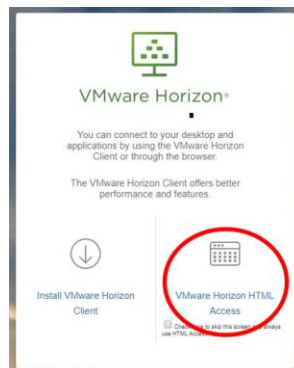# How to access Views in your browser (no installation required):

1. This system works best with Google Chrome, but it will work in Microsoft Edge and Mozilla Firefox as well.
2. In your browser's address bar type in https://employeedesktop.cascadia.edu and click on **VMware Horizon HTML Access**


3. On the next screen, you will be asked to provide credentials. Enter your Cascadia network username, password and change domain to *EMPLOYEE*. Click **Sign In**.
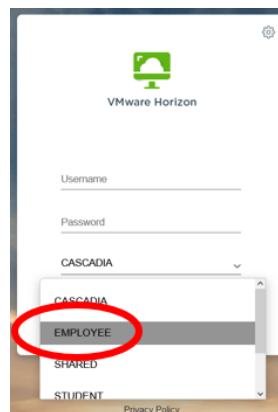

4. Click on the appropriate View – "Faculty & Staff" is the most common option, as it is for all Employees.
5. Your browser should now look as though you are logging into a Windows 10 desktop for the first time. This process will take some time.
6. These Views will save Office settings, printers and mapped drives. However, for these settings to save, you must log off of the session when you are done. **If you do not log off when you are done, the settings will not be saved,** and you will need to set things up again when you log in next.
7. Save files to a thumb drive, to your OneDrive or to your H: drive as your documents will not automatically be saved. Additionally, inactivity in the View may result in your being logged out and work lost so please save your work regularly.

8. When you are done with your session, click the gray tab on the left side of the screen. Clicking on the sidebar left of your screen.
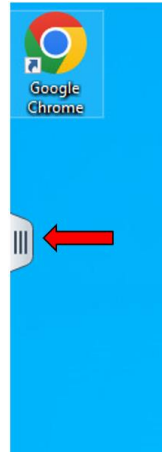
9. From Horizon sidebar, in the Running section, click on menu icon next to the appropriate view (Faculty & Staff demonstrated below).
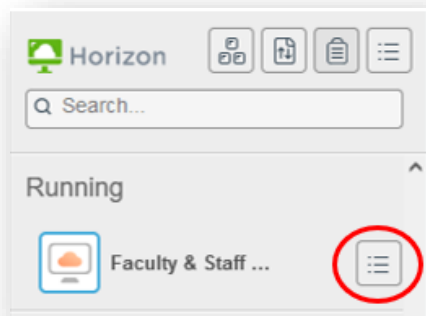
10. Select Log off, from drop down menu. You will be asked to verify you wish to log off and then will be presented with a message to let you know you are disconnected.
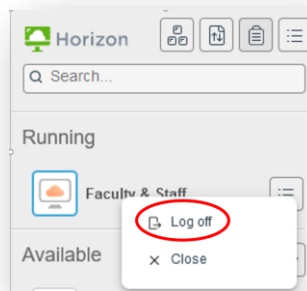
If you have any problems, please contact the Information Services Helpdesk. Reference what you have tried and provide a synopsis of the issue you are having. You can call the Helpdesk at **425-352-8228** (ext. 2-8228), chat with us online at support.cascadia.edu or email us at helpdesk@cascadia.edu.