

Horizon Tips

Tip 1: Downloading VMware Horizon client on personal workstation

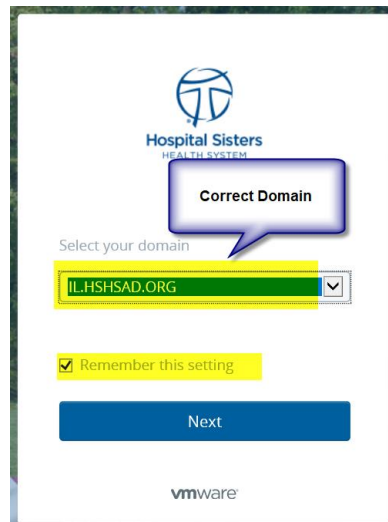
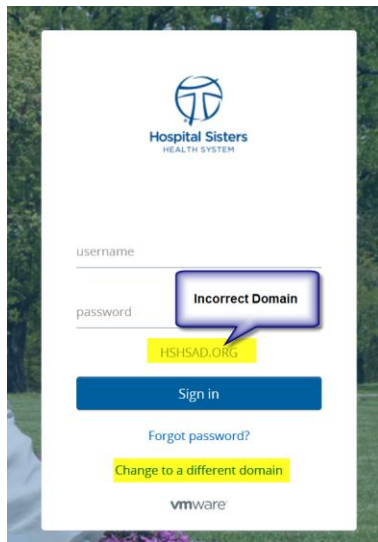
Before accessing home.hshs.org on your personal device, please complete step one and go to <http://support.hshs.org/> to download VMware Horizon client. Please select the appropriate link which is based off your type of personal device.

1. Continue to use the <http://support.hshs.org> page for the installation of remote access software **on your personal device only** (i.e. this does not apply to HSHS owned/provided devices).

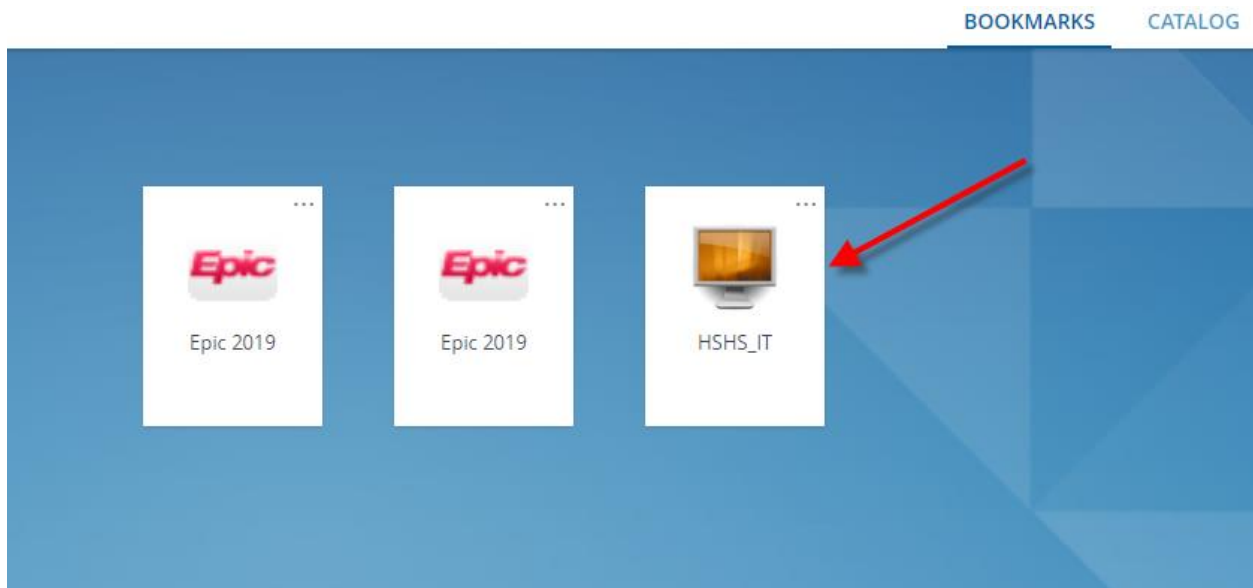
If not already installed, clients for Horizon, or Citrix can be downloaded below.		
Horizon Client Information		
Horizon Windows	Horizon Mac OS	Horizon Mobile Devices
Installation instructions for Windows	Installation instructions for Mac OS	Workspace One Installation Instructions
Click here to download "VMware Horizon Client for Windows" on the Horizon Client download page	Click here to download "VMware Horizon Client for Mac" on the Horizon Client download page	The above instructions allow access to both VMware Horizon, and Legacy Citrix Applications on Apple and Android devices

