

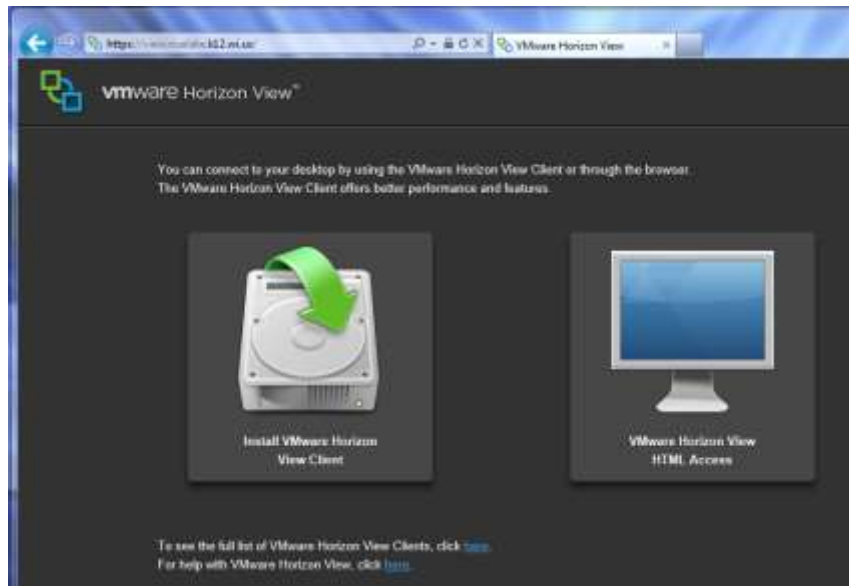
## How To: Access the View Environment using the VMware Horizon View Client ~Microsoft Windows Edition~

updated: 05-15-2013

Note: There are two parts to these instructions – installing and configuring the View client, and connecting to the RLASD View environment. These instructions are written using Windows 7 and Internet Explorer 9. The details of each step may vary depending on your computer’s operating system and the internet browser used.

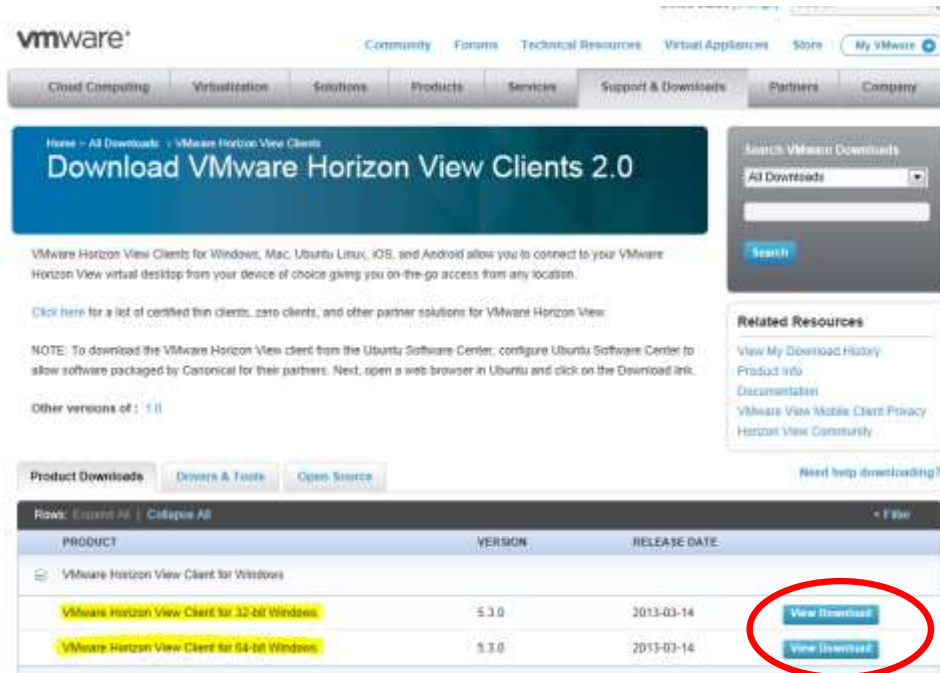
### PART ONE: INSTALL AND CONFIGURE THE VIEW CLIENT

1. Open an internet browser and go to <https://view.ricelake.k12.wi.us>
2. You will see a screen presenting two options: “Install VMware Horizon View Client” or “VMware Horizon View HTML Access”.



- i. Click on “Install VMware Horizon View Client”.
4. You will be redirected to the VMware website client download page.
  - i. Note: You will need to know whether you have a 32-bit or 64-bit operating system. If you are unsure of the type of operating system you have, consult the documentation that came with your system.

- Identify the appropriate client version for your computer and click the 'View Download' button associated with it.



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Note: The website shown here and all associated links and images are controlled by VMware and may change without notice.

- You will be taken to a page with the details of the client you have selected. Near the bottom of the page will be a link to download the installation file. Click the 'Download' button next to the filename.



