

**Install VMware Horizon Client to run on your personal PC or laptop:**

1. Open Internet Explorer.



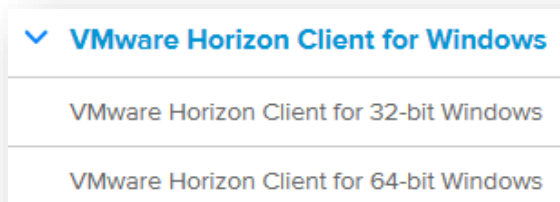
2. In the address bar type in <https://desktop.cascadia.edu/>



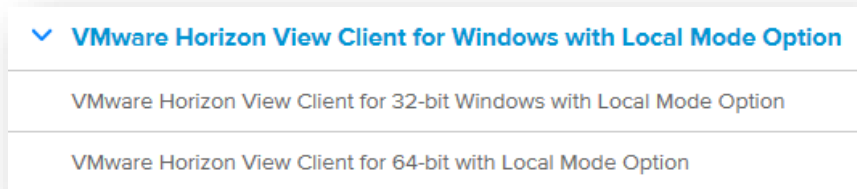
3. If you haven't made use of the client from home in a while or if you've never used it from your home computer, you will need to update or install the client.



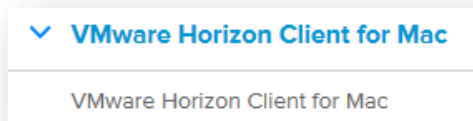
- a. Click on **[Install VMware Horizon Client]**.
- b. Under '*Product Downloads*' find the correct download link for your system.



[NOTE] If you are unsure if your Windows computer is 32-bit or 64-bit, use 32-bit as it will work on both systems. The 64-bit option only works on 64-bit computers.



[NOTE] VMware Horizon View Client for Windows with Local Mode Option allows the user to check out their virtual desktop to run on their local Windows computer while disconnected from the network. This is useful for users that need to disconnect from the network, travel with their laptops, and use their virtual desktops offline.



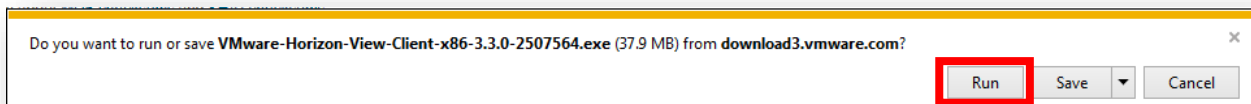
- c. Once you find the version that is correct for your computer, click **[Go to Downloads]**.



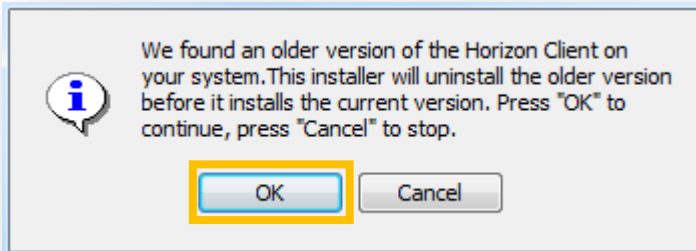
- d. Click **[Download]**.



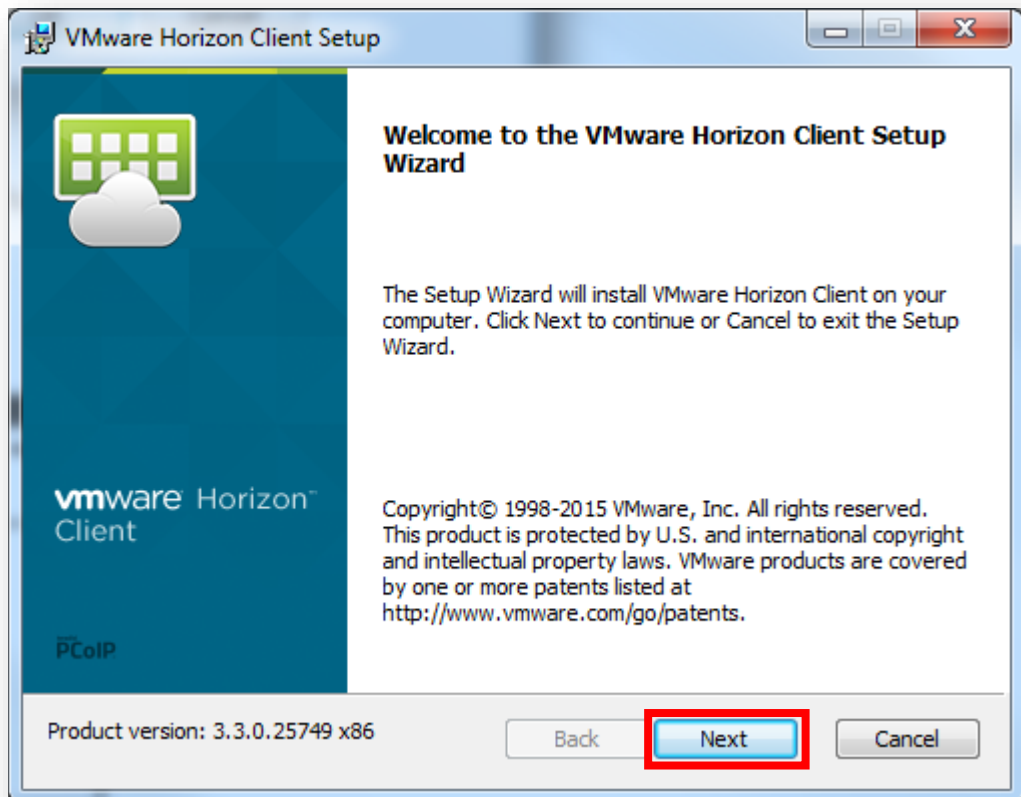
- e. At the bottom of the screen, Internet Explorer will ask you what to do. Click **[Run]**.



