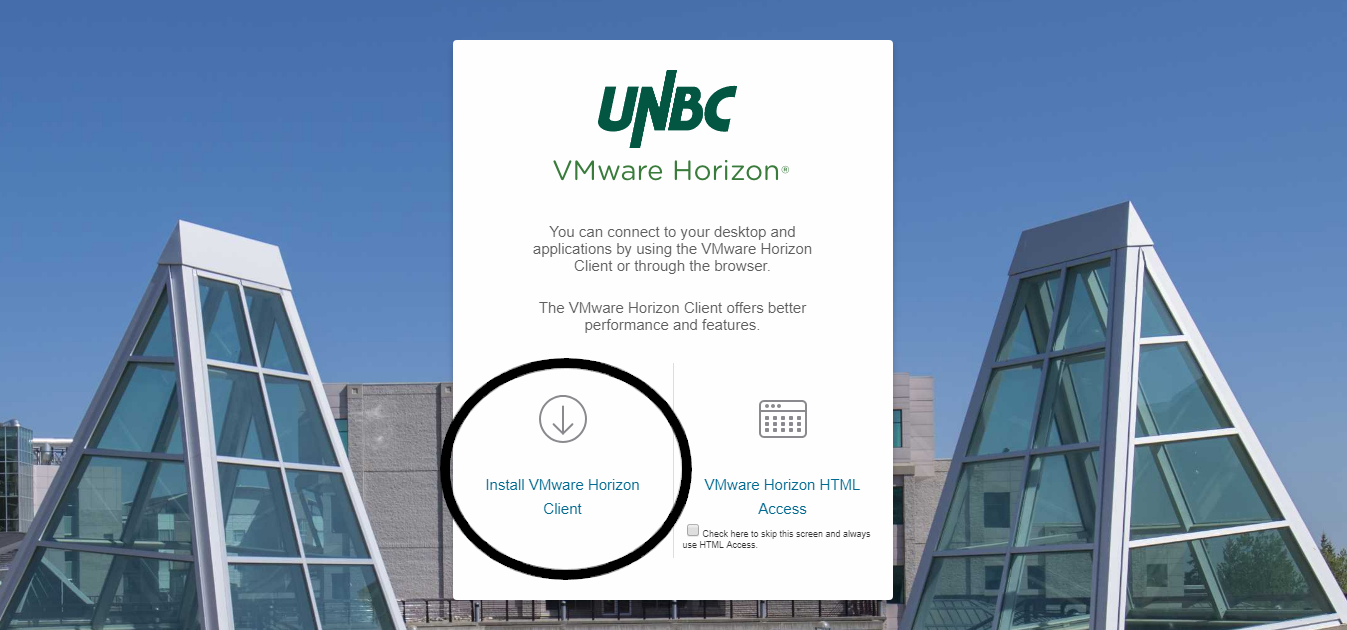
**Existing Client Install**

Please use the following steps to upgrade your existing VMWare client. To start a **New Client Install** see page 2

