<u>Installing VMware Horizon application to access NECS' Systm1 VDI</u>

These instructions are for installing the Horizon client on Windows 10 based devices. Installers are available for other operating systems and devices that are accessible via the same link but NECSU currently does not support these.

1. Use browser on your own device (not a NECS provided computer) to access:

    https://my.vmware.com/web/vmware/info/slug/desktop_end_user_computing/vmware_horizon_clients/5_0

2. Click the **Go to Downloads** link next to the "VMware Horizon Client for Windows" option

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3. Click the **Download** button in the Product/Details section. Depending on your browser you may see a prompt to save the installer file or to just run it. Choose the Save option and save the file in a suitable location on your device.
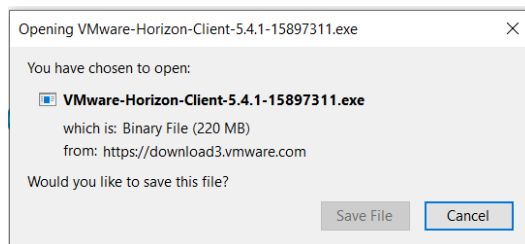
4. Locate the installer file (typically this will be in your "Downloads" folder).
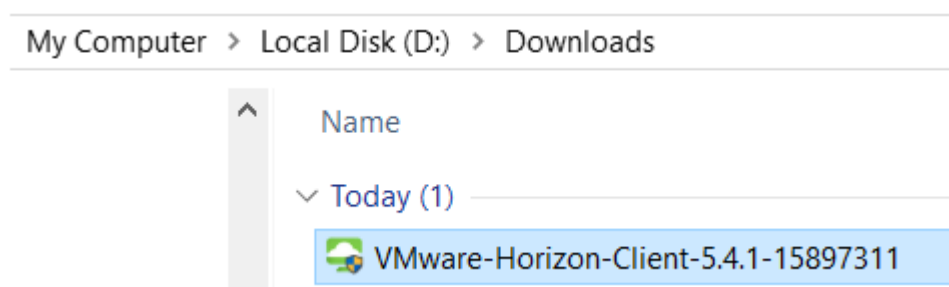
5. You may receive a User Account Control prompt asking if you want to allow the app to make changes to your device. Click **Yes** on this prompt if received.
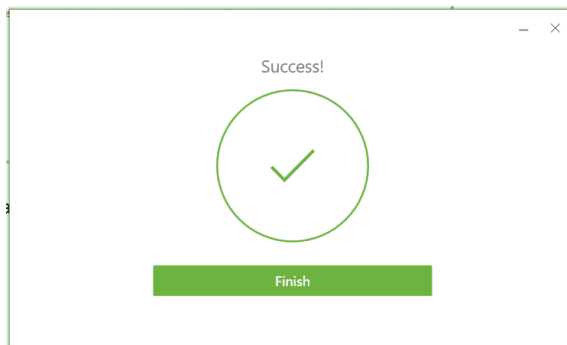
6. The installer will start.

   Click on the **Agree & Install** button (advanced users can click the Customize Installation link to specify other options such as where in application will be installed).
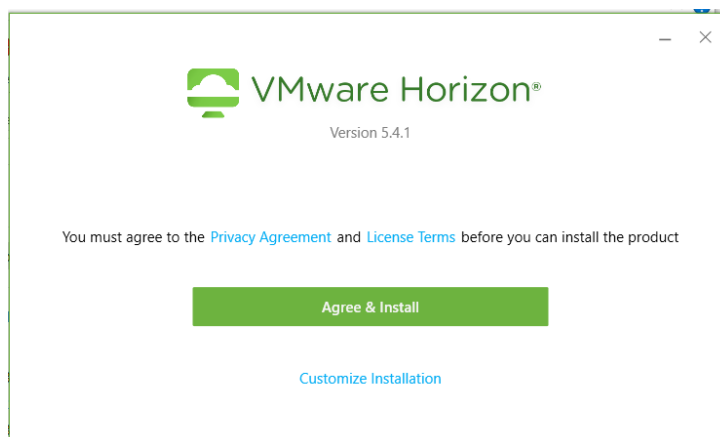
7. The installation of the application will proceed with no further interaction needed and when completed will show a Finish screen

8. Click the **Finish** button. The installer will prompt to restart your computer. Ensure you have saved any other work and then click **Restart Now** (failing to restart will mean the application will not run properly).
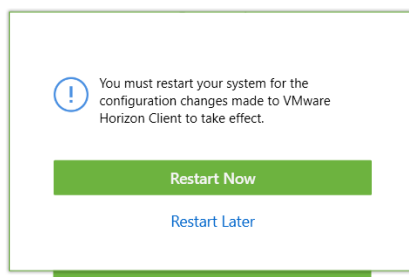