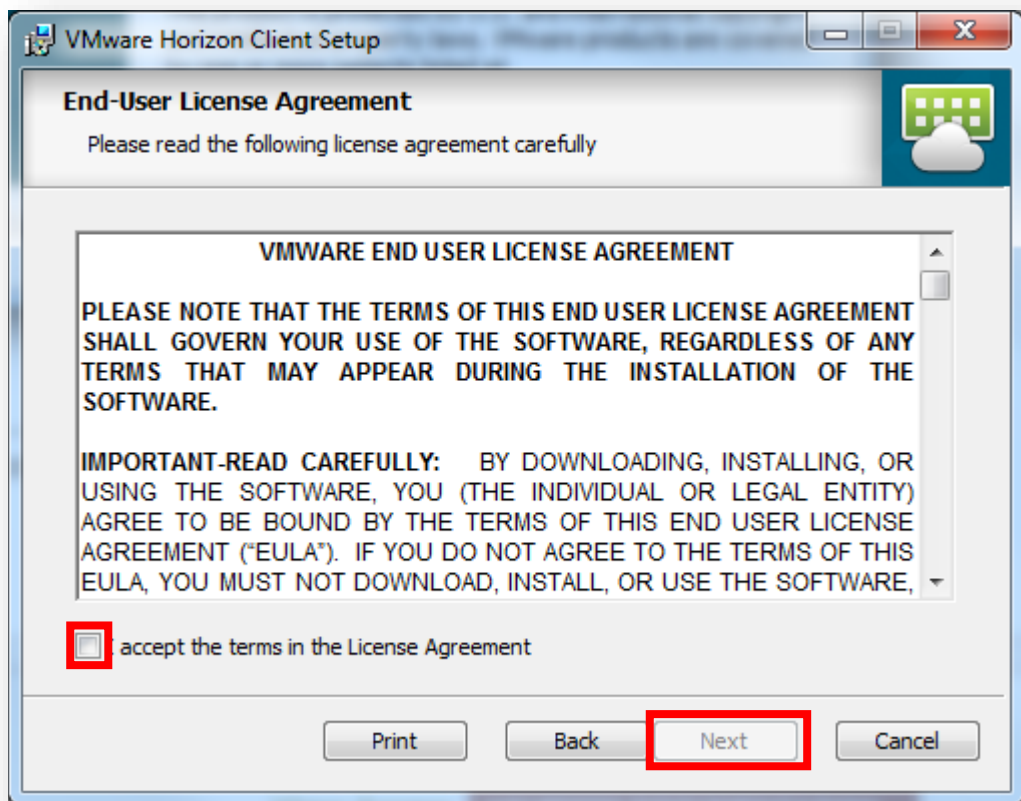
4. Follow the installer steps to install the view client.
  - a. [NOTE] This screen only shows if you already have the view client installed.



