

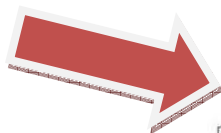
Virtual Desktop Access VMware Viewer installation



1. Go to www.stleonardsinteractive.org



2. Select the [virtual desktop connection](#) hyperlink



secure area
virtual desktop connection
residential network for students
virtual learning environment - moodle
Interactive

3. On the landing page select any one of the connection hyperlinks to progress.

St Leonards School

St Leonards Interactive Home Page | VLE Live | ResNet



» Virtual Access

INTRODUCTION

Please note that with effect from **5 November 2010** the Remote Desktop Service will no longer be provided. The RDC service is being replaced with the Virtual Access facility based on VMware. Clients are encouraged to adopt the replacement service as soon as possible.

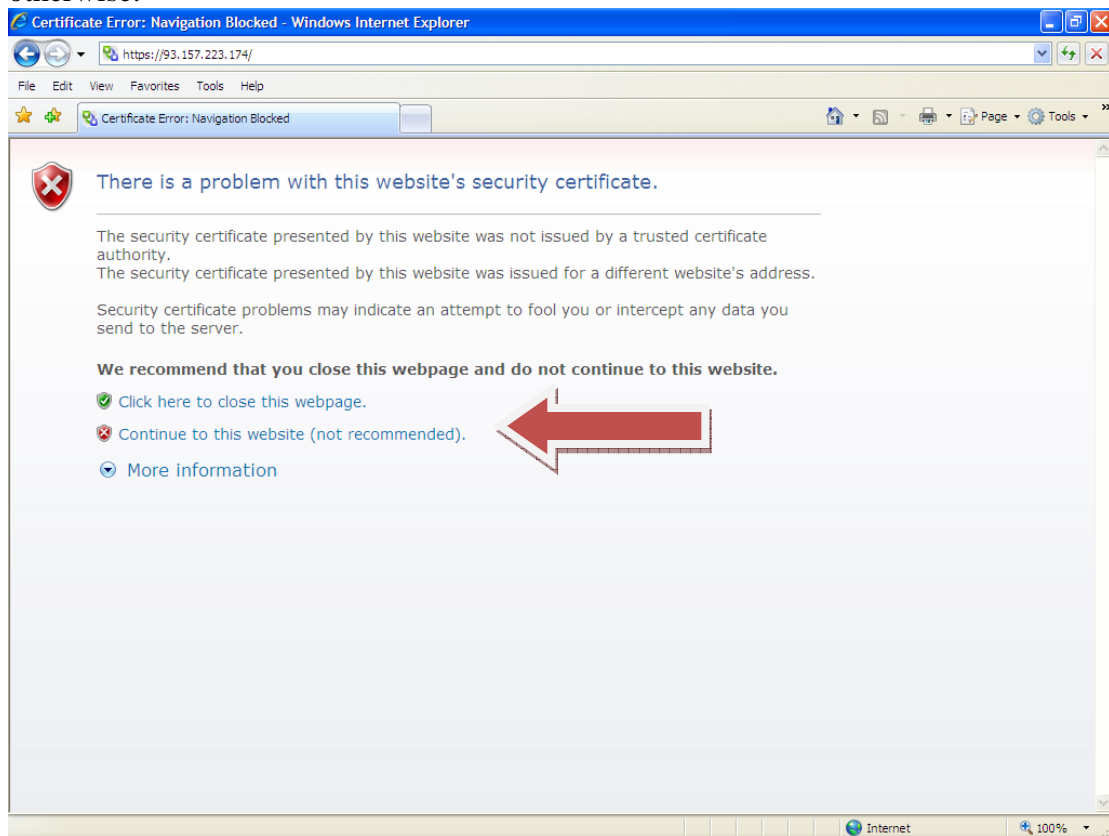
Quick link - [Virtual Access](#)
[Installation instructions](#)