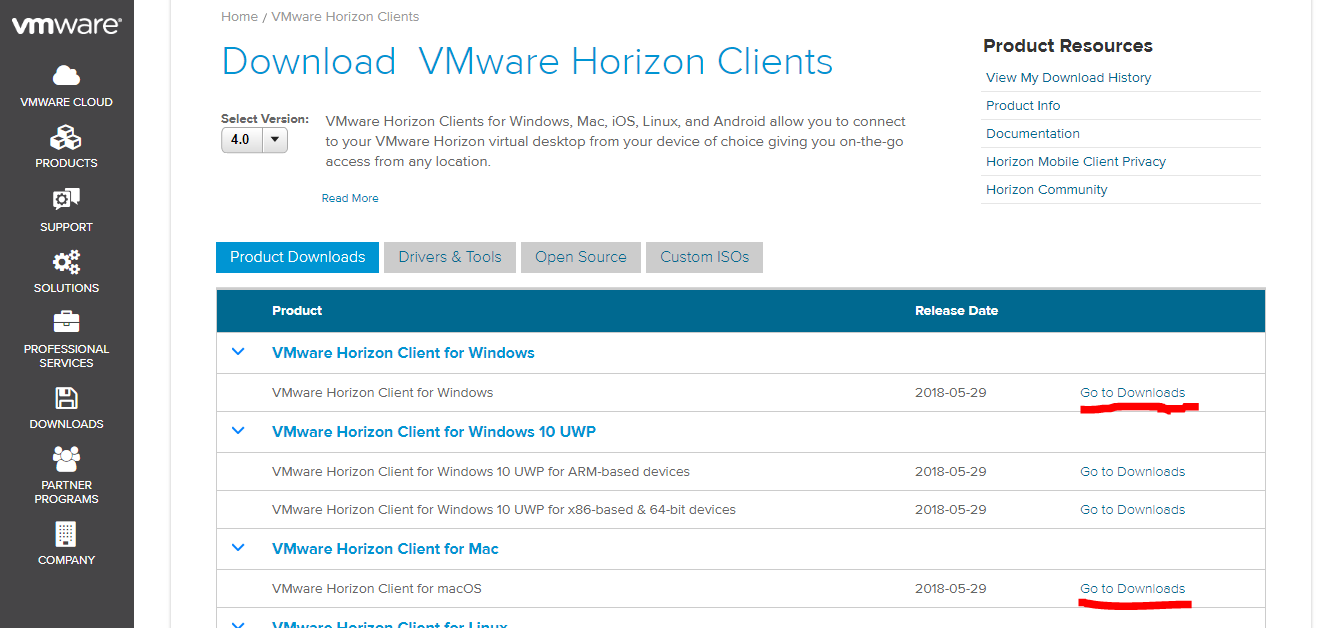
* + Upgrade your client if necessary. You should be at v4.0.8 or higher
  + See **New Client Install** section for client download steps.
  + Software update Notifications are located under **?** (Help) located upper right corner



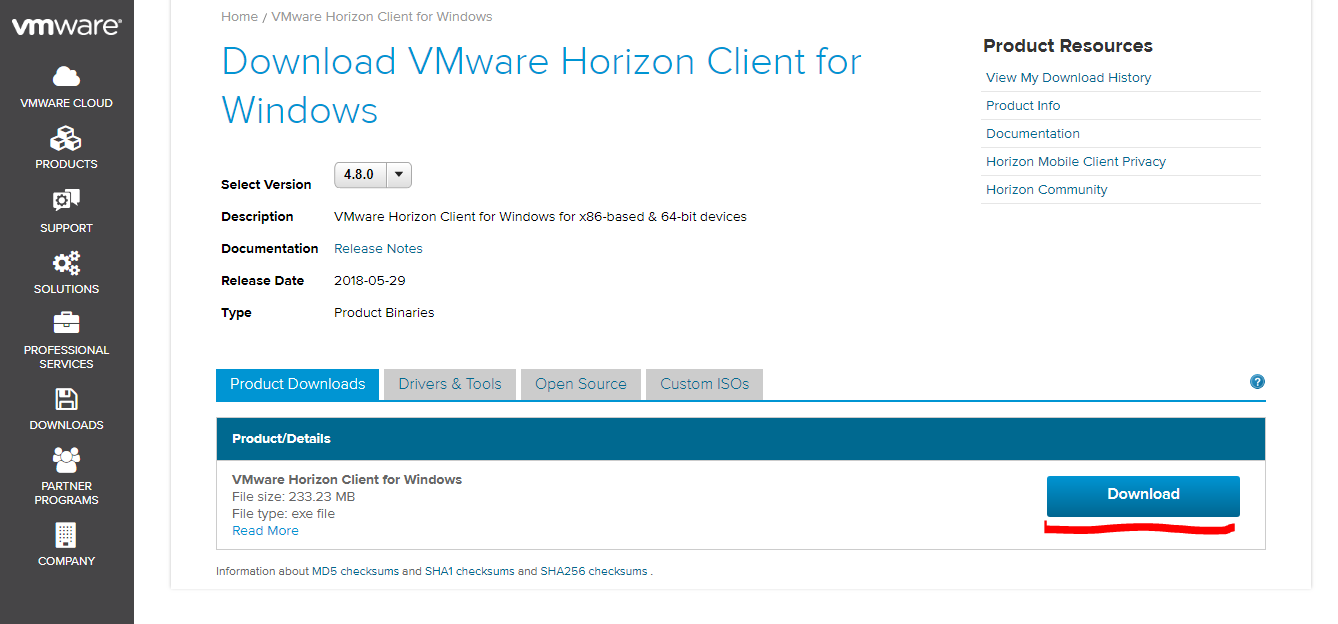
* + Right Click and Delete secure.unbc.ca & view.unbc.ca – do not use anymore!!
  + Click on + New Server to add desktop.unbc.ca
  + Connect and use the Pools you have access to
  + All VMWare Pools are now **Windows 10**
  + Your UNBC Username & Password are the credentials to use on login
  + New Features – the VMWare Client will notify you when a new version of the client is required.
* **New Client Install**
  + To start the install please visit **desktop.unbc.ca**
  + Click on Install VMWare Horizon Client