9. When your computer has rebooted and you logon, you should find a VMware Horizon Client shortcut on the desktop, or else you can click on the Windows Start button in the bottom left of the desktop and type "VMware Horizon Client" to search for it
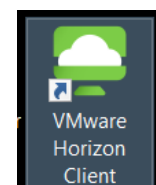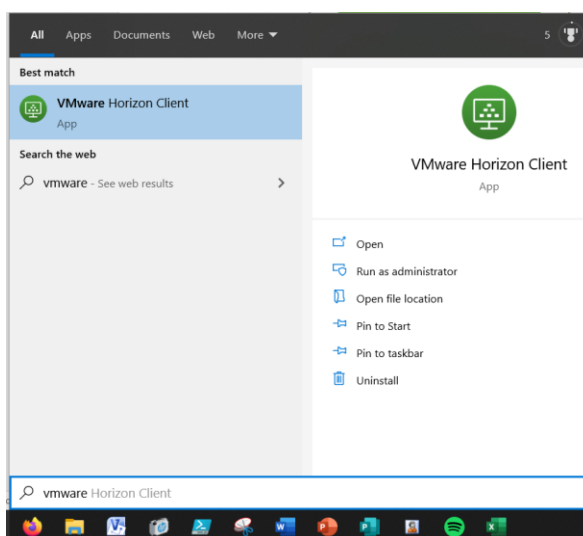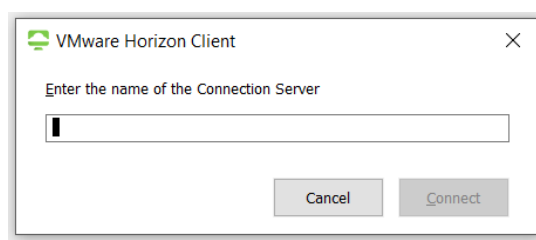
<u>Accessing NECS Virtual Desktop using Horizon Client</u>

Once you have the Horizon Client **AND the OPSWAT (security application) installed**, you can use the VDI client to access the required NECS Virtual Desktop.
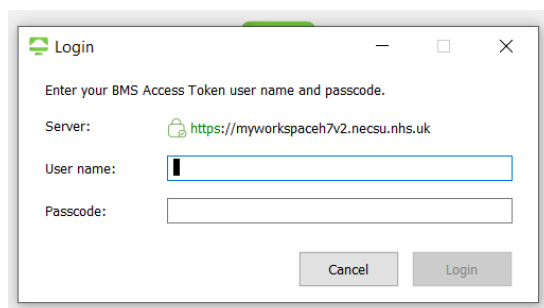
1. Double-click on the VMware Horizon Client from the desktop or click it from the Start menu.
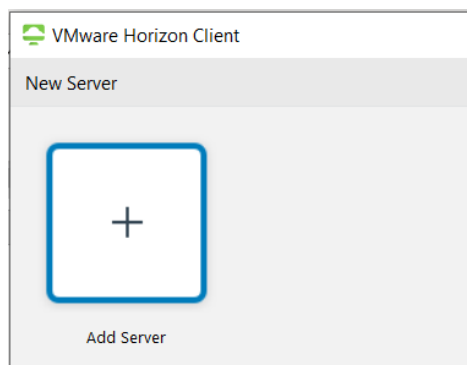
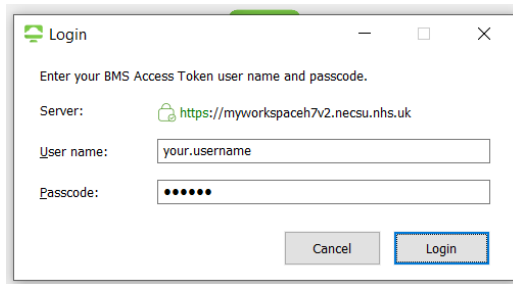2. Double-Click on the **Add Server** button

3. Enter the Connection Server name as **myworkspaceh7v2.necsu.nhs.uk** and click the **Connect** button. You will be prompted for your username and BMS Passcode.
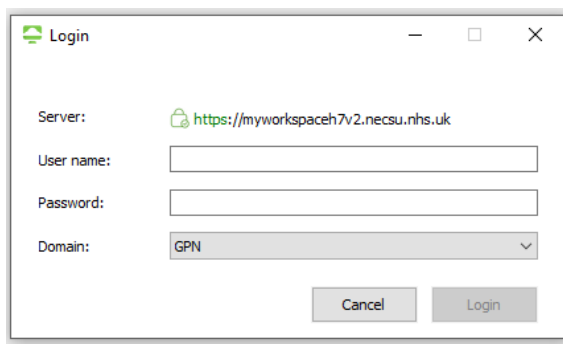

   NOTE: at this stage you will need to have the BMS Soft Token app on your smartphone open, have entered the PIN into the app and for it to be showing the passcode. If the passcode expires and the app closes, just restart it and re-enter your PIN into the app to display a new passcode

4. Enter the username that you would usually use to logon to you work computer and the Passcode that is displayed on the BMS App on your smartphone.
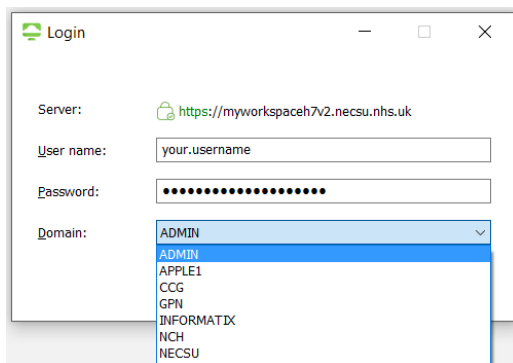