QUICK LINKS

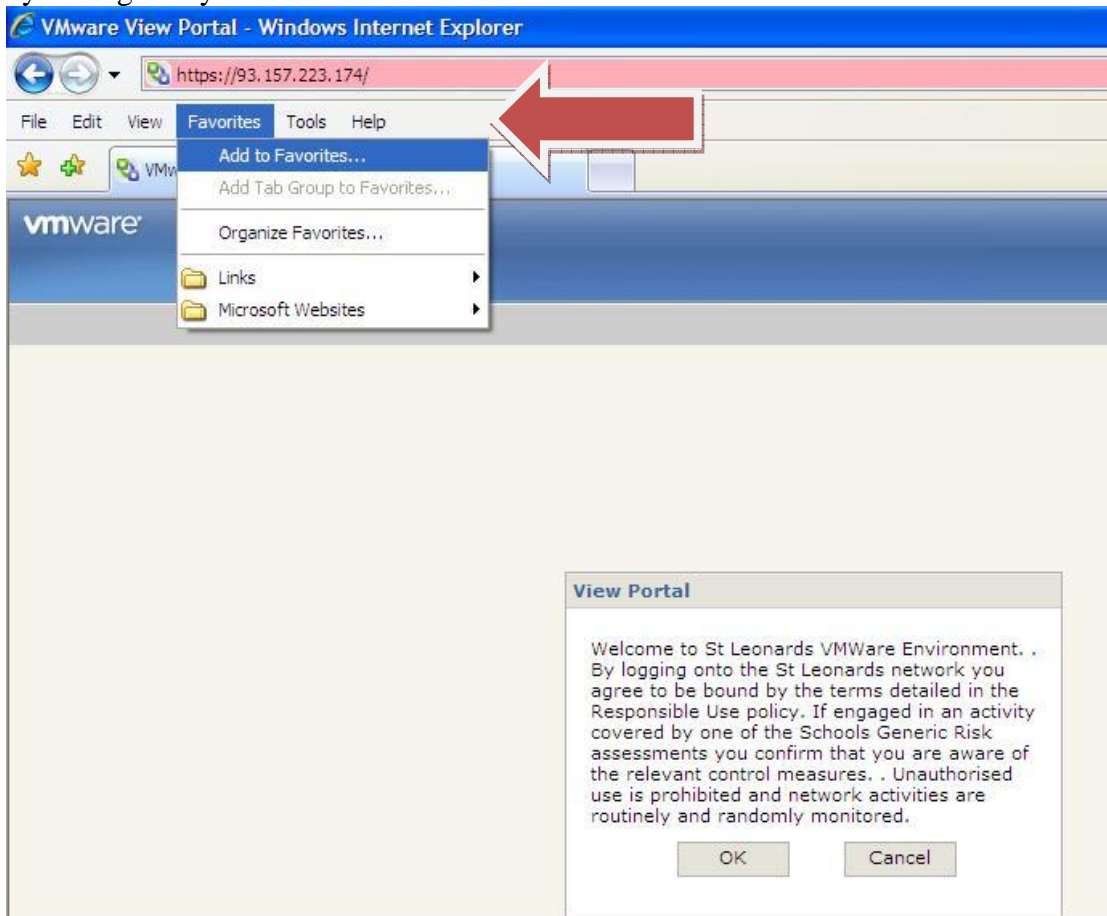
- [Virtual Access Web Portal](#)
- [Installation instructions](#)
- [MS Word](#)



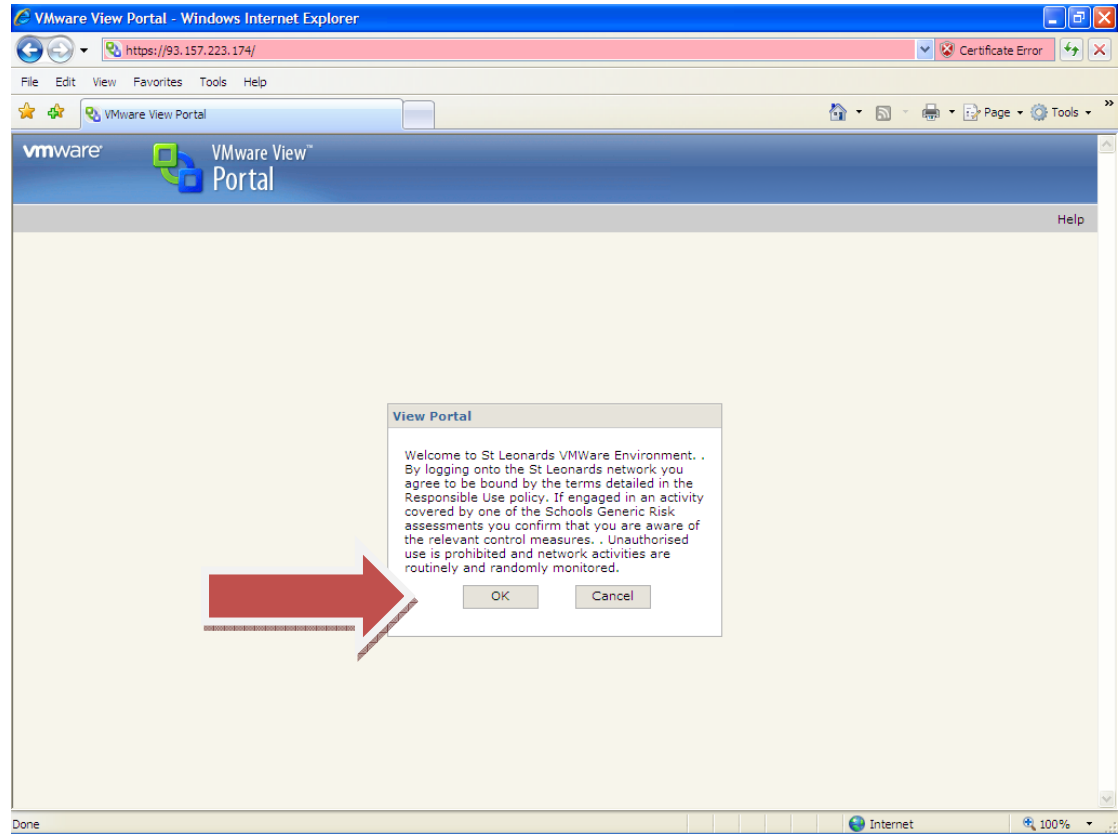
4. Select Continue to the web site (not recommended) – we know otherwise.



