



Requirements Needed at Home

- You will need a home computer or your laptop from HSHS
- You will need a connection to the internet
 - Wireless works but if you can connect using an ethernet cable that is better as it will provide better quality if you do any audio or video communications
- Your environment should be free from distractions and needs to be as private as possible given the nature of the work you will be doing from home
- Do not print HSHS material unless **REQUIRED** to do so
- If you print materials, you need to secure the materials you will keep
- If you print materials that need to be disposed of, either use a home shredder or keep them secure until you can bring them back to HSHS and securely dispose of them there

Before you get started. Print the following materials for easy reference.

- [Installation Instructions for Windows](#)
- [Installation Instructions for MacOS](#)
- [Horizon Tip Sheet](#)
- [Horizon Technology Guide](#)

If you have an HSHS assigned laptop

- If you've used your laptop to effectively work from home, do as you always have otherwise continue below
- Be sure to take home your power cord
- Connect your computer to your home network
 - If you have the capability to use an ethernet cable it will improve your performance.
 - Using a wireless connection
 - Please refer to the documentation provided by your internet provider
- Follow these [Instructions](#) for connecting to Horizon.
- Look for the "HSHS_Desktop" icon.
 - First, highlight and single click the badge tab to add it to your bookmarks.
 - Single click "Open" and accept the "Open VMware Horizon Client" that you just downloaded in previous steps.
 - **While you may see some of your other applications at this time, do not click on them.**
 - You will get a blue screen that will eventually load into a standard looking Windows desktop.
 - The desktop has email and standard office products utilizing Office 365 icons on the desktop. Please refer to the horizon tip sheet for additional customization.
 - To view the catalog of published applications, launch the HOME.HSHS.ORG icon. You may need to click the "Catalog" to view all published applications.
- [Click here](#) to access a helpful tip sheet for frequently asked questions.
- If any of your programs are not working or are not available:
 - Specifically note that application name

- Note the error you are getting
- Call the remote work hotline at ##### and you will be assisted

If you have an HSHS assigned desktop

- In order to work remotely, you will need a personal computer.
- **You will need to perform these tasks before leaving HSHS:**
 - Please open a help desk ticket to ensure that your computer is configured for remote accessibility and to ensure it is on the WIRED network.
 - You need to know the "computer name" of your desktop. If you need help finding your computer name please use this [link](#). Please take note of this as you will need this to remote desktop in to your machine.
- Once you are at home, open an internet browser on your personal computer and go to support.hshs.org.
- Scroll down to find the Horizon Client Information section.
 - Select the appropriate "Horizon Windows" or "Horizon Mac OS".
 - Open the instructions in a separate window or utilize your printed copy.
 - Open the appropriate link for the "Click here to download VMware Horizon Client" for Windows or Mac and follow the instructions from the previous step. Once the client installation is complete follow the steps below.
- Open a Chrome browser on your home computer and go to home.hshs.org.
 - If you do not have Chrome, download it from <https://www.google.com/chrome/>.
- Log in using your typical login credentials ensuring you pick the right domain. See the [tips document](#) or refer to your printed copy.
- Look for the "HSHS_Desktop" icon.
 - First, highlight and single click the badge tab to add it to your bookmarks.
 - Single click "Open" and accept the "Open VMware Horizon Client" that you just downloaded in previous steps.
 - **While you may see some of your other applications at this time, do not click on them.**
 - You will get a blue screen that will eventually load into a standard looking Windows desktop.
 - The desktop has email and standard office products utilizing Office 365 icons on the desktop. Please refer to the horizon tip sheet for additional customization.
 - To view the catalog of published applications, launch the HOME.HSHS.ORG icon. You may need to click the "Catalog" to view all published applications.
 - If this desktop provides everything you need to perform your job no further steps are needed.
- Some applications are only available from your desktop machine and require a special solution.
 - On the Desktop that you launched in the above steps. Click the start menu and click "Remote Desktop Connection".
 - Enter the computer name of your desktop and click "Connect".
 - Enter your credentials to connect to the remote desktop.
 - You should now be remoted into your HSHS Desktop and have access to all of your applications.