

Step 1 – Logging in to *vmware Horizon*

- Press some keys on the keyboard and/or move the mouse to wake up the screen.
- Look for the *vmware Horizon* login dialog (see Figure 1).

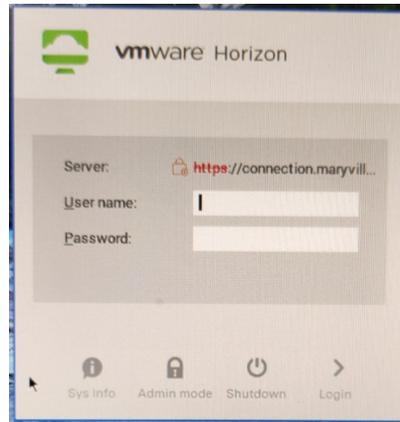


Figure 1: *vmware Horizon* login dialog

- If you see the *vmware Horizon* login dialog:
 - Login using your Maryville Single Sign-on credentials.
 - Your Maryville Single Sign-on credentials are what you would use to login to <https://maryville.okta.com> or <https://launch.maryville.edu>
 - Server: `connection.maryville.edu` ← may already be set
 - User name: `tbrown17@maryville.edu` ← changed to your own
 - You may be able to leave off the `@maryville.edu` part.
 - Password: Your Maryville Single Sign-on password
 - You should then see the *vmware Horizon* main menu on the left edge of your screen with the Home icon selected (see Figure 2).

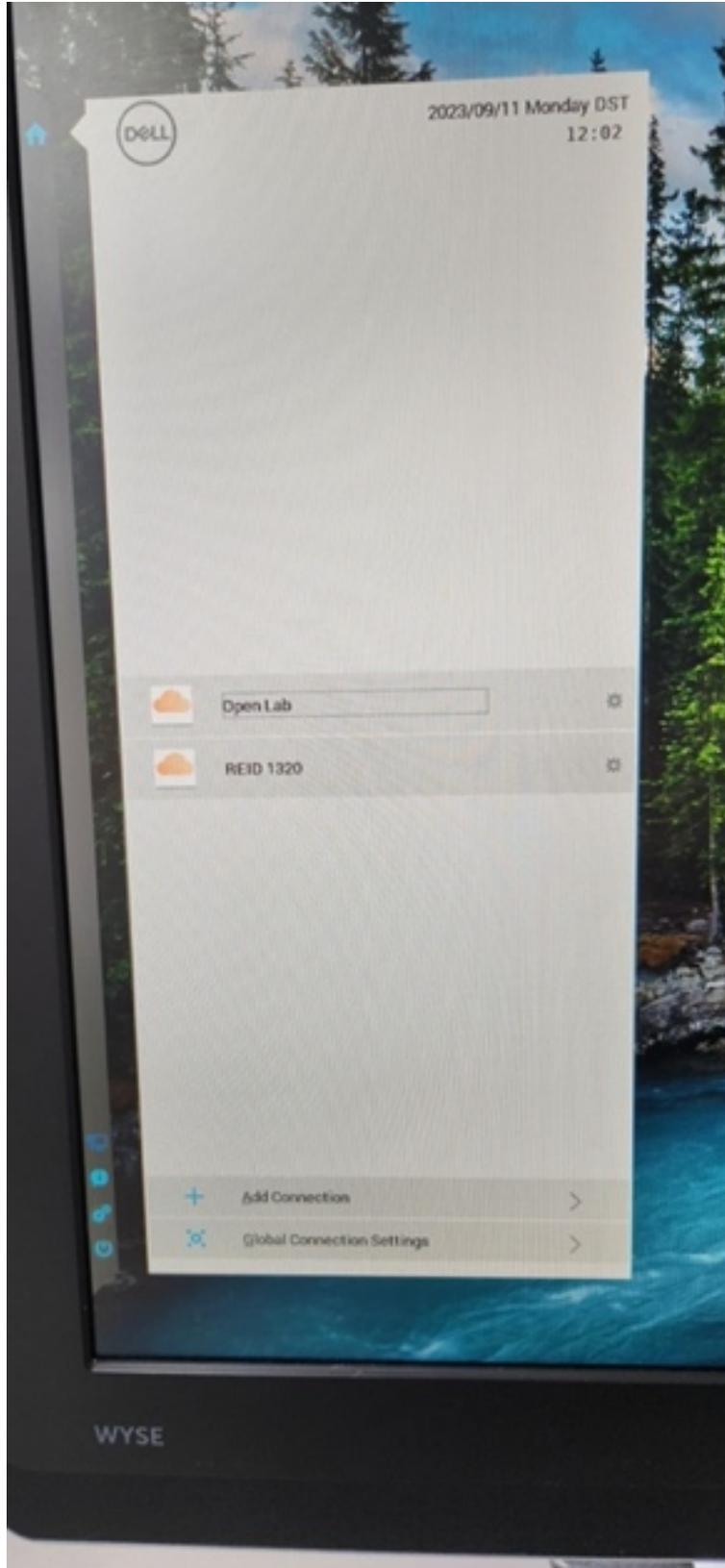


Figure 2: vmware Horizon main menu on the left edge of the screen with the Home icon selected