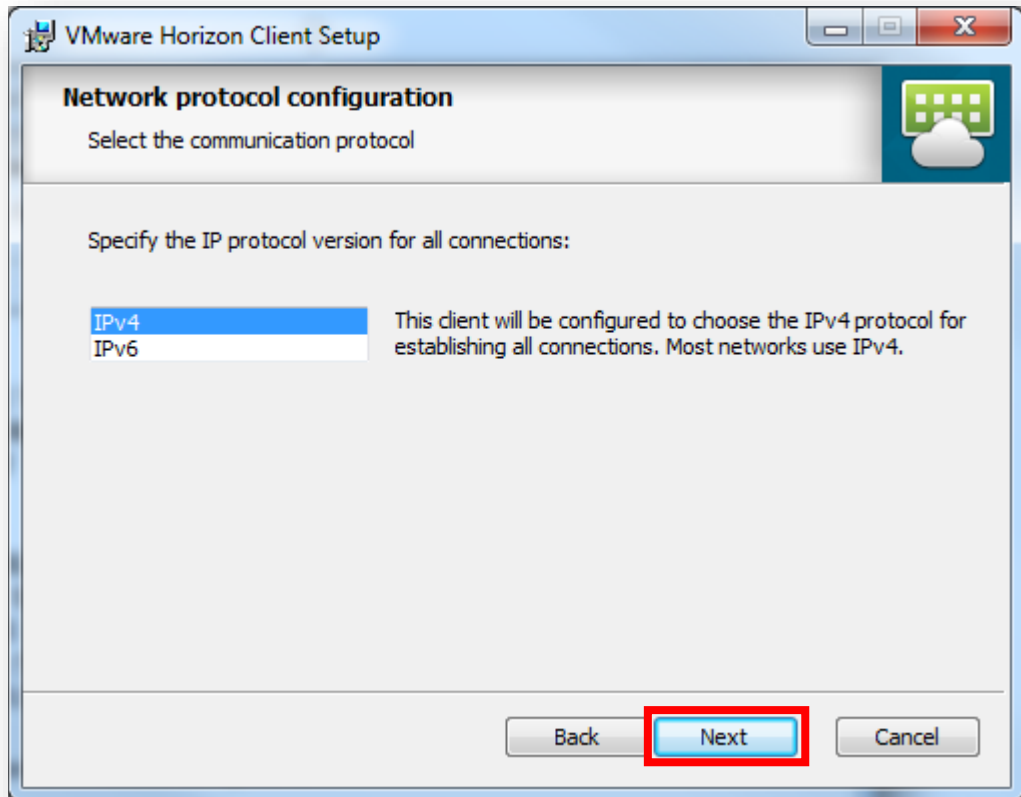
- b. Click [Next].



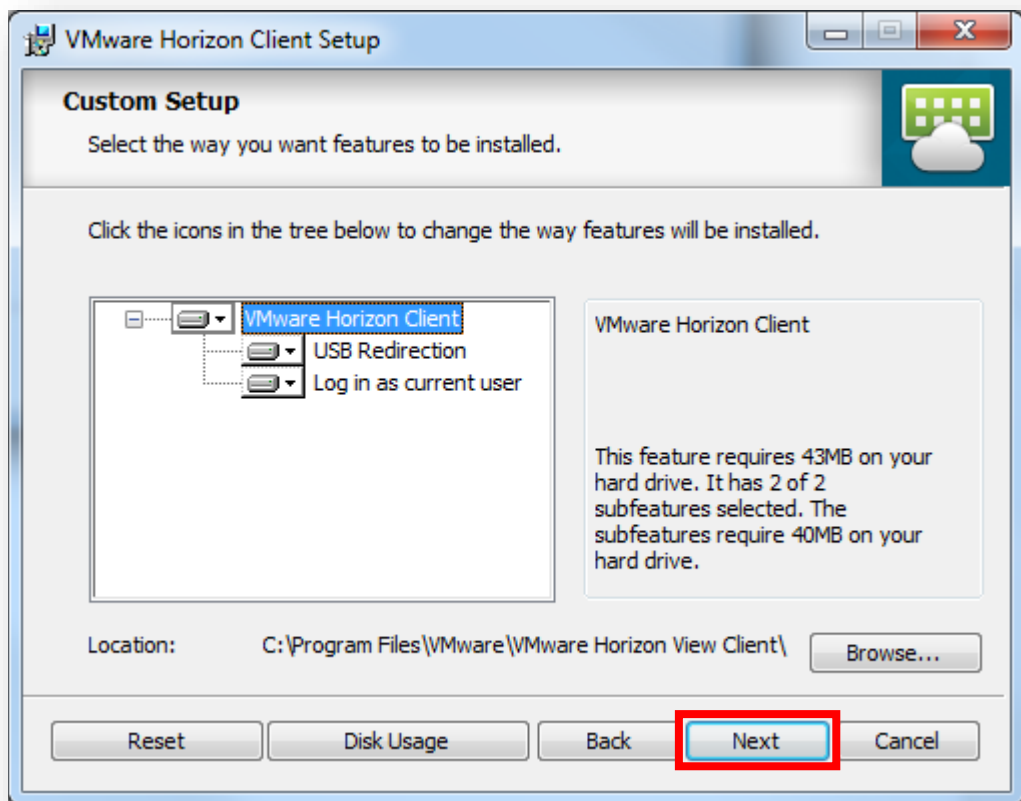
- c. Check the 'I accept the terms in the License Agreement' box and click **[Next]**.