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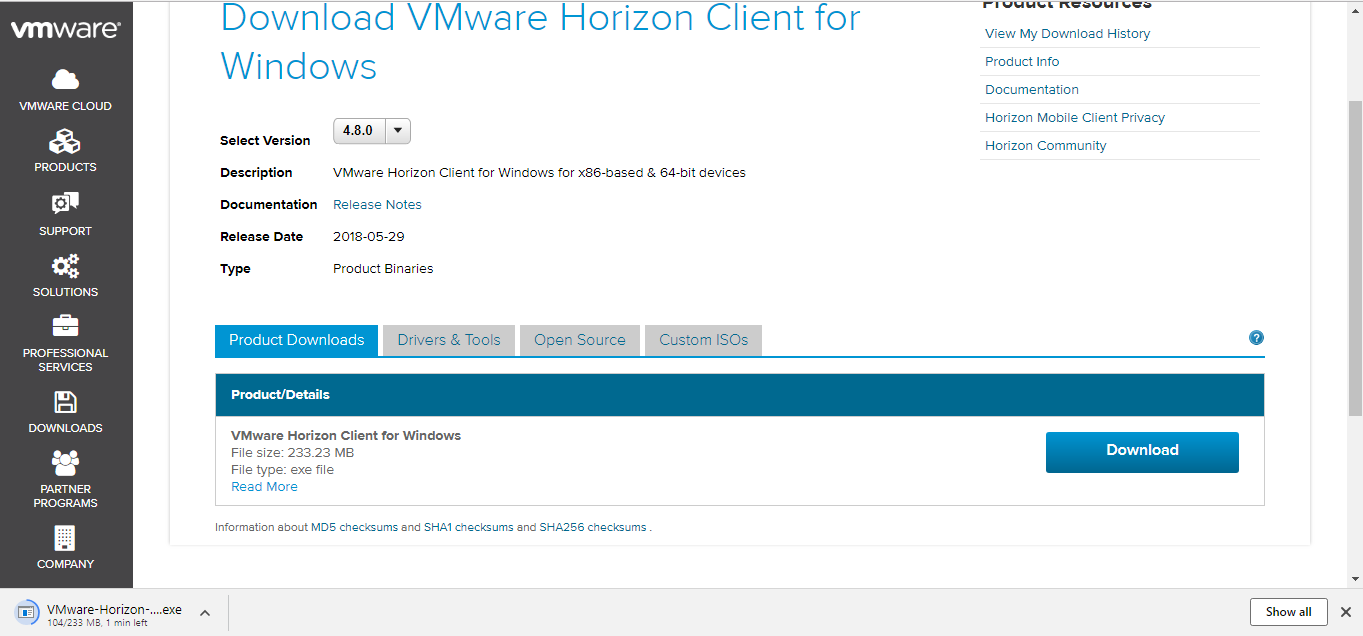
* + You will be redirected to the official VMWare site
  + **Choose the client appropriate for you Operating System**



