

Accessing vWorkspace resources via Windows

Using vWorkspace on a Windows workstation

Steps 1 - 12 only have to be completed on first use. Once the vWorkspace connector has been installed and configured start at Step 14.

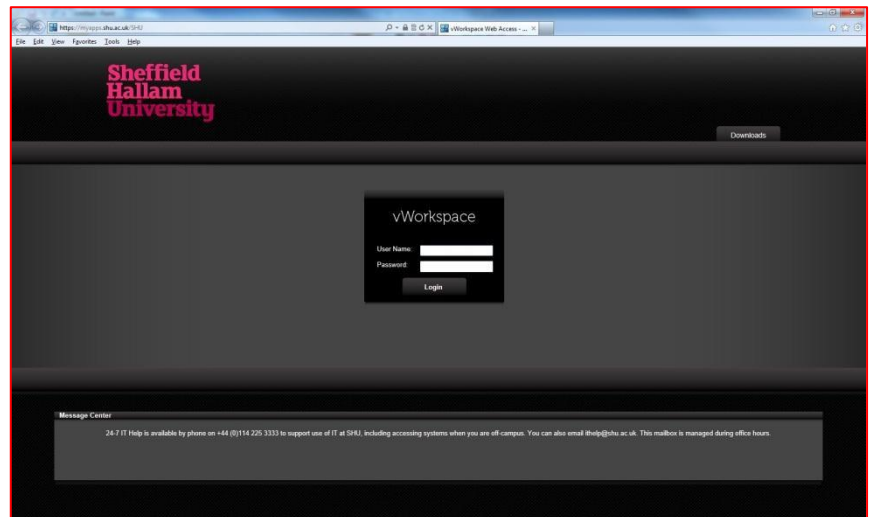
IT Security

Be aware that if using this service you must abide by the relevant SHU Policies regarding working off campus; this includes both IT Security and Data Protection.

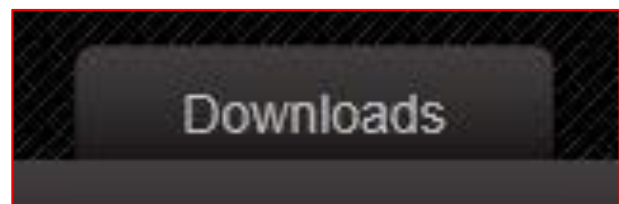
All devices should be password protected and have individual accounts if used by more than one person. Personal or sensitive data must be encrypted.

All SHU Policies can be found here: <http://eisf.shu.ac.uk>

1. Open a web browser and go to <http://myapps.shu.ac.uk>



2. Click the **Downloads** tab then select the **Windows Web Connector**.



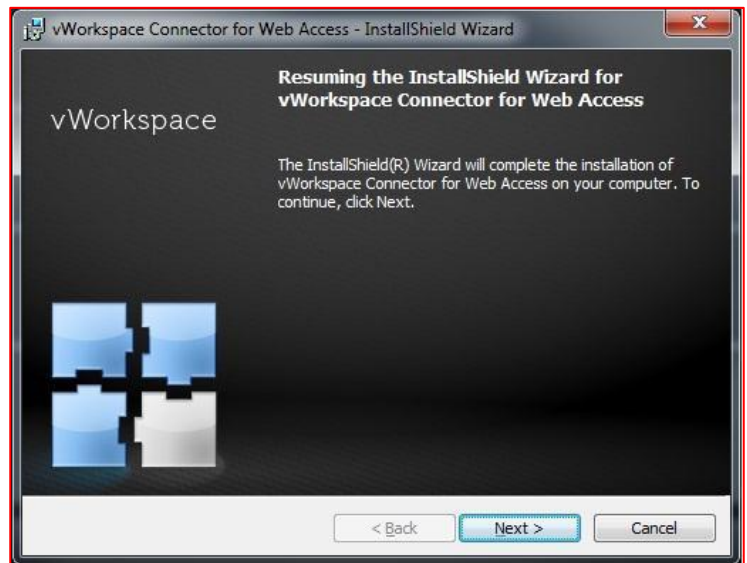
For More Help:  ITHelp@shu.ac.uk  0114 225 3333  Learning Centre Helpdesk