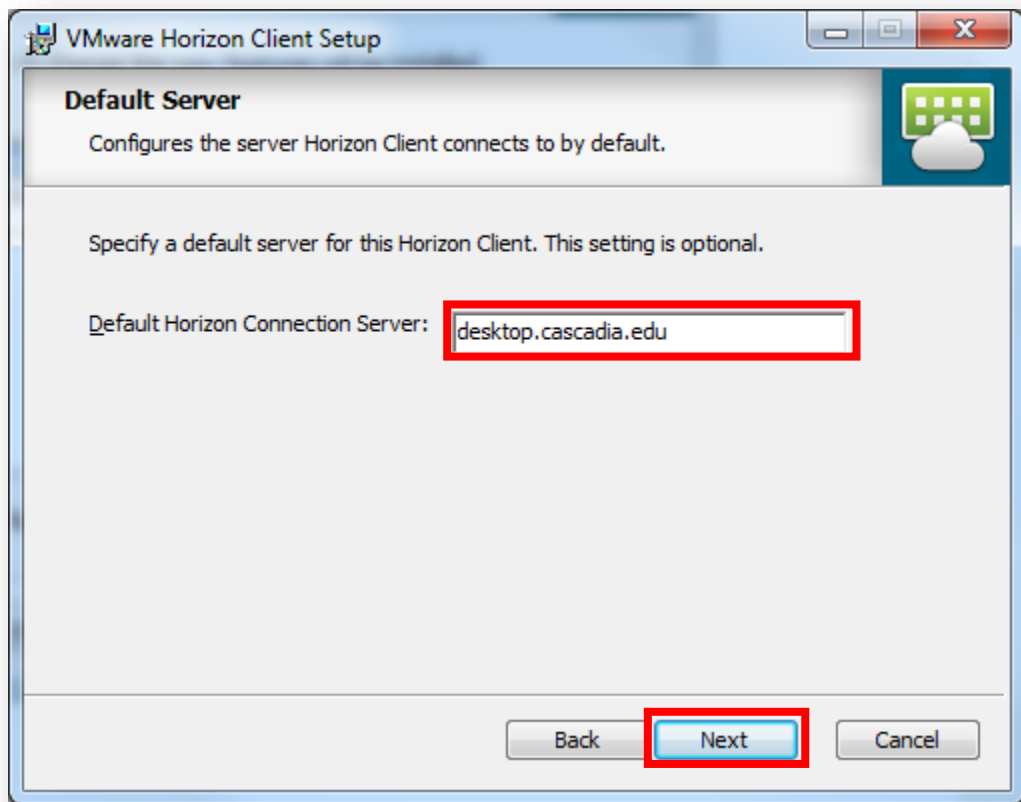
- d. Click **[Next]**.



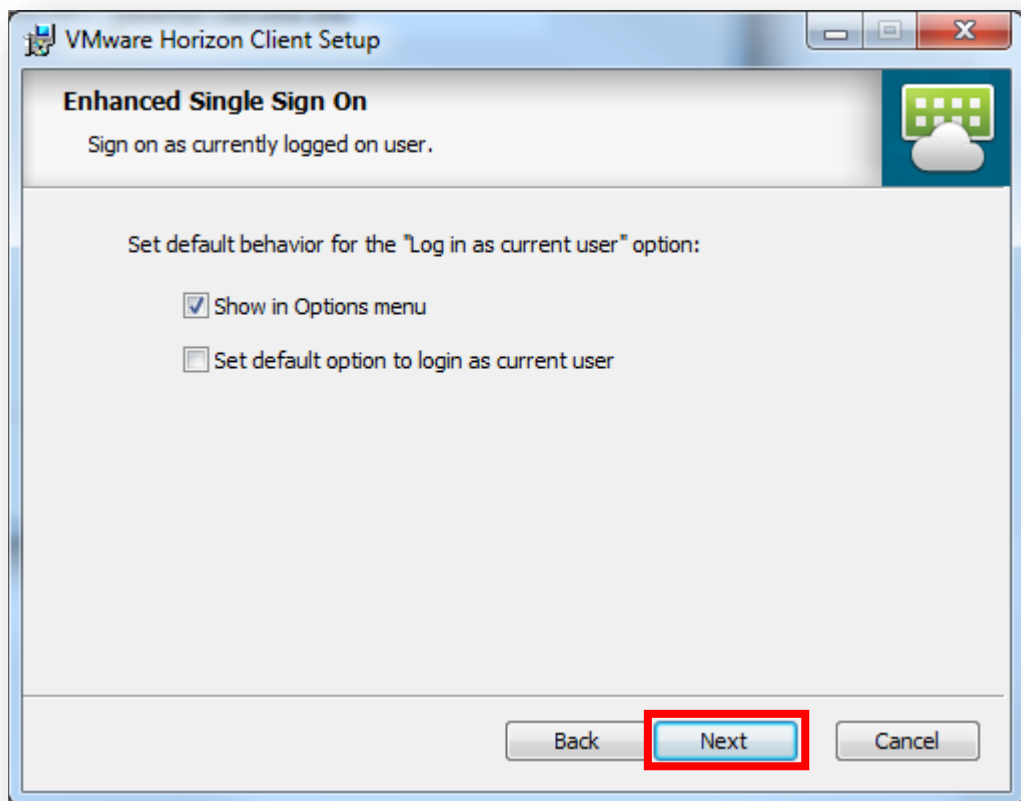
- e. Click **[Next]**.