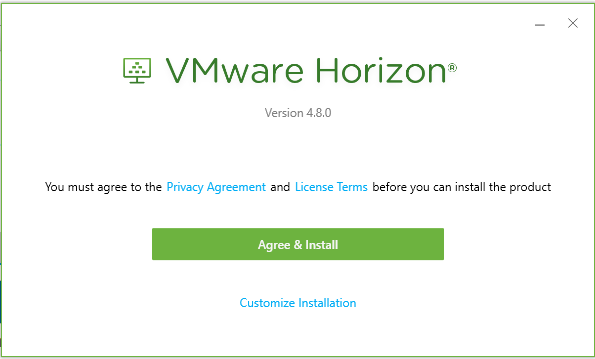
* + **Windows Users -** choose VMWare Horizon Client for Windows and click on Go to Downloads, Click on Download



* + **MAC Users -** choose VMWare Horizon Client for Mac and Go to Downloads, Click on Download
  + **The download will start and be visible in your downloads folder or on your browser task bar**

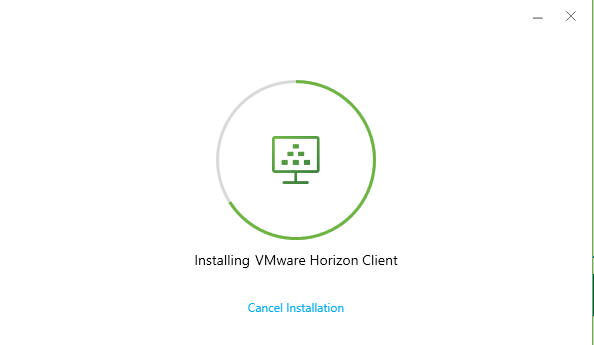


* Click on Install file located on your browser or downloads folder
* Click on Agree & Install

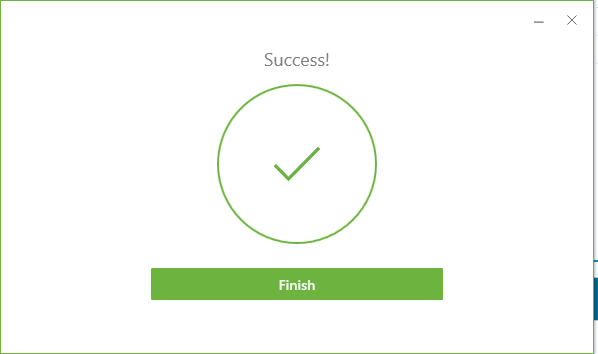


* Wait for the install to finish

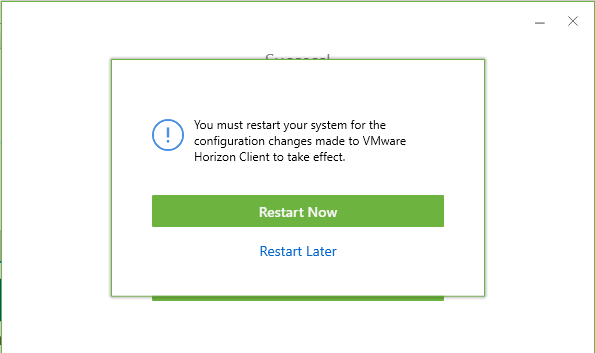




* **Install is Finished**



* **Restart your System**



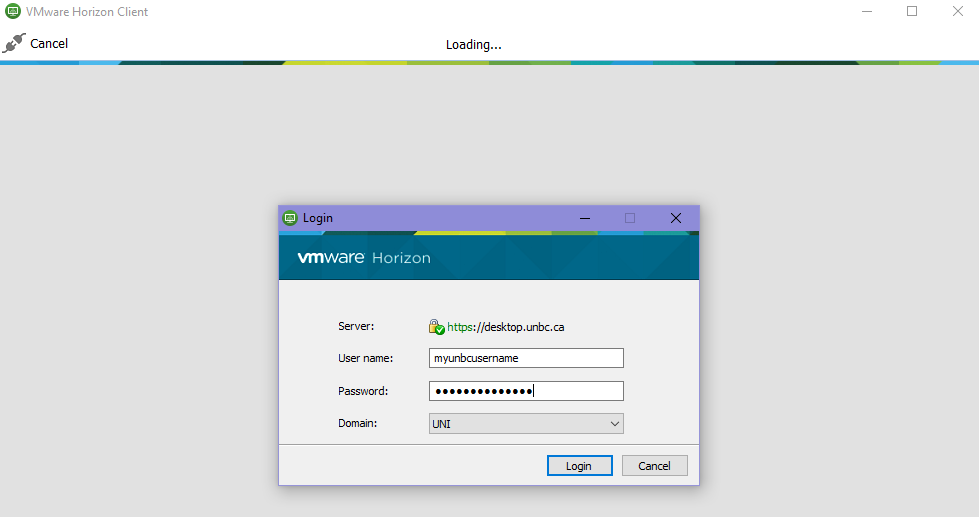
* **Your Desktop will have a new VMWare shortcut after restart**
* **Click on the shortcut to finish the new client setup**