5. On the [VMware View Portal](#) page 'bookmark' this page for future reference by adding it to your favourites.

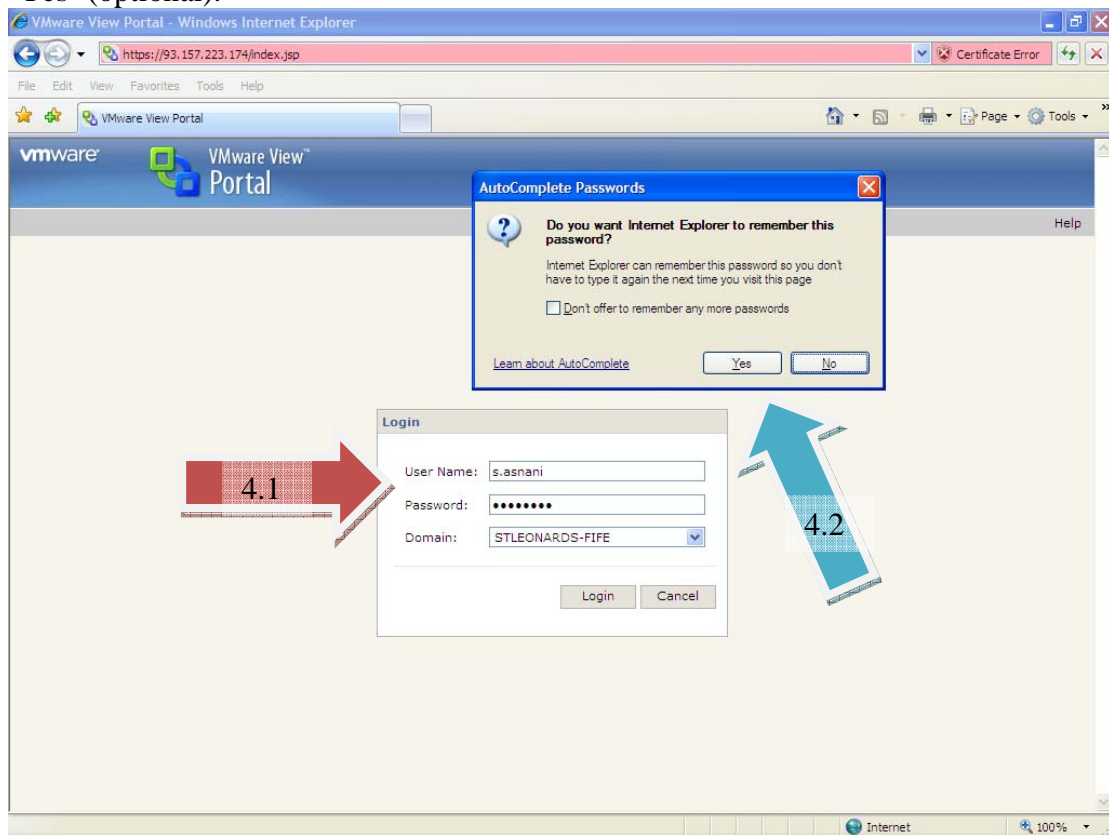


6. Then click OK

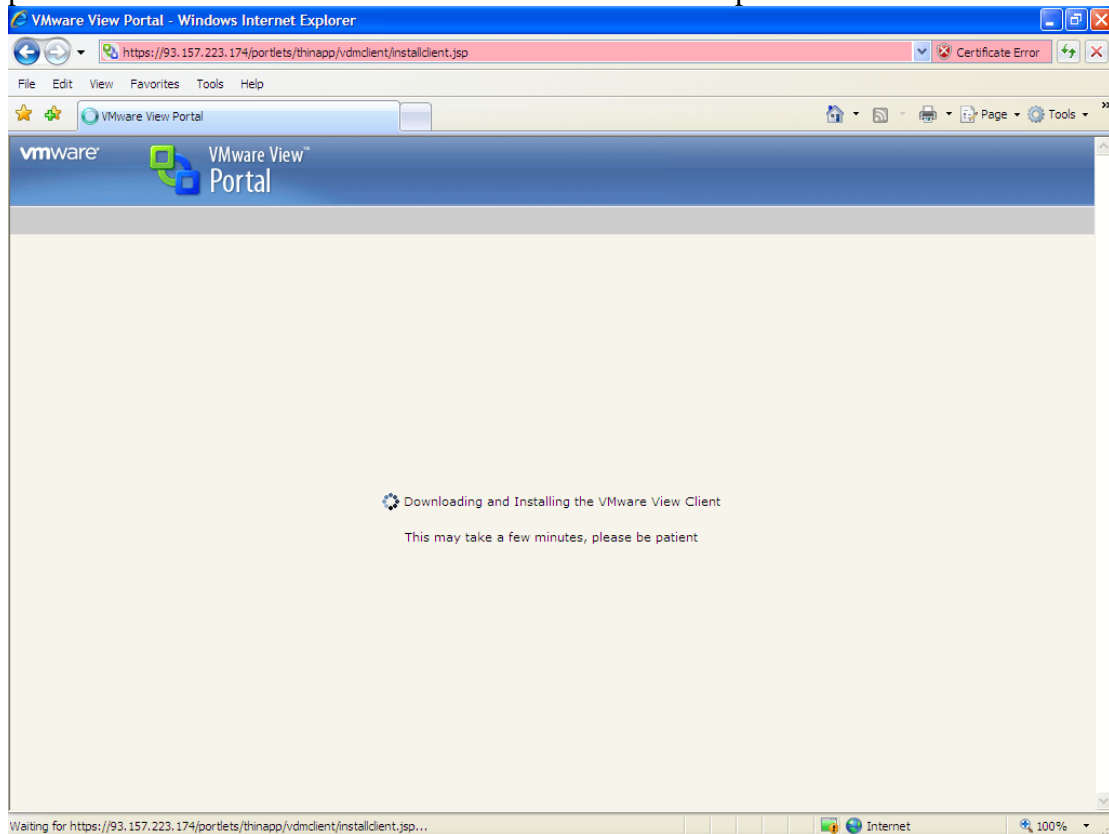