- f. In the text box, enter desktop.cascadia.edu for the default connection server and click **[Next]**.

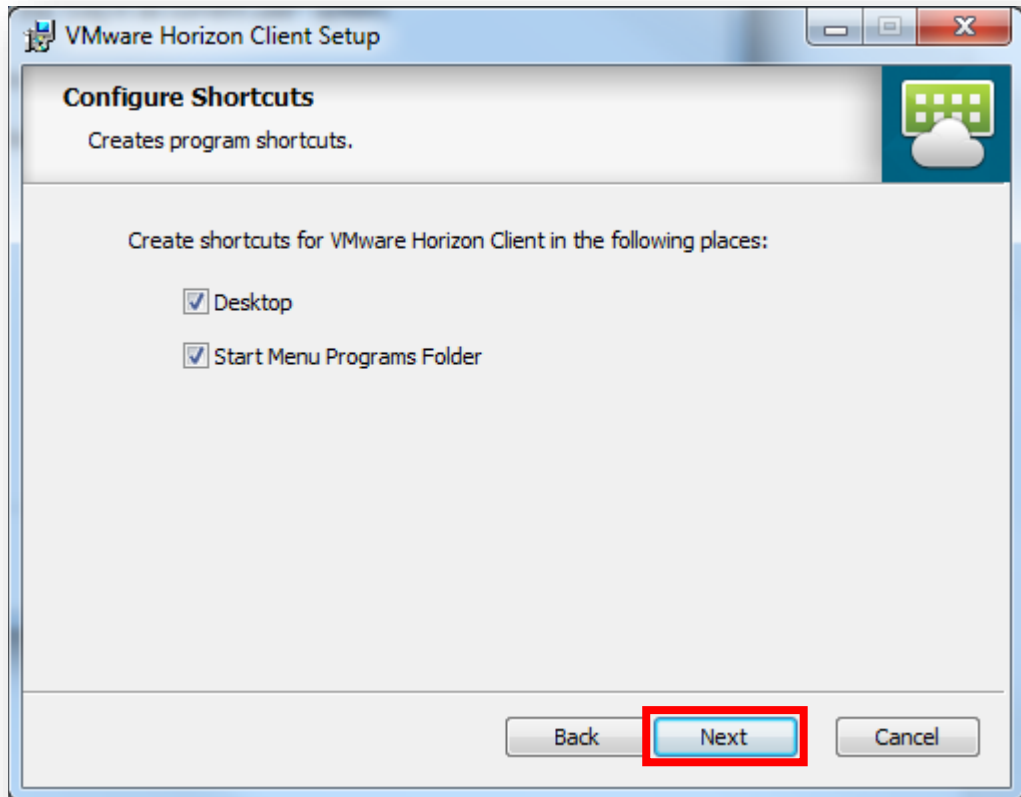


- g. Click **[Next]**.