Tip 2: Logging into Horizon

The first time that a colleague logs into Horizon, the domain is auto defaulted to HSHSAD.ORG. Colleagues **MUST** change the domain to IL.HSHSAD.ORG if in Illinois, or to EW.HSHSAD.ORG if in Eastern Wisconsin, or WW.HSHSAD.ORG if in Western Wisconsin, the first time they login. If the 'Remember this setting' is check marked, then colleagues do not have to change the domain in the future.

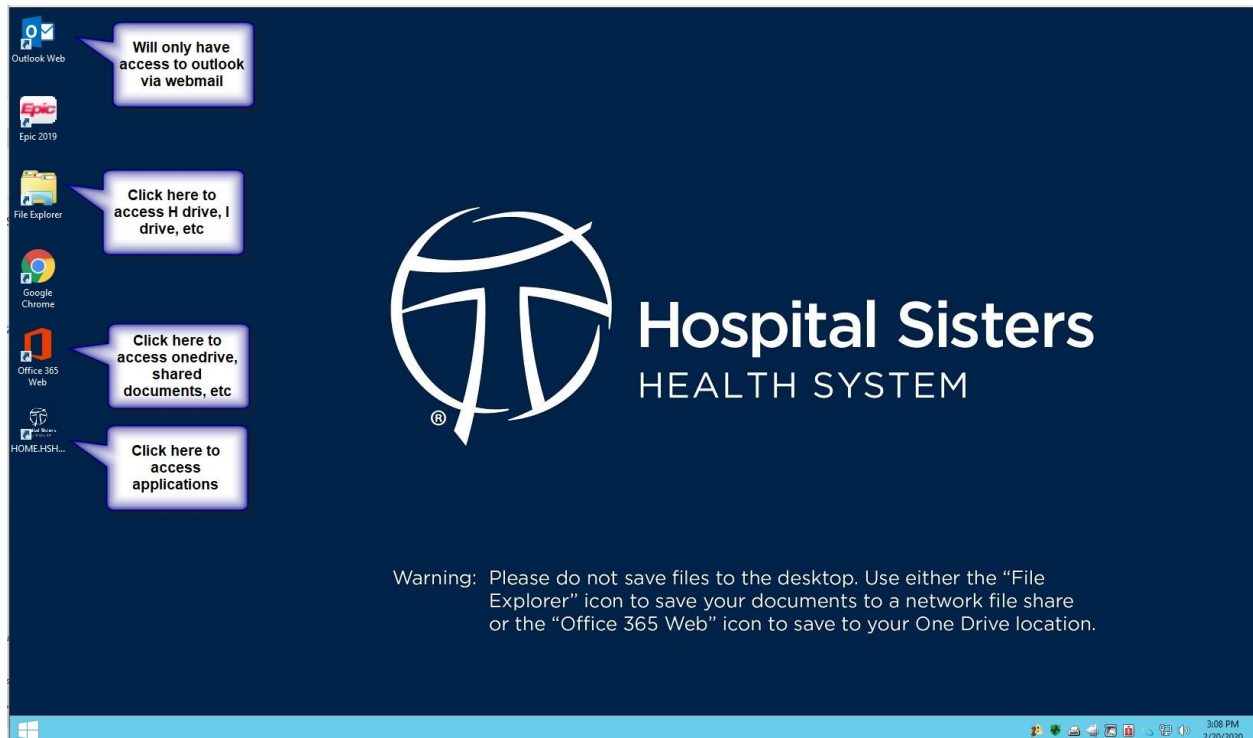


Tip 3: Click on the “HSHS_IT” or “HSHS_Desktop” to access the virtual desktop session