7.1 Enter your school username (x.xxxx) and your school password.

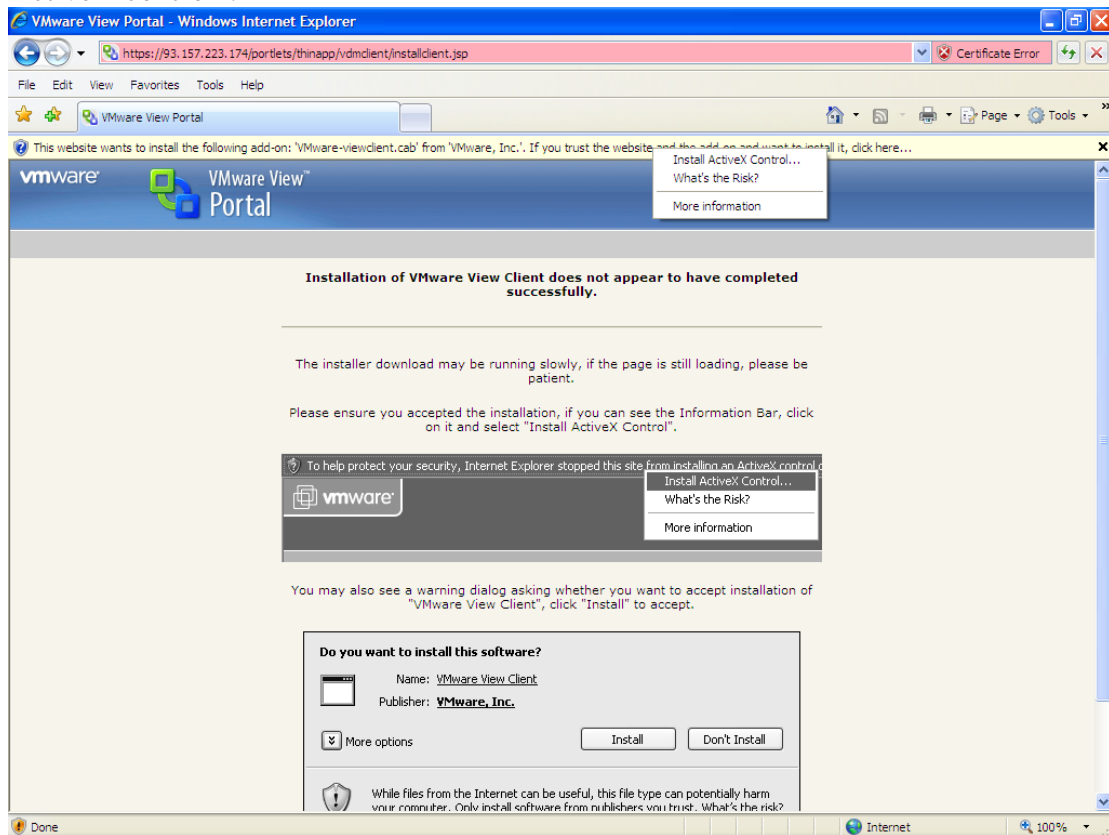
7.2 If you wish Windows to remember this information on your computer select 'Yes' (optional).