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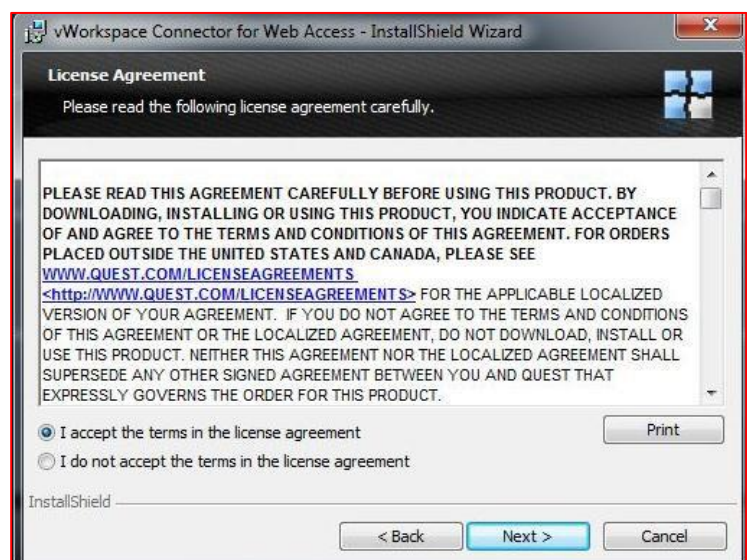
- When prompted to Run or Save the file, select **Run**.



- Select **Next** to start the connector installation.

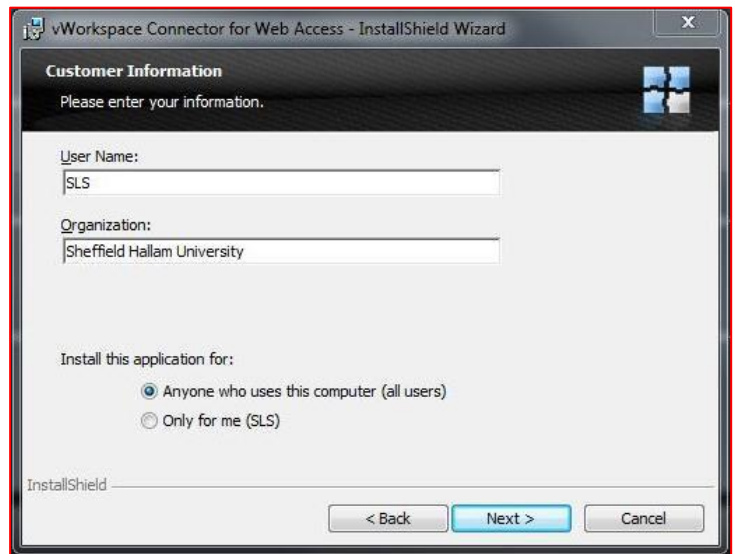


- Accept** the License Agreement then select the **Next** button to proceed.

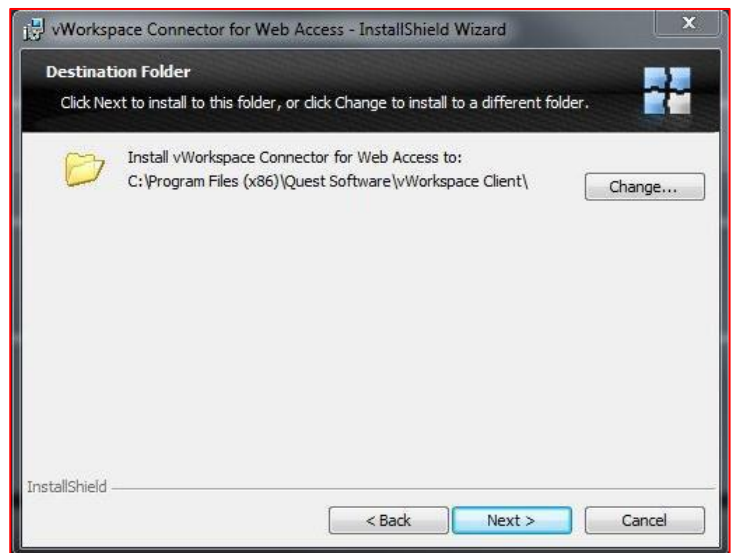


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6. Enter Customer Information as required then click **Next**.



