

Virtual Desktop on a Chromebook

Wednesday, September 6, 2018, 9:30 PM

Why would I use a virtual desktop on a Chromebook?

- Full versions of Word, Excel, PowerPoint, Publisher, etc.
- Use programs not available on a Chromebook (Photoshop, etc.)
- You do not have to have this part set up to use your Chromebook

How do I access a virtual desktop on a Chromebook?

1. Be sure that your network (wi-fi) connection is strong and reliable.
2. Press the magnifying glass on the left of your keyboard.
3. Search for VMWare Horizon Client. If you see the icon to the right, just click on it. If not, type VMWare in the search bar and install to Chrome.



4. When the app launches you will be asked for a server address.

- a. Type in the server address:
vdi.mono.k12.wv.us
- b. You can leave "Server Description" blank.
- c. Click "Connect".

A screenshot of the VMware Horizon Client interface. The top field contains the server address "vdi.mono.k12.wv.us" with a red arrow pointing to it. Below it is a field for "Server Description (optional)". At the bottom is a green bar with a "Connect" button circled in red.

5. Sign in with...

- a. your Chromebook/computer user name
(Office 365 Prefix for students)
- b. your computer password.

A screenshot of the VMware Horizon Client sign-in screen. The address bar shows "https://vdi.mono.k12.wv.us". Below it is the prompt "Enter your username and password." with a red arrow pointing to the username field. The password field is masked with dots and also has a red arrow pointing to it. Below the password field is the text "MCS". At the bottom is a green bar with a "Connect" button circled in red.

NOTE:

- The virtual desktop cannot access a camera, microphone or USB drive.
- You cannot copy and paste between the Chromebook and the Virtual Desktop Window.
- The computer running Windows is miles away from your Chromebook. Use One Drive from your Office 365 account or Google Drive from your Chromebook account.