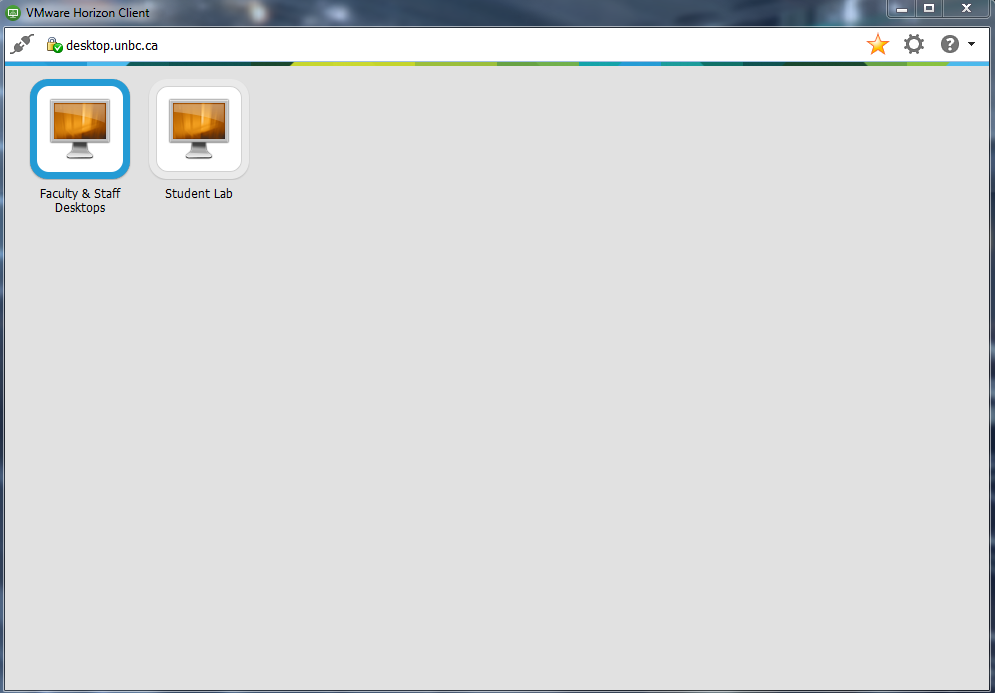
* **Server - desktop.unbc.ca is already entered for you**