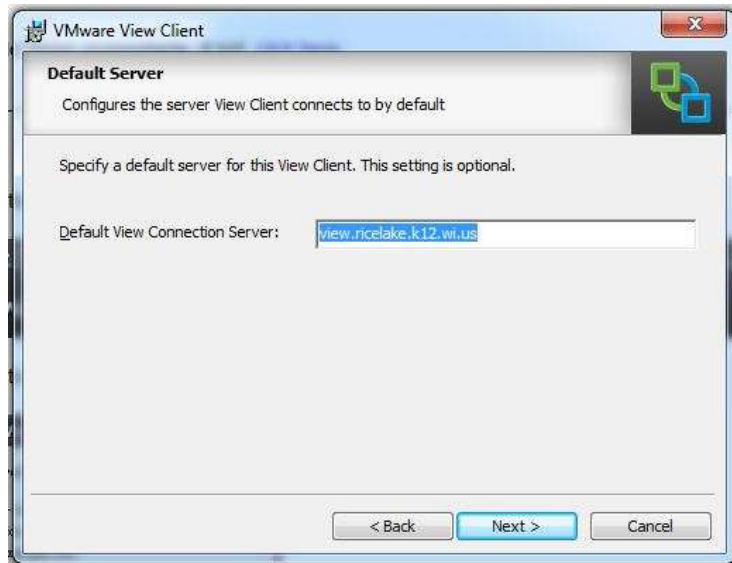
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- You may see a message box prompting you to run or save this file. Click 'Run'.

8. When the file has finished downloading the installation will start automatically.
  - i. Note: On Windows 7 and Vista you may be asked if you want to allow this program to make changes to your computer. Choose 'Yes'.
  - ii. Note: If you do not see the installation screen, check your task bar to see if it has been minimized.
9. Click 'Next' on the installer welcome screen.



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  10. Select the radio button to accept the license agreement terms and click 'Next'.
  11. Leave the default setup options and installation location. Click 'Next'.
  12. Set the default View Connection Server to: `view.ricelake.k12.wi.us` and click 'Next'



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  13. Leave the default options for Enhanced Single Sign-On. Click 'Next'.
  14. Choose the options you want for shortcuts. Click 'Next'.
    - i. Note: It is recommended that you use the default options.
  15. Click 'Install' to begin the installation.
  16. Once the installation is complete click 'Finish'.
  17. If you are prompted to restart your computer to finalize the installation click 'Yes'.
  18. You have successfully installed the VMware Horizon View Client!

Part Two begins on the next page...

## How To: Access the View Environment from Your Home Computer

updated: 04-27-2012

### PART TWO: CONNECT TO THE VIEW ENVIRONMENT

1. Launch the View Client
  - i. Locate the shortcut(s) that were created during installation and double click to launch (It will typically be located in 'All Programs – VMware – VMware View Client')
  - ii. NOTE: In the past it was possible to launch the client using Internet Explorer by navigating to <https://view.ricelake.k12.wi.us>. This functionality is no longer available.
2. The Connection Server should already be set and read "view.ricelake.k12.wi.us". Click 'Connect'.

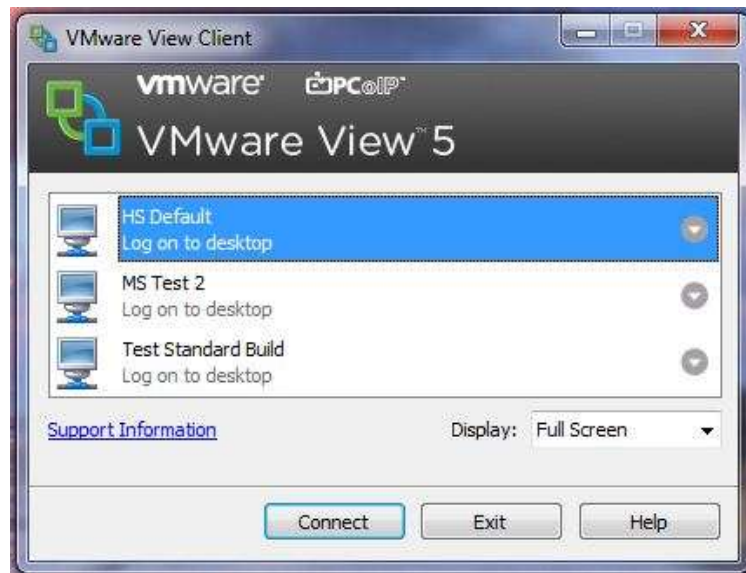


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3. Enter your username and password as if you were logging in at school.
4. Ensure the Domain reads "RICELAKESD" and click 'Login'



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5. Select the desktop that you want to connect to. Click 'Connect'.



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  - ii. Note: Most people will only have one option to connect. You may also choose a different display option.
6. You will now be logged in to a RLASD desktop environment. You may access any of the programs and files you would have access to in your classroom.
7. When finished working simply log-off.
  - i. Click on the Windows button then select 'Log off'.