5. Click the **Login** button. You are now prompted for your username, password and domain.

6. Enter the username you usually use to logon to your computer at work and your password for that account. Select the GPN domain from the drop-down list (or other domain if the account you are using is in a different domain).
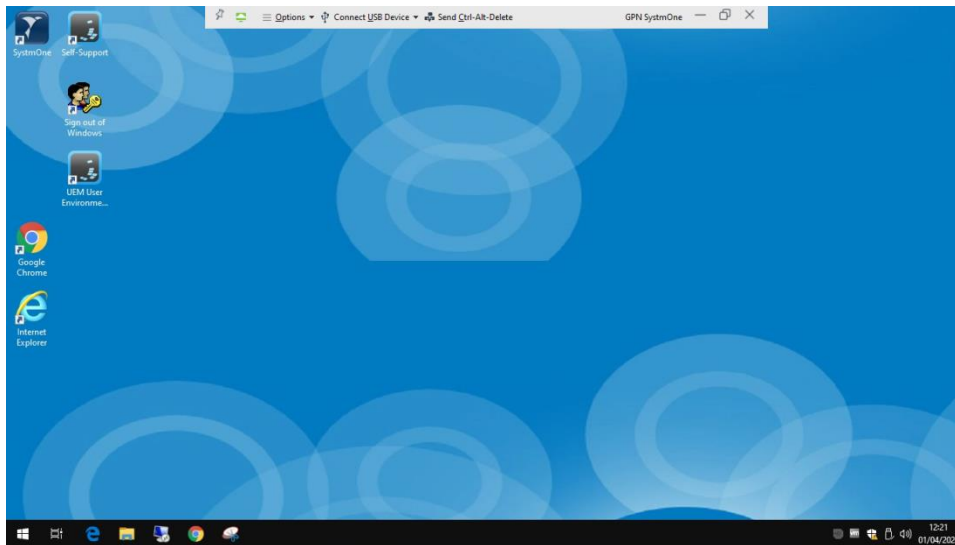
7. Click the **Login** button. You will now see at least one type of Virtual Desktop that you can access. This user can access both EMIS and Systm1 so sees two icons
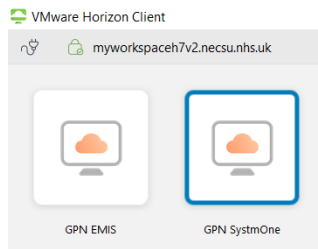

8. Double-click on the GPN SystmOne VDI icon to launch the desktop. This may take a short while to become fully available – typically less than 30 seconds.

9. Shortcuts for Systm1 application are available on the desktop. This can be launched and accessed in the same way as they would from your computer in the office.

10. You can also access other applications, including Microsoft Office, from the Windows Start button. You may need to select the "All Apps" view to see these, as highlighted below.
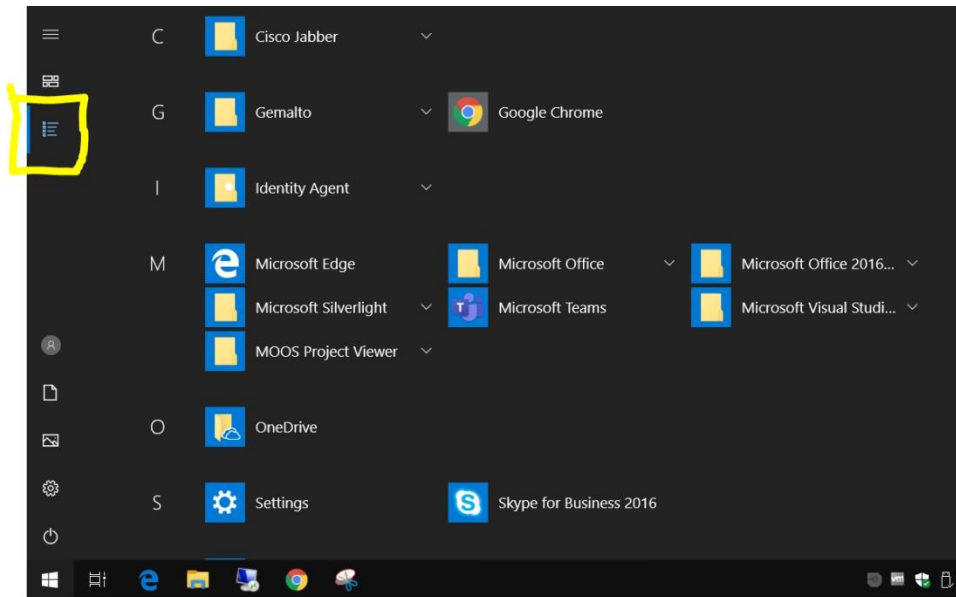
When you are finished accessing Sysm1 you **must** logoff the virtual desktop. This is done by right-clicking on Windows Start button and selecting **Shutdown or sign out > Sign** Out. This will log you off the desktop and exit from the VMware Horizon application.