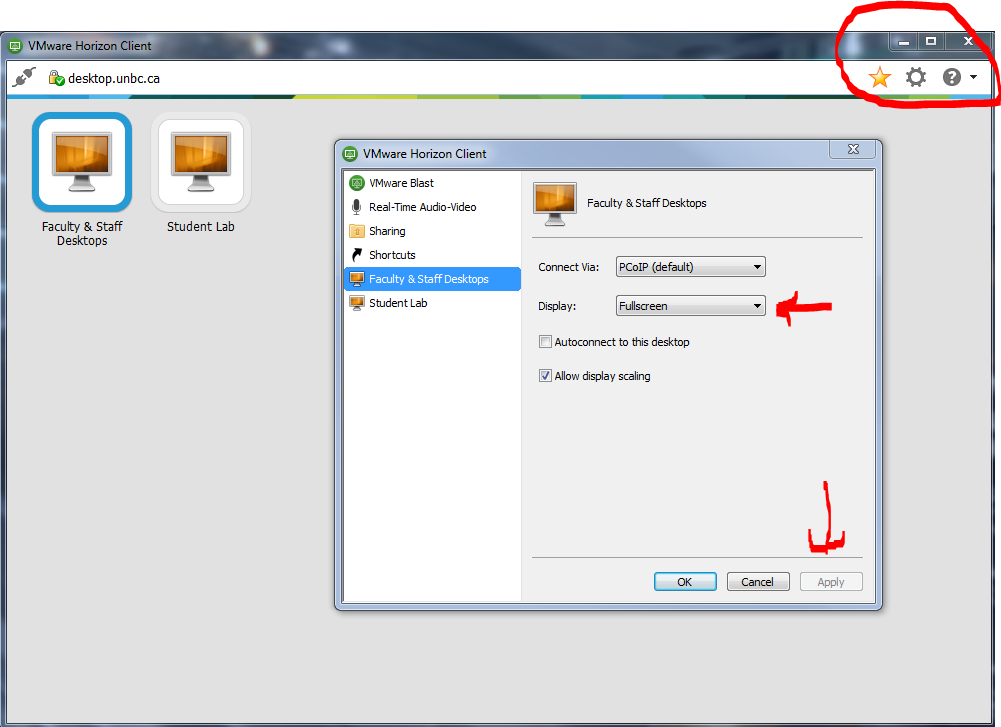
* **Click on desktop.unbc.ca**
* **Enter your UNBC credentials**
* **Domain is always UNI**
* **Click on Login**

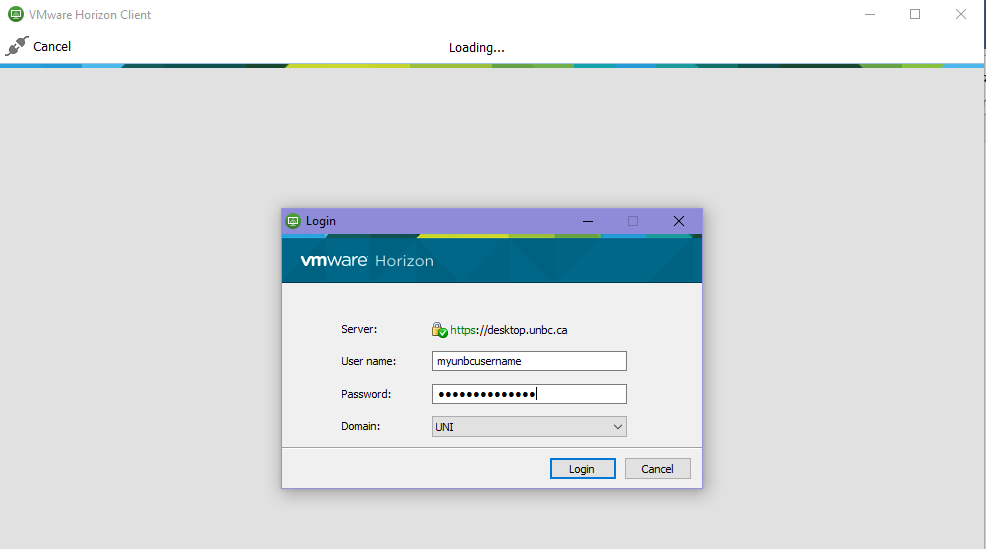


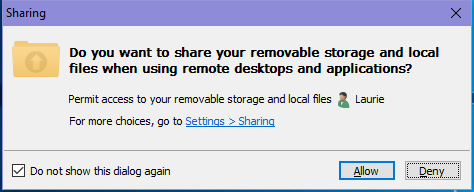
* **You will see the Pools you have access to**



**Customization can be done at this point**

* **Click on the Options Gear Icon**
* **Choose the Pool you want to customize**
* **Set Display to Full Screen. This will allow you to use VMWare on one monitor and everything else on a second monitor**
* **Click on Apply**
* **Click on OK**
* **Pools are now setup the way you would like**
* **Choose the Pool you require**
* **Login using your UNBC credentials**
* **Domain is always UNI**