7. Accept the suggested location for the Destination Folder by clicking **Next**.

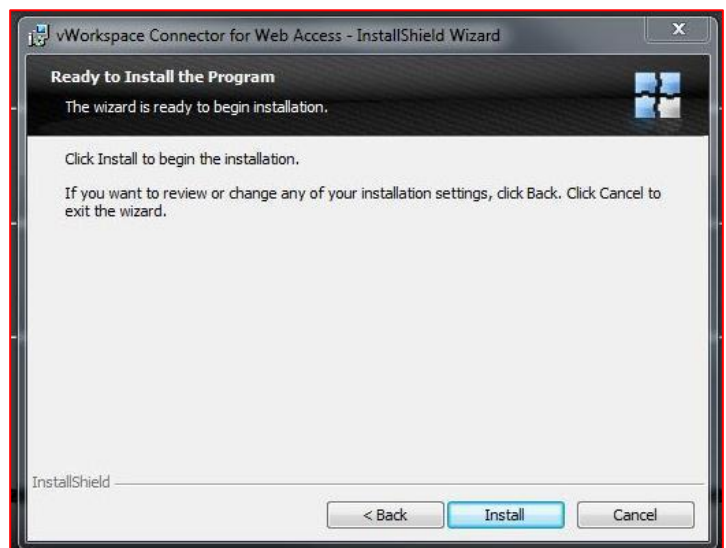


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8. **Untick** the Enable Credentials Pass-Through tick box and click **Next**.



9. Click the Install Button to proceed with the Installation

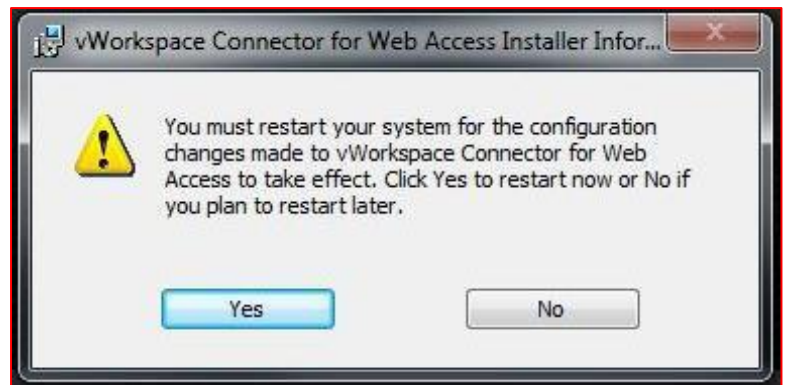


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10. When the installation has completed click **Finish**.



11. **Restart** your PC when prompted.



12. Once your PC has restarted navigate back to <http://myapps.shu.ac.uk> and **log in** using your **SHU Username** and **Password**.

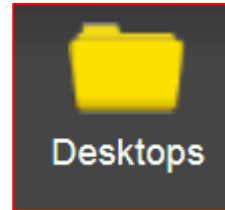
Next **configure** the Remote Desktop for the best experience using the instructions found at <http://go.shu.ac.uk/srdpreferences>

13. Once the vWorkspace preferences have been saved select the Applications tab to run the required desktop or application from vWorkspace.

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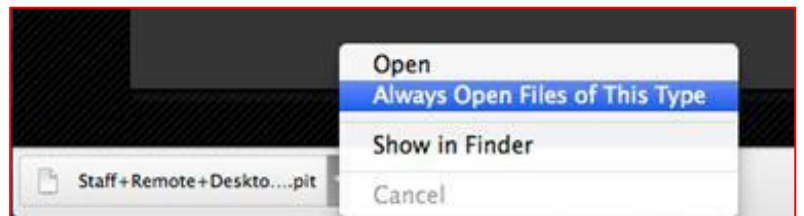
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14. Once logged in select the desktop or application you wish to use from the Applications tab, such as the Staff Remote Desktop, SAS or ACES Labs



15. When you click on the application or desktop, vWorkspace will download a **.pit** file with the settings required to launch the Remote Desktop. If you are using **Internet Explorer** this will open automatically, along with the Remote Desktop.

If using Chrome, you will need to set these to open automatically by clicking the arrow next to the file in the bottom left of the Chrome window, then clicking **Always Open Files of This Type**.



NOTE: Please ensure you save all files to your HomeDrive