VMWare Horizon View Client
User Guide
1. Get Started

1.1 Horizon View Client at a glance

(Note: Icons available in your account depend on your access rights)
1. Get Started

1.2 Configure Horizon View Client with Server (one time only)

**Step 1**: The **VMware Horizon View Client** icon will appear on your desktop. Double-click to open.

**Step 2**: Click **New Server** on the top left. Enter `vcisgtway.cuny.edu` and click **Connect**.
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1.3 How to log in to Horizon View Client

**Step 1:** Double-click on the **VMware Horizon View Client** icon on your desktop to open.

**Step 2:** Click on the **vcisgtway.cuny.edu** server icon.
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1.3 How to log in to Horizon View Client

**Step 3:** Click on **Accept**.

**Step 4:**

For **Central Office Staff**: Enter your CUNY Central Office login credentials and CO as your domain.

For **Campus Staff**: Enter your former Citrix credentials and your campus as your domain.

Click **Login**.
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1.4 Customize Horizon View Client application favorites

**Step 1:** Right-click on the application of your choice and click **Mark as Favorite**.

**Step 2:** Click on the **Favorites** icon to see the full list of bookmarked applications.
2. Your Applications

2.1 Accessing applications

**Step 1:** Simply click on the application icon to start. Most programs will require application-based credentials.
2. Your Applications

2.2 How to set up local drive shares

**Step 1**: Click the **Settings** button on the top right corner of your Horizon View Client homepage.

**Step 2**: Select the **Sharing** tab and click **Add**.
2. Your Applications

2.2 How to set up local drive shares

**Step 3**: Select “Local Disk C:” and click OK.

**Step 4**: Click “Share your local files” and “Do not show dialog…” boxes.
2. Your Applications

2.2 How to set up local drive shares

**Step 5:** Click **Allow** when presented with the message below.

**Step 6:** You can now access your local profile and C drive from the application.
3. Frequently Asked Questions

- Why am I transitioning from Citrix to Horizon Client?
  - Horizon View Client 3.4 is a contemporary and secure environment for you to easily access centrally hosted applications. It replaces Citrix Presentation Viewer 4.5, which reaches end of support this year.

- Which applications are impacted by the transition?
  - If you currently access any of the following applications through (https://easy.cuny.edu/CitrixLogonPoint/PC/), it will now be available through Horizon instead.

<table>
<thead>
<tr>
<th>Business Objects Enterprise</th>
<th>Resource 25</th>
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<tr>
<td>Crystal Reports</td>
<td>SQL Developer</td>
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<td>Crystal Reports – Data Warehouse</td>
<td>Time Matters</td>
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<td>Oracle Discoverer</td>
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- How do I access Horizon Client and my applications?
  - Your Service Desk will install Horizon View Client on your desktop. Once available, double click on it and follow the steps in this User Guide to access your application. If you had to log into your application in Citrix, you will need to do the same in Horizon. You can also access Horizon from the web at https://vcisgtway.cuny.edu/. Note: Features and functions are limited in the Web Access version. The desktop Client allows access to all Horizon features.

- What do I do if I don’t have Horizon Client?
  - Submit a request to your campus Service Desk to receive a Horizon account. Indicate the following: First Name, Last Name, CUNY E-mail Address, CUNY Phone Number, Campus/CO Location, and Application(s) you should have access to. We will be publishing a New Horizon Account Request Form on CUNY Portal in the near future for all new requests.

- Who do I contact if I am experiencing issues with Horizon?
  - Submit a request to your campus Service Desk with as much detail, information, and screenshots of the issues you’re experiencing.

- Can I still use Citrix to access applications?
  - Most applications will no longer be available on Citrix (https://easy.cuny.edu/CitrixLogonPoint/PC/) after Friday, October 9, 2015. Raiser’s Edge will no longer be available after Friday, October 16, 2015 and Resource 25 will no longer be available after Friday, October 23, 2015. Please start using Horizon to access applications as soon as possible.