- If you **do not** see the *vmware Horizon* main login dialog in the middle of your screen:
 - Someone may have left *vmware Horizon* or even a Windows machine logged in to their account. **You do not want to use that other person's account.**
 - Hover the cursor on the left side of the screen until the *vmware Horizon* main menu shows on the left edge of your screen
 - If you cannot get the vmware Horizon menu to pop up on the left edge of the screen, then that display/terminal will not be usable for the course for today. You'll have to find some other machine to work at.
 - Choose the "power button" icon at the very bottom of the main menu
 - In the dialog that appears, choose the "Sign-off from account..." option and press the OK button.
 - Return to the previous step to login to *vmware Horizon* using your own Maryville Single Sign-on Credentials.

Step 2 – Connecting to an Open Lab machine

- Once you are logged in to *vmware Horizon*, you need to show the *vmware Horizon* main menu by hovering the cursor on the left edge of the screen and then select the Home option at the top of the main menu. (If you just completed the previous step, the Home option of the main menu may already be selected for you.)
- Select the **Open Lab** option
 - **Do not select the REID 1320 option**, this will attach you to a machine that does not have Excel properly installed on it.
 - You will then need to wait a "long time" for your login and access to be setup on the Open Lab machine. (User Profile Service, Apply this, Apply that,...blah, blah, blah)
 - Note that the Open Lab machine you will get access to this way will not be the same as the one you would access using the Open Lab tile from OKTA.

Step 3 – Running Excel on your Open Lab machine

- To open an existing Excel file, just navigate to that file in *File Explorer* and double click on the file icon.
- Otherwise, you can start Excel by clicking of the Windows Start Icon (looks like a 4-pane window in the lower left-hand corner of the display) and start typing Excel.
- There may be other Excel icons that show up when you click on the Windows Start Icon. It is fine to start Excel that way too.
- Any work that you do on this Open Lab machine will not be saved from day to day (or maybe even if you log out and log back in.) See below for long-term saving of your work.
- If you are asked to "Accept the fine print", go ahead and select the "Accept and start..." button.
- You can also simply close the dialog that discusses your privacy options.

Step 4 – Saving your work **Temporarily** on the Open Lab machine

- Create a folder on your desktop named ISYS100
 - Right click on the desktop area and choose New → Folder
 - Type in a folder name of ISYS100
- Run a browser (e.g. Chrome or Firefox) and navigate within the browser to this course within Canvas
 - Login via OKTA, select Canvas, etc.
 - Don't let the browser (Chrome or Firefox) store your password.
- Download the instruction file and the Excel file for your current Excel Project Assignment and move those files from the Download folder to the ISYS100 folder you created above.
- Double click on file icons to open them, and work on the assignment by following the instructions.
 - You will likely have to "enable editing" the first time you open the downloaded files.
- Simply do a **File**→**Save** from Excel to save your work

Step 5 – Saving your work long-term (more than 60 minutes)

- Files on the Open Lab machine will not be saved between logins (or least they will possibly be deleted.)
- You will need to either email the file to yourself or login to a web-storage service like Google Drive, OneDrive, or Dropbox and upload the file containing your work to save it to be worked on or viewed later.
- For emailing, you can log in to your web-based email (<https://outlook.office.com/mail>) from a browser on the Open Lab machine.
- For uploading to a web-storage service, you can log in to the service in a browser on the Open Lab machine.

Step 6 – Logging out at the end of the class

- **Once you are sure you have saved your work**, you should log out of **both** the Open Lab machine and **vmware Horizon** before leaving class.
- Sign out of the Open Lab machine
 - Windows Start → User Icon (circle with a head and shoulders outline in it)
 - Click on User → Select "Sign out"
 - Wait for "Signing out" to complete
- Sign out of **vmware Horizon**
 - Put cursor on left edge of the screen until **vmware Horizon** main menu appears.
 - Select Power On/Off icon on the bottom of the menu
 - On the **vmware Horizon** dialog that appears in the middle of your screen choose the "Sign-off from account..." option and press OK