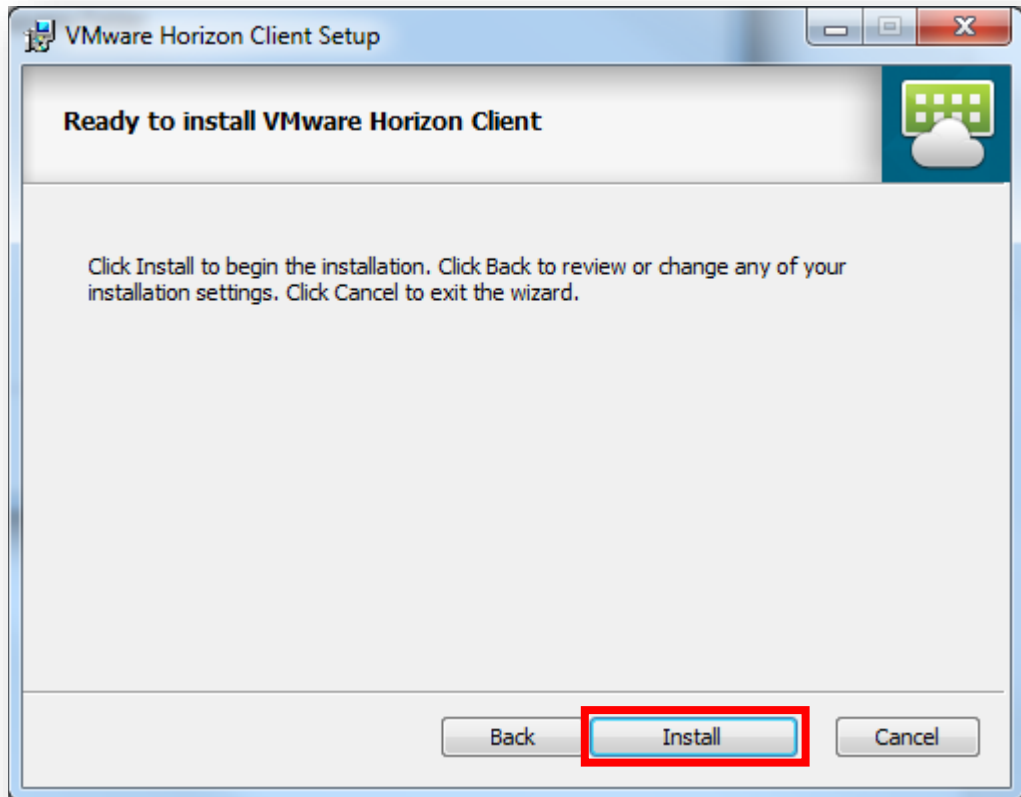




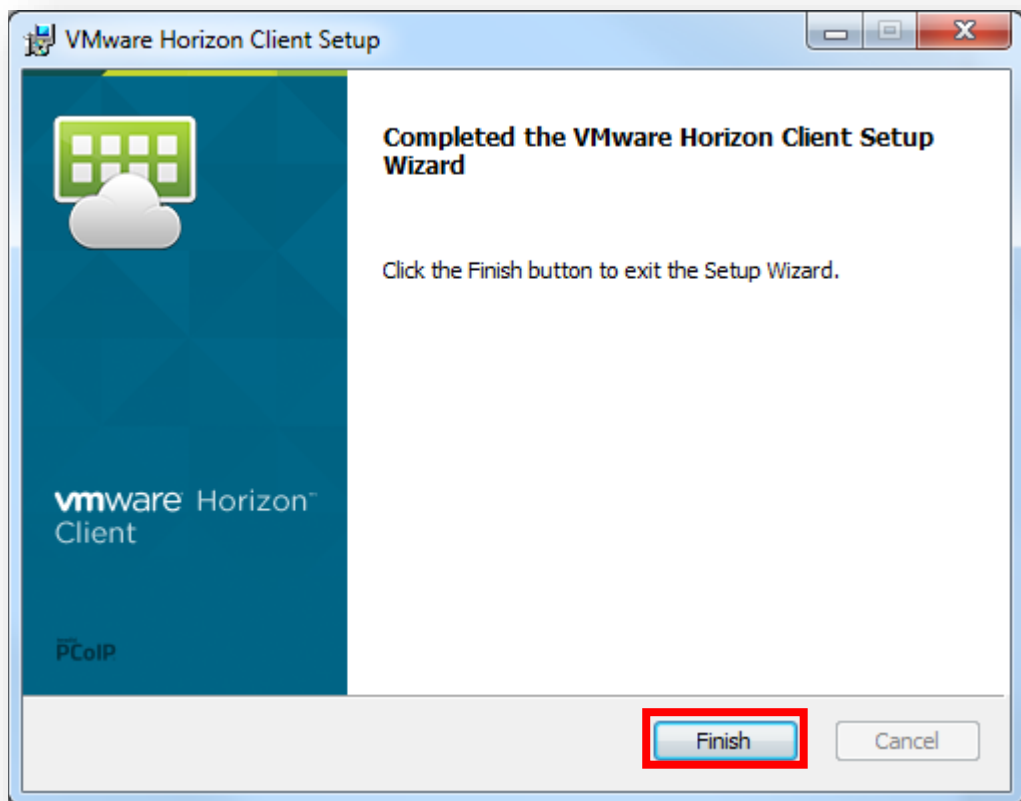
- h. Click **[Next]**.