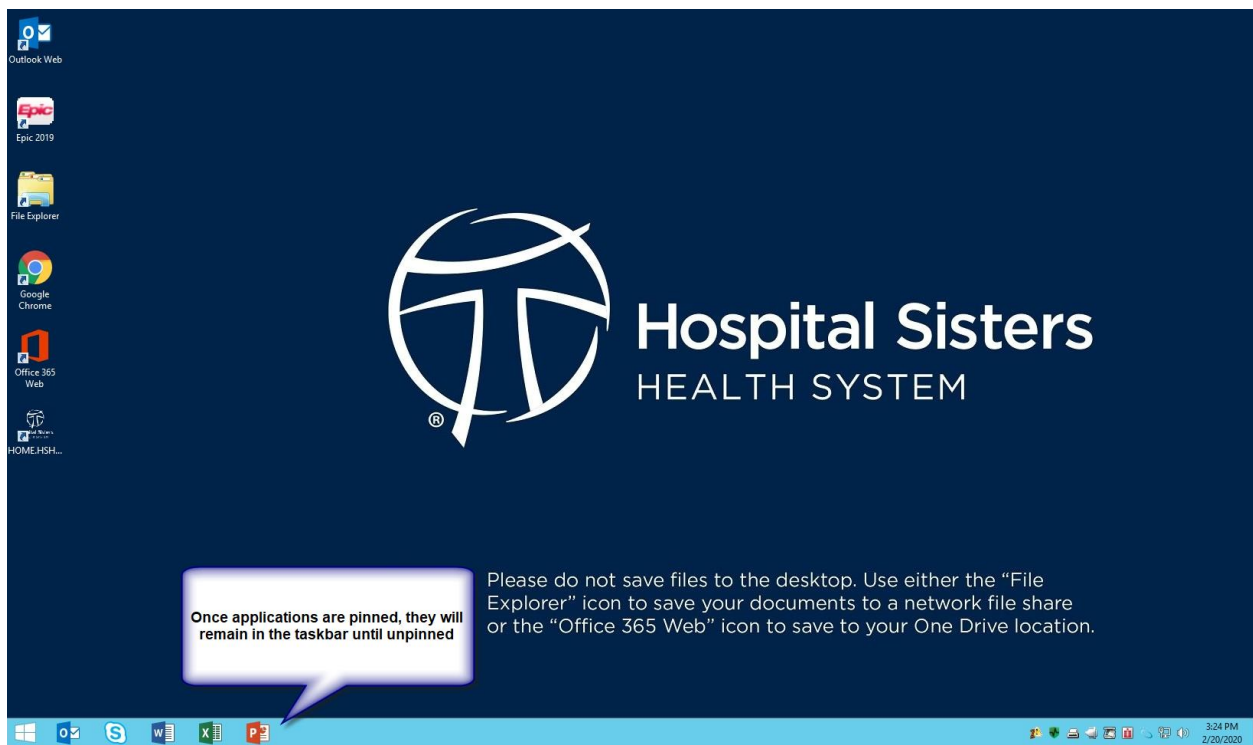
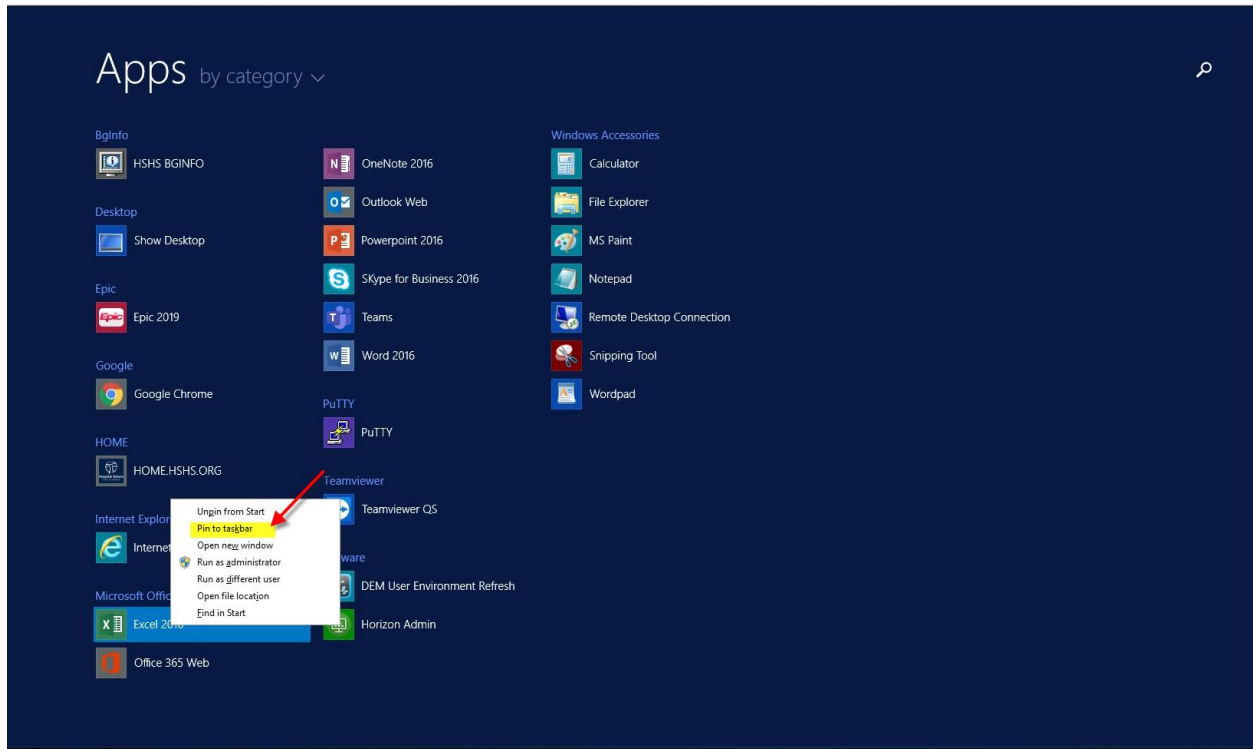


