**For remote access to a Windows Virtual Machine (VM) (from home, Macbook, etc.):**

1. When accessing for the first time, you need to set your CAS password to match your MACID password. This is done by clicking on the following link: <https://www.cas.mcmaster.ca/macid>
2. Open the following url to access the browser based VM: https://virtualdesktop.cas.mcmaster.ca/
3. Click on the VMware Horizon HTML Access icon (it looks like a computer screen)
4. Click on the Vena Desktops option (it will be the only option available). Your Windows desktop should now open in your browser.
5. For the first time access, you will need to install the Vena Add-in for Excel. The link for installing the Vena Add-in is: <http://addin.vena.io/release/vena.application>
6. You can now access Vena through the url: <https://virtualdesktop.cas.mcmaster.ca/> A link is also available on your desktop.
7. Instructions on using Vena are available at measure.mcmaster.ca. A link to this web-page is available on your desktop.