

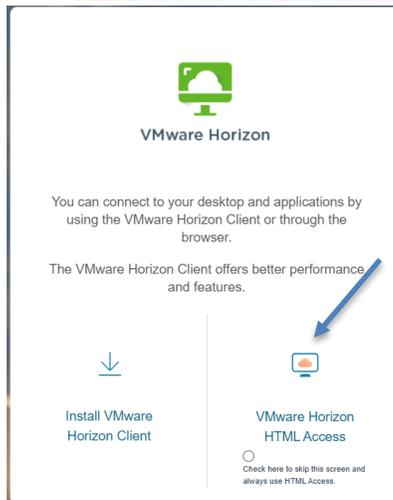
## General Login Instructions for Accessing VDI

### Option 1: Access Through the Web Portal

If you don't have permission to install the client:

1. Open your preferred web browser.
2. Navigate to the VDI login page: <https://desktop.alabama.edu>
3. On the VMware Horizon Splash page:

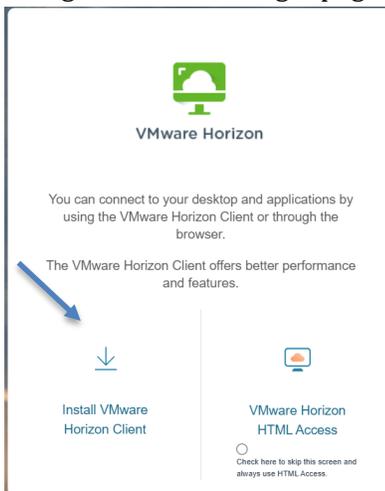
- Click **VMware Horizon HTML Access**.



### Option 2: Access Using the VMware Horizon Client

If you have admin rights on your computer:

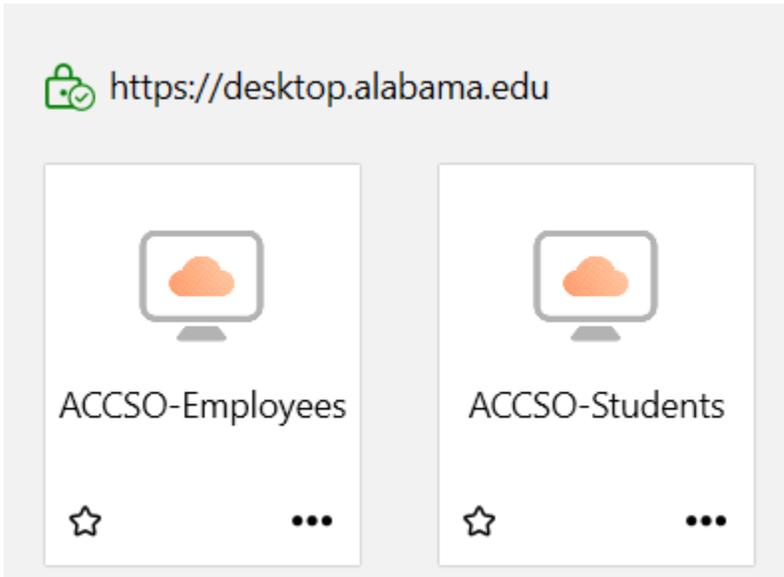
1. Navigate to the VDI login page: <https://desktop.alabama.edu>



2. Click "Install VMWare Horizon Client to download and install the **\*\*VMware Horizon Client\*\*** from the VMware Horizon Splash page.
3. Follow the installation prompts, then open the Horizon Client.

## Logging In

1. Enter your credentials:
  - **Username:** [A#@alabama.edu]
  - **Password:** [Enter Password]
2. Click **Login**.
3. Select the appropriate desktop for your university/role.



- *If you're dual-enrolled or attend/work at multiple colleges, choose the one you're primarily associated with.*

## First-Time Connection Steps

Once connected, please complete the following (in order):

1. Launch **Teams**, **Excel**, or **Word** and authenticate if prompted.
  - Authentication should persist for other MS Office apps.
2. Open **OneDrive** and authenticate if prompted.
3. Launch a browser (Chrome, Edge, Firefox, etc.) and adjust any settings to match your preferences.

## Data and Saving Your Work

- All of your work should automatically save **OneDrive**. If you have already been using OneDrive with your account previously, all of your data should automatically sync to your Alabama.edu OneDrive folders (Documents, Desktop, Photos, etc.).

## Logging Off

1. When you're done for the day, log off the VDI environment.
2. Wait **2 to 3 minutes** before logging back in to give the system time to replicate and save your data

## Notes:

- - MS Office apps (Word, Excel, Teams, etc.) should work without additional authentication the next time you log in, as the activation token will persist.