Tip 3: Navigating and using the tools with in the virtual desktop (Please note you must use the virtual desktop to access personal drives, applications, etc.)

- First time logging into the virtual desktop, colleagues will have the standard items showcased below on their screen. Colleagues can customize their desktop, which will be saved and available at future logins



- Use the window icon (bottom left screen) to pin applications to customize your virtual desktop. Right click on application and select pin to taskbar. Feel free to pin as many applications as you prefer.



Tip 4: Using Webmail

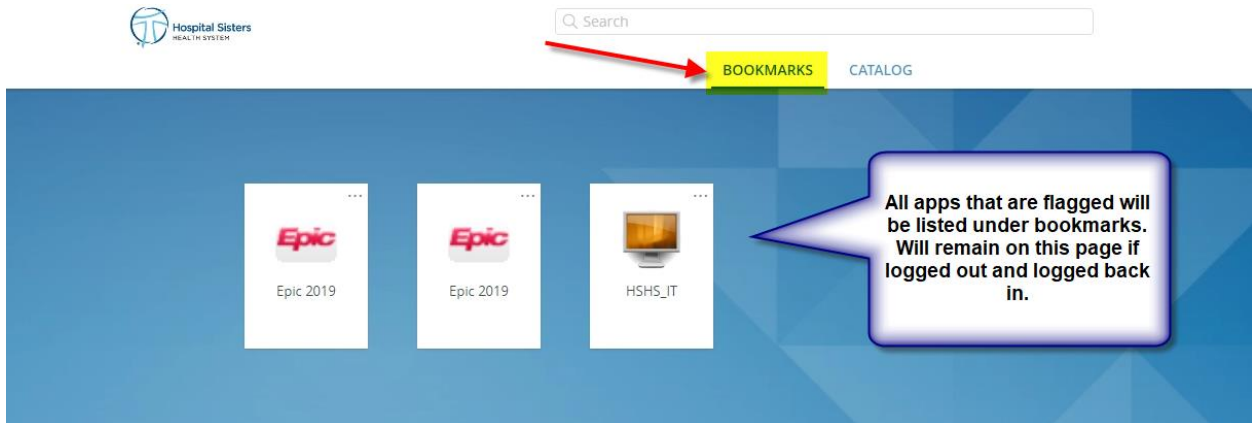
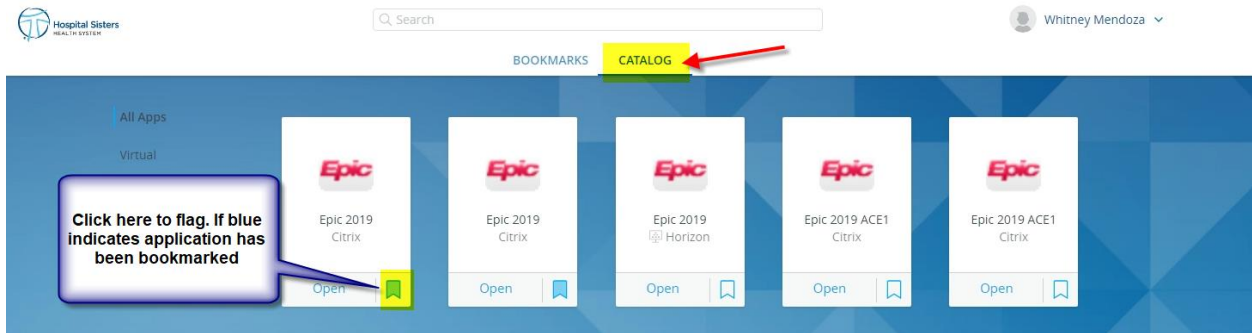
If you do not use outlook webmail on a regular basis, please be advised colleagues will have to setup their settings, signature(s), etc. to mimic their settings when accessing outlook locally on a device.