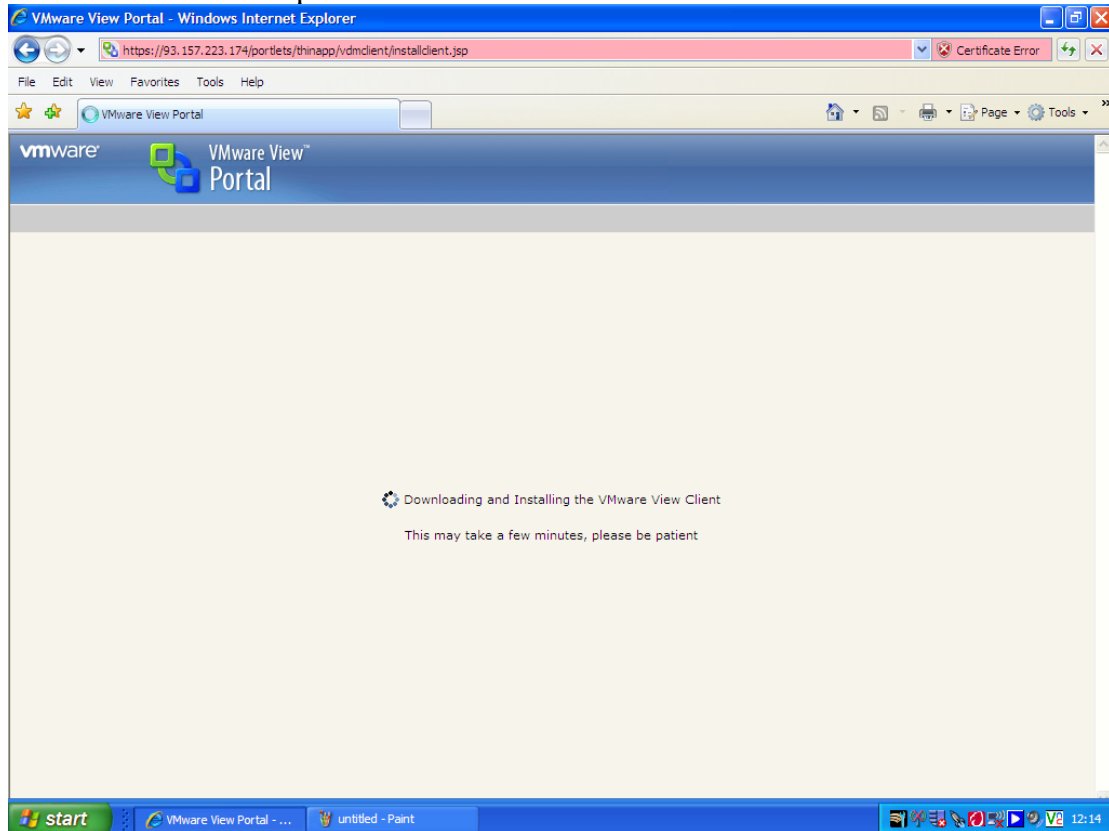
8. VMware will start to download the client onto your computer. This is a once only process and should take no more than 15 minutes to complete.



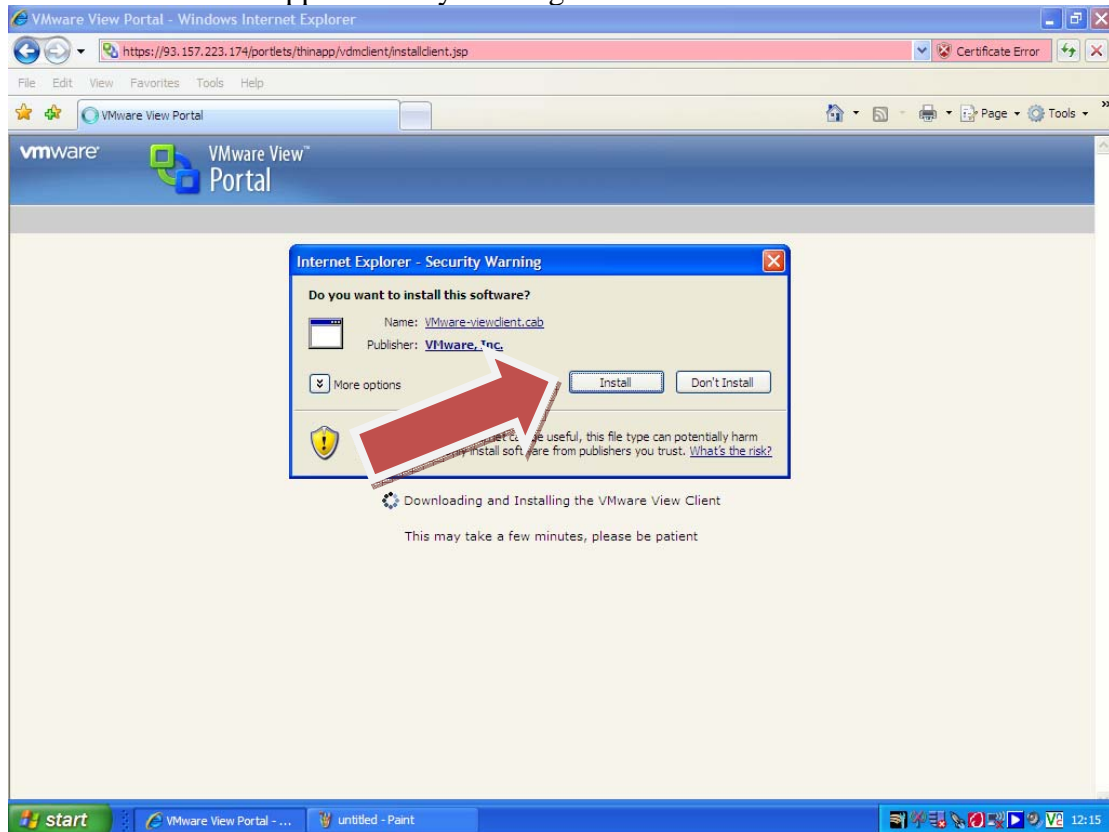
9. You may be asked to install an ActiveX control. It is safe to do so. Click on the yellow bar at the top of your browser and from the drop down menu select 'Install ActiveX control'.