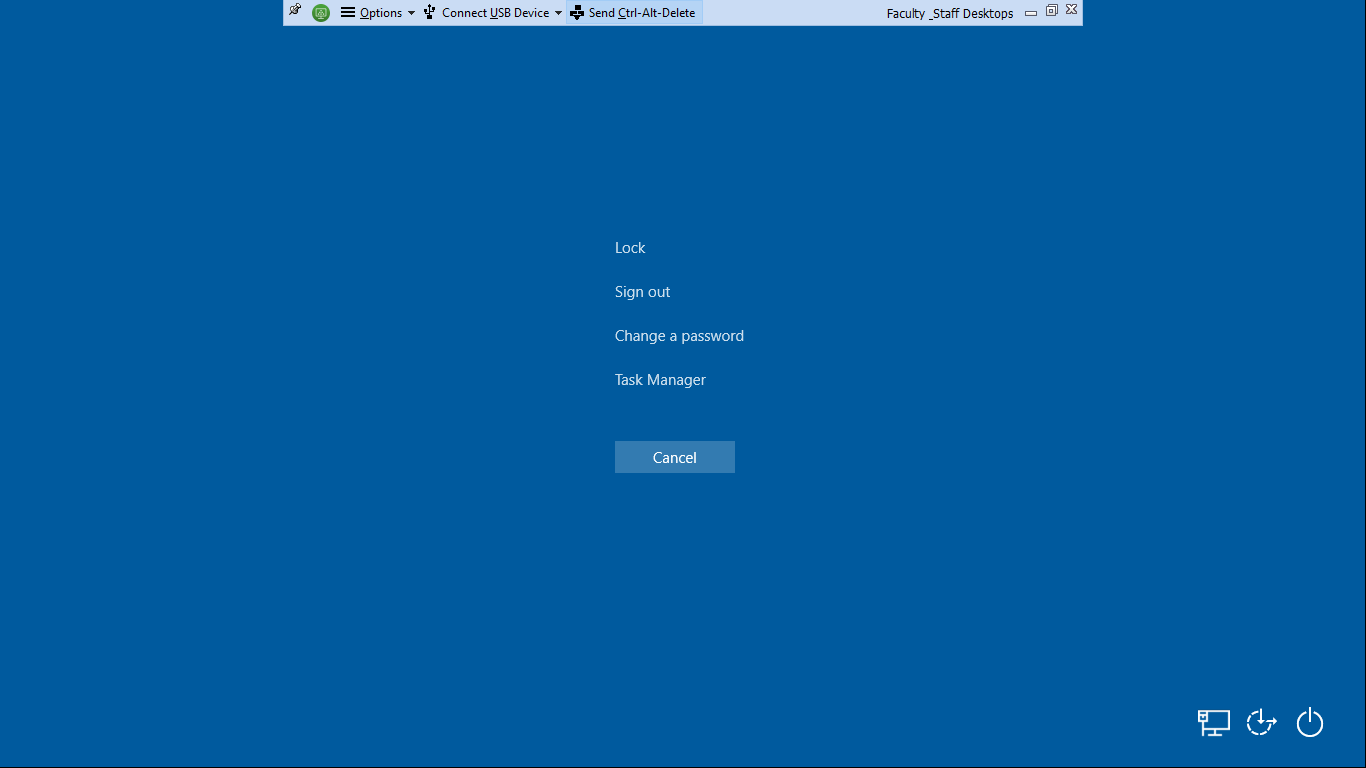
* **Click on Allow if you require access to files that are located on your local computer**

**You are now able to fully access UNBC resources and files through VMWare**

* **Office Products – Word, Excel etc.**
* **UNBC Licensed Software for Students & Employees**
* **Resources such as S, G: & H: drives**
* **Access to websites that are only available on campus such as our support system Cherwell or FAST Grade entry**

**Important Notes**

* **All Pools will disconnect after 60 minutes of inactivity**
* **When you connect again your session will resume where you left off**
* **There are different behaviours when Logging Off or Disconnecting**
* **To Log Off click Send Ctrl-Alt-Delete to active the sign Out screen**
* **Click on Sign Out**
* **To Disconnect click on the X to the right of the Pool Name**



* **Click OK to Disconnect completely**