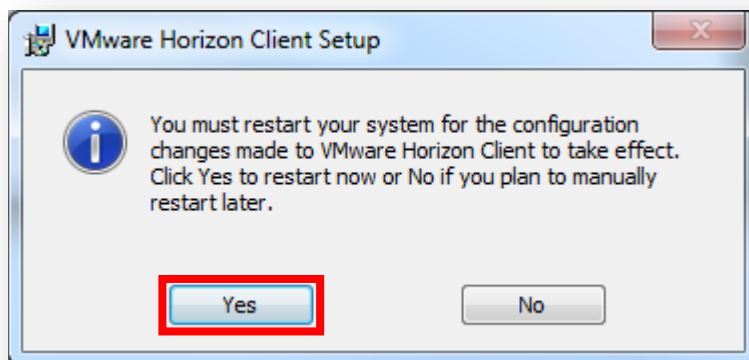
- i. Click **[Install]**.



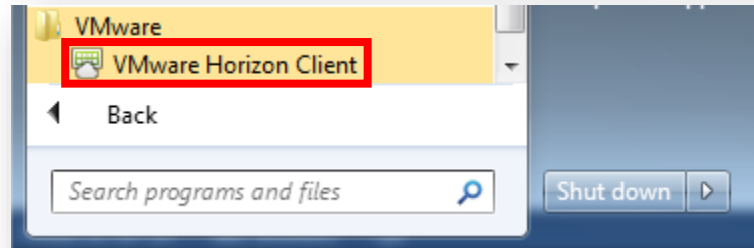
- j. Once complete, click **[Finish]**.



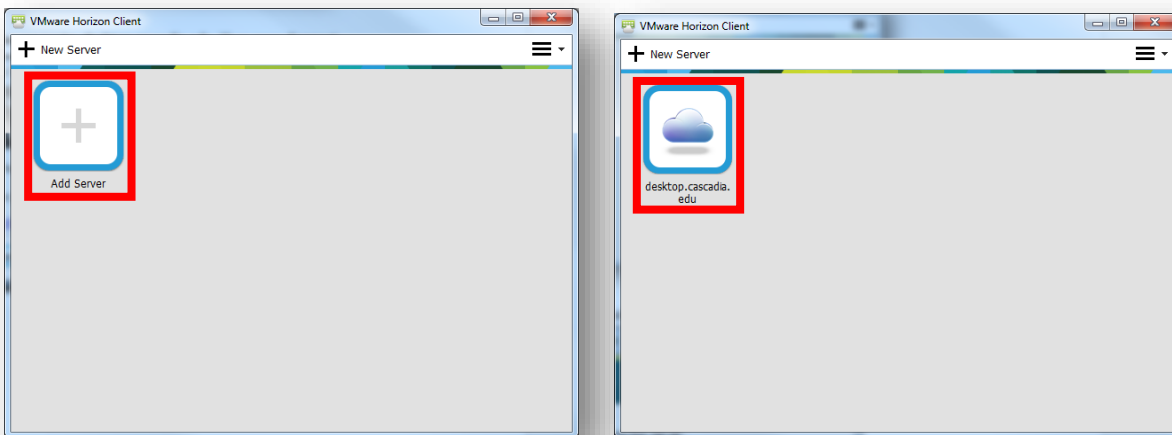
- k. If prompted, you need to restart your computer. Save any current work you have open in any programs you are using and click **[Yes]**.



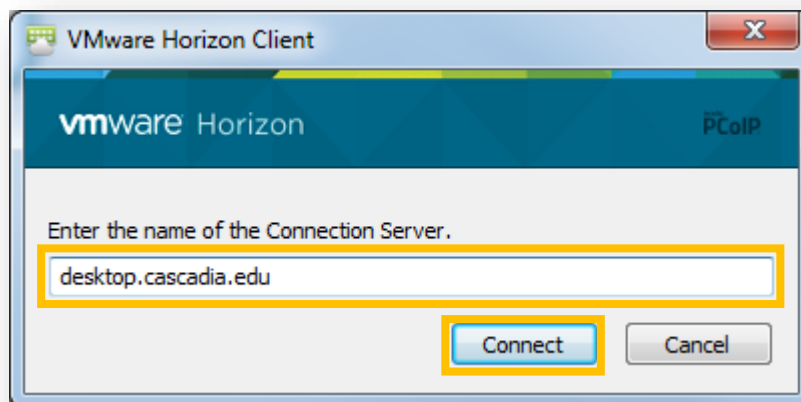
5. Open the Start menu and navigate to **VMware > VMware Horizon Client**.  
You can also search for 'VMware' in the search box.