Tip 5: Accessing applications via HOME.HSHS.ORG.

Click on the HOME.HSHS.ORG icon on the desktop (see print screen below) to access applications i.e. OBTV, ProVation, etc.



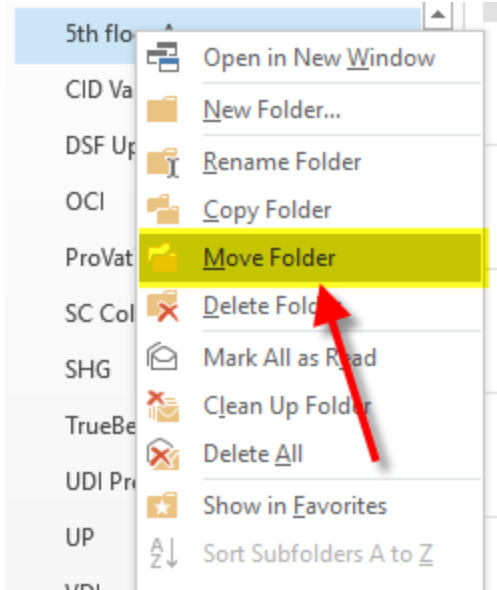
Tip 6: Flag applications under Catalog to customize your personal Bookmarks page. Once an application is flagged, will always be available under bookmark until unflagged.



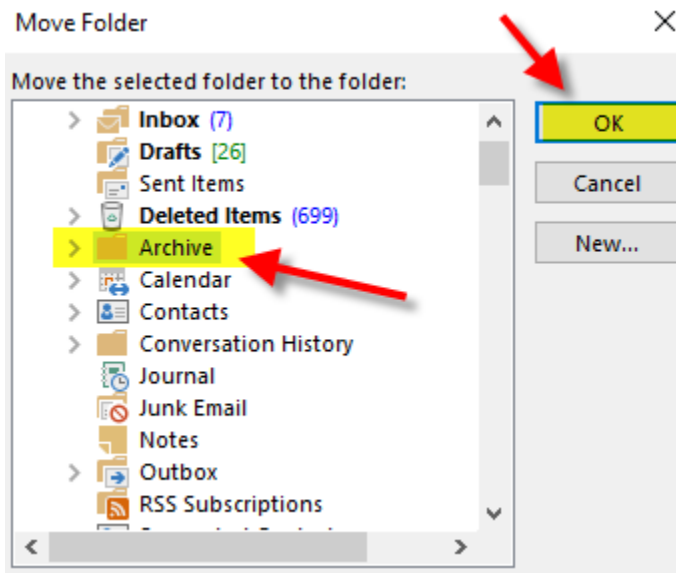
Tip 7: Transferring folders from .pst to Archive

For colleagues to have access to their personal folders in webmail (only option for mail within home.hshs.org) and outlook, staff will have to migrate their folders into the Archive folder. Below are the steps to transfer folders into Archive.

- Step 1 – Right click on the folder and click move folder



- Step 2 – scroll up and select Archive and then click OK



- Once the move is completed the folders will only be available under the Archived folder.

