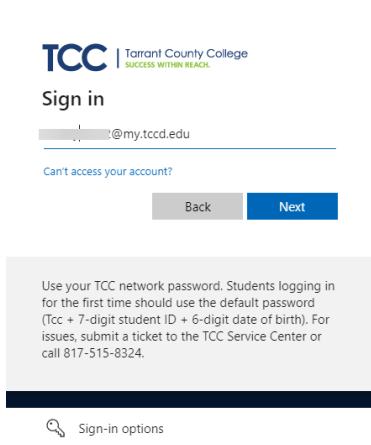


TCCD Virtual Desktop Infrastructure (VDI) Reference Guide for End Users

As a **TCCD Virtual Desktop Infrastructure (VDI)** user, you can remotely access your TCCD virtual Windows 10 desktop, applications and Webapps using an **Internet browser** (via laptop, desktop, mobile phone, tablets) while away from your campus.

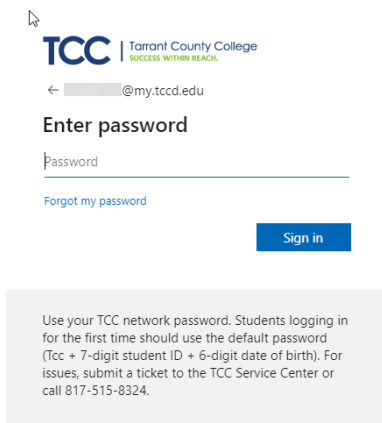
Logging into VDI for the First Time

1. Open your preferred web browser and navigate to <http://cloud.tccd.edu/>.
2. Log in with your TCCD One Login Account and click **Next**.
 - Student emails are **firstname.lastname@my.tccd.edu** •
 - Faculty/staff emails are firstname.lastname@tccd.edu



The screenshot shows the TCCD Sign in page. At the top is the TCCD logo and the text 'Tarrant County College' and 'SUCCESS WITHIN REACH.'. Below this is the heading 'Sign in'. There is a text input field containing '@my.tccd.edu'. Below the input field is a link that says 'Can't access your account?'. There are two buttons: 'Back' and 'Next'. Below these buttons is a grey box containing text: 'Use your TCC network password. Students logging in for the first time should use the default password (Tcc + 7-digit student ID + 6-digit date of birth). For issues, submit a ticket to the TCC Service Center or call 817-515-8324.' At the bottom of the page is a link that says 'Sign-in options'.

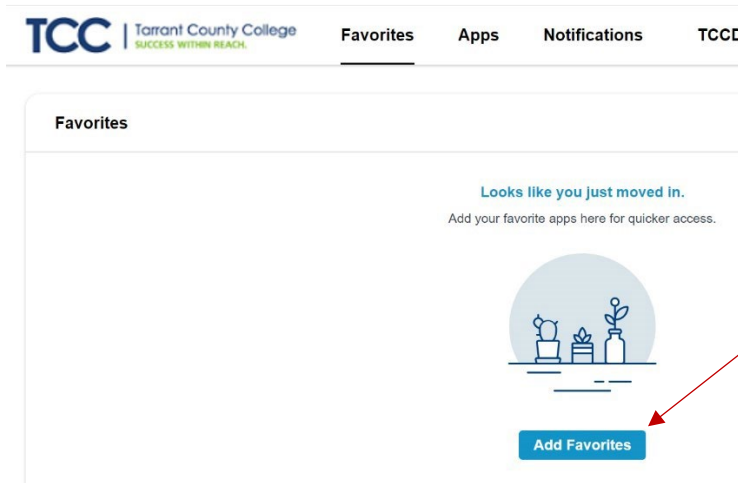
3. Enter your network login password and click **Sign in**.



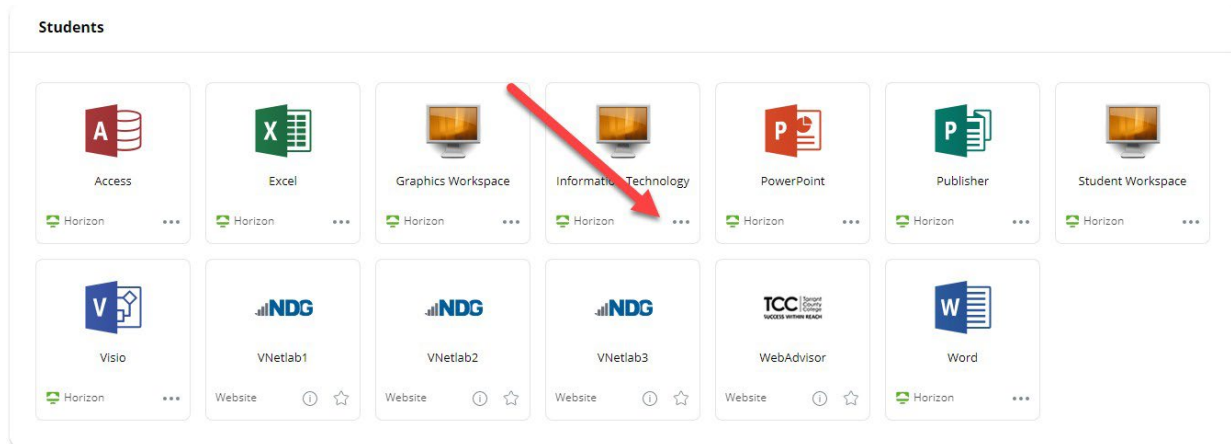
The screenshot shows the TCCD Enter password page. At the top is the TCCD logo and the text 'Tarrant County College' and 'SUCCESS WITHIN REACH.'. Below this is the heading 'Enter password'. There is a text input field containing 'Password'. Below the input field is a link that says 'Forgot my password'. There is a blue button that says 'Sign in'. Below the button is a grey box containing text: 'Use your TCC network password. Students logging in for the first time should use the default password (Tcc + 7-digit student ID + 6-digit date of birth). For issues, submit a ticket to the TCC Service Center or call 817-515-8324.'

Adding Apps to Your Favorites Page

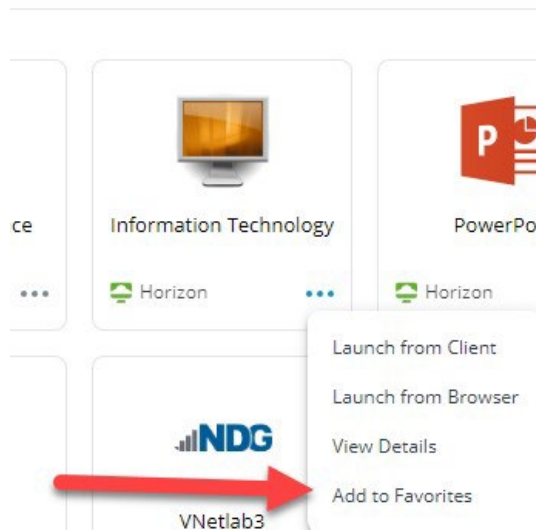
- You will be presented with the **Favorites** page. Your favorites page is where