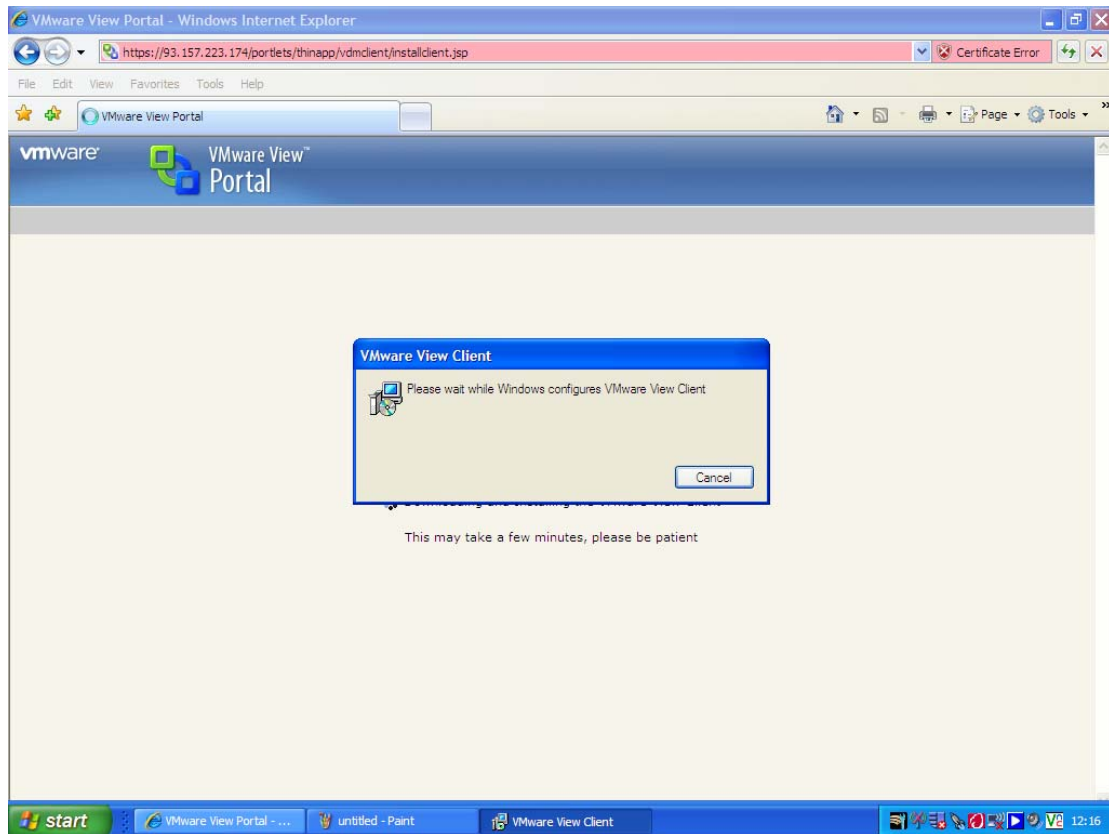
10. The download process will then continue.



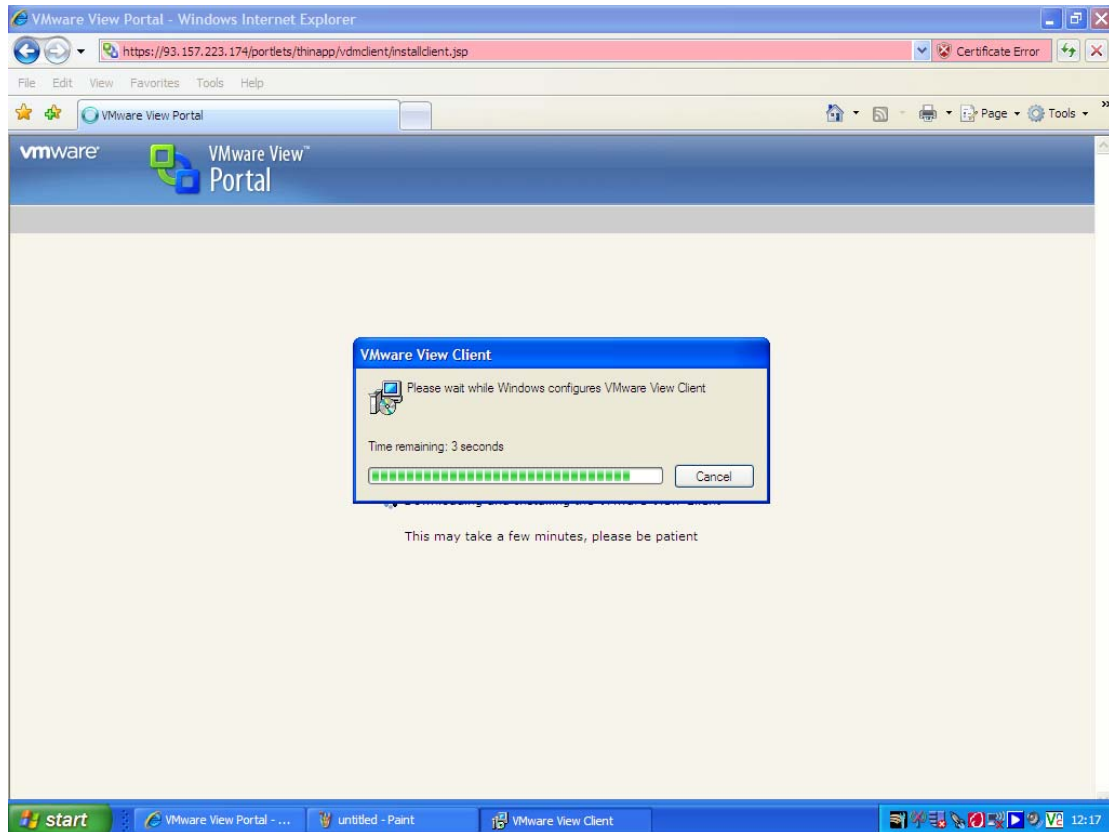
11. Once the application has been downloaded to the computer you will be invited to install the application by clicking on the Install button.