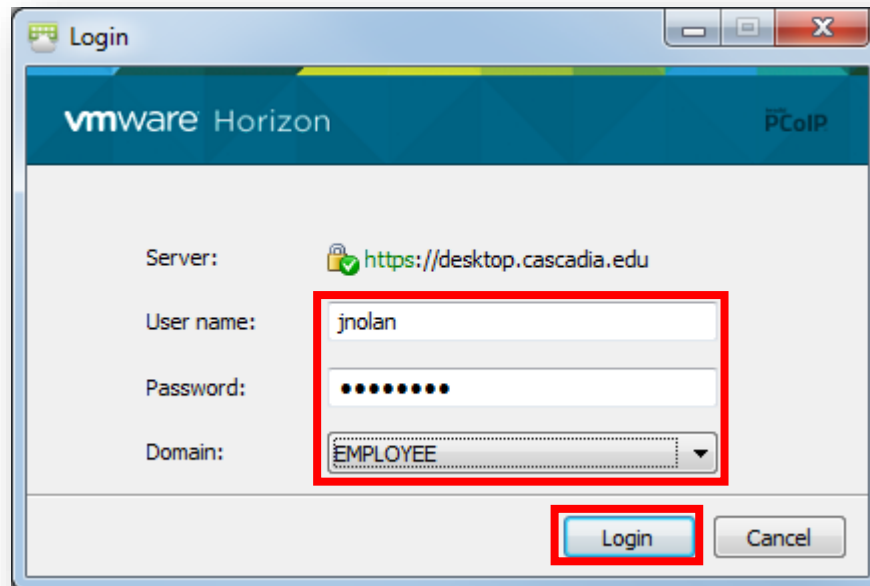
6. If you see the screen on the left after loading, double click **[Add Server]**.  
If you see the screen on the right, double click **[desktop.cascadia.edu]**.



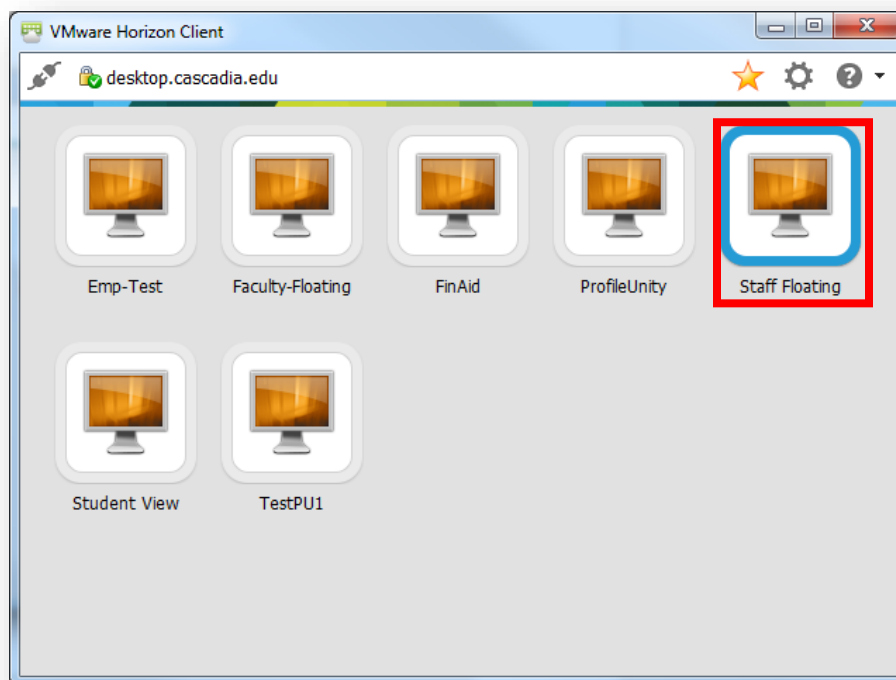
- a. When adding a new server, enter desktop.cascadia.edu in the text box and click **[Connect]**.



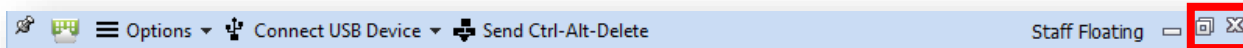
- You will be asked to provide credentials. Enter your employee username, password and change domain to 'EMPLOYEE'. Click **[Login]**.



- Double click the correct View **[Staff Floating]** or **[Faculty-Floating]** are the most commonly used.



[NOTE] The default setting may be full screen. To exit, click the restore button or close button located at the top of the screen.



If you have any problems, please contact the Information Services Helpdesk. Reference what documentation you have tried and provide a synopsis of the issue you are having. You can call the Helpdesk at **425-352-8228** (ext. 2-8228) or email them at [helpdesk@cascadia.edu](mailto:helpdesk@cascadia.edu).