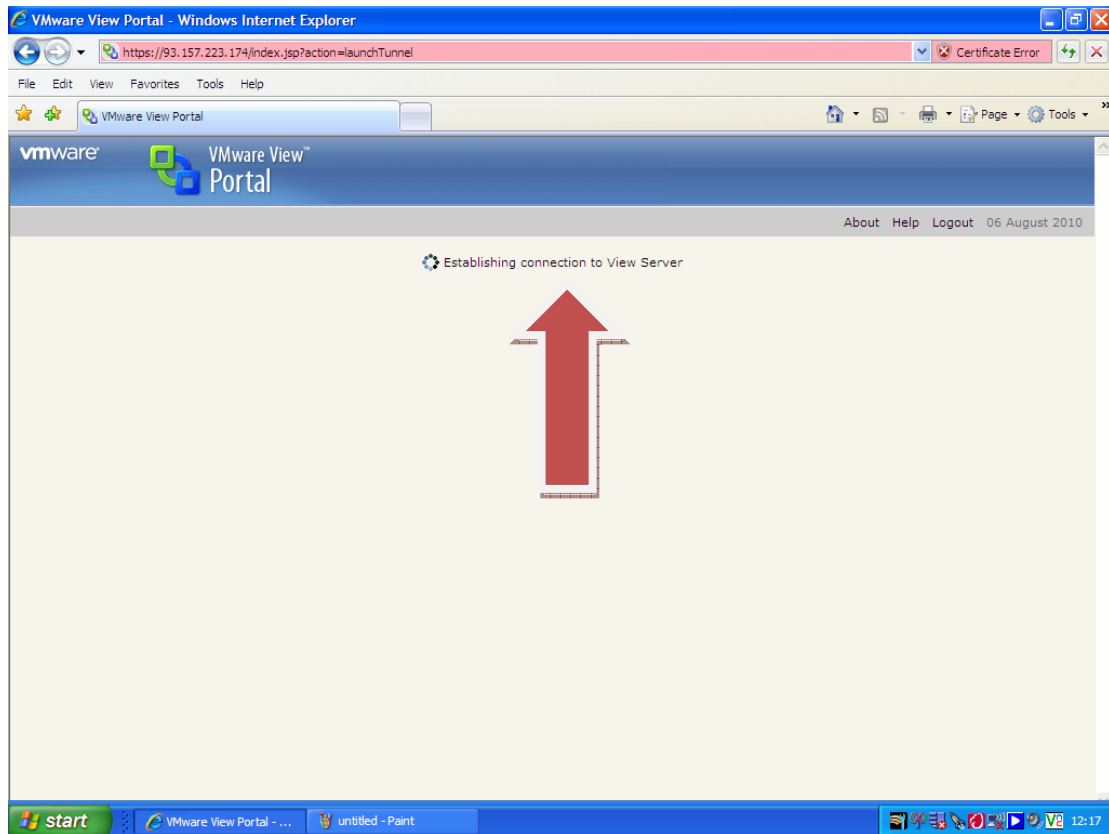
12. The next screens will be:-



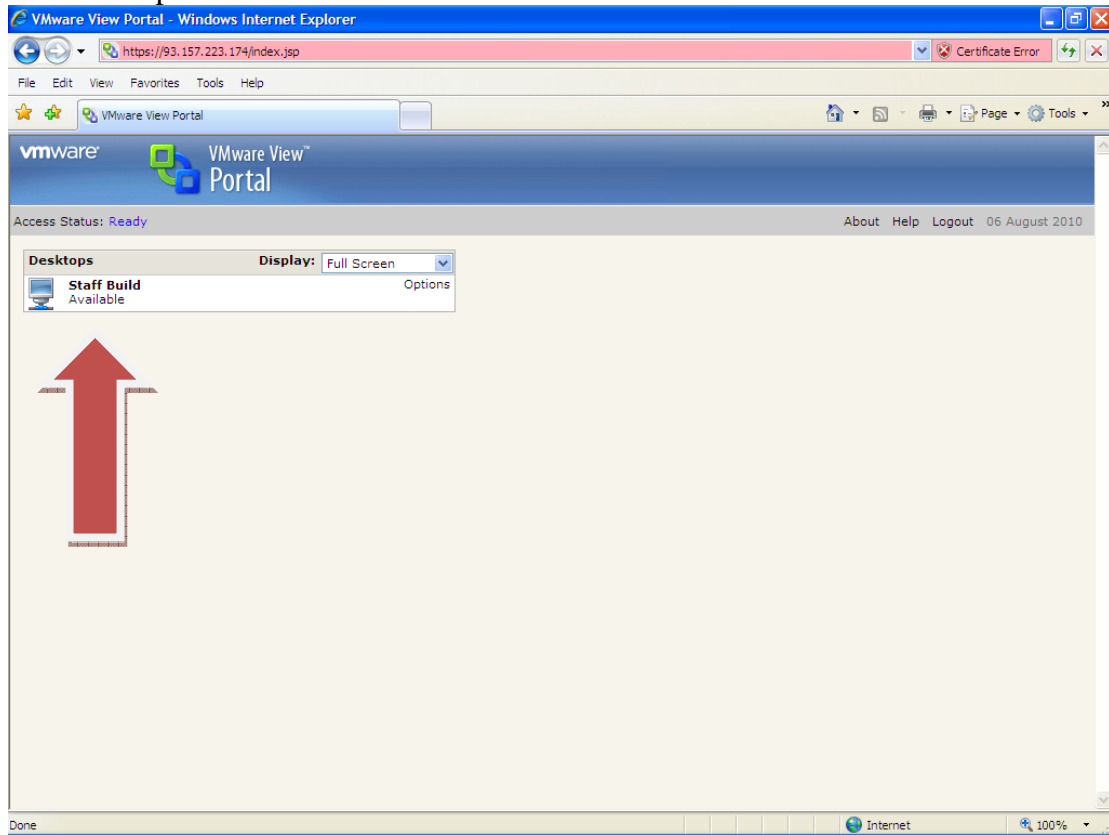
and



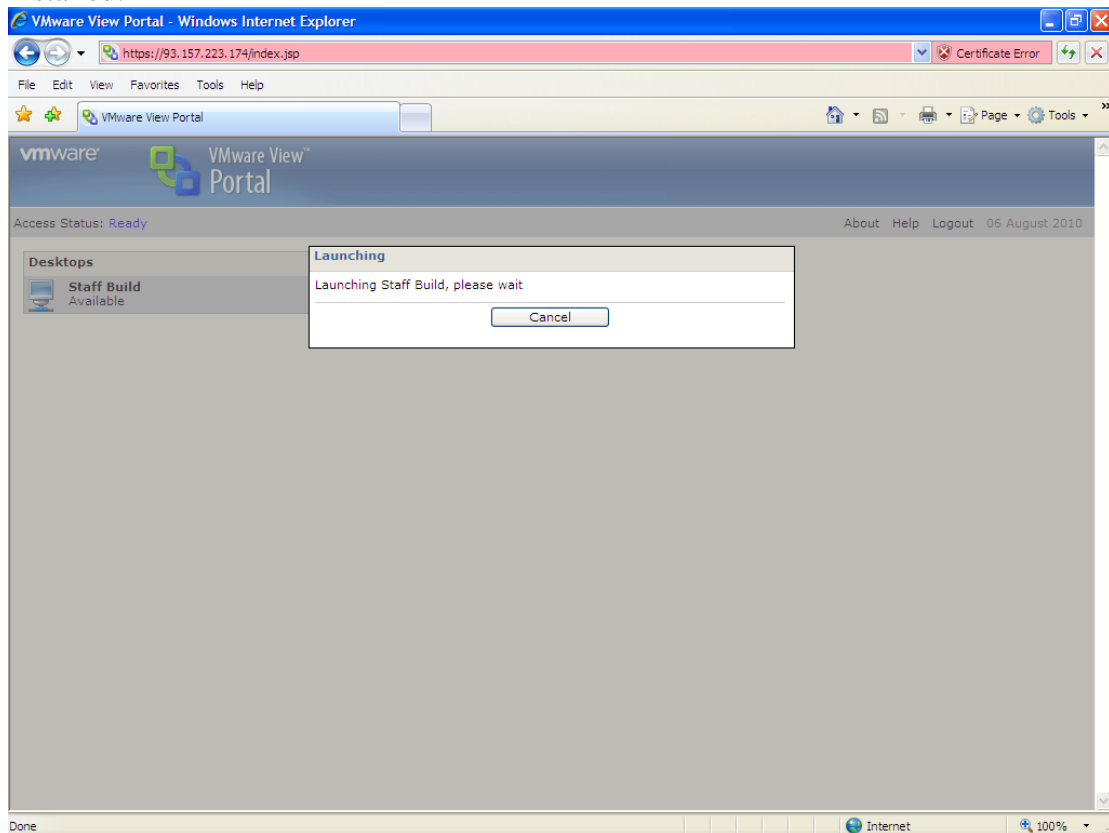
13. Having installed the client, the application will automatically connect to the service.



14. On connection, click on the Desktop you wish to use. Some members of staff may have more than one desktop available, for instance, a teacher who works in more than one department.



15. This will launch a virtual desktop. The virtual desktop is a replication of the desktop you receive when you log into a PC located on the school campus. You are not logging a school PC but a service that delivers the functionality of a school desktop (email, home drive etc) on your PC via the VMware client you have just installed.



16. Having successfully connected you will encounter the desktop environment you will be familiar with. The only slight difference is you do not have to log into the desktop for a second time, this process has been automated for your convenience.

17. To leave the virtual desktop environment select 'Start > Disconnect' to close the session

18. To exit the VMware desktop client select the 'Logout' hyperlink in the top right hand corner of the screen, on silver navigation bar next to the 'Help' option.

AS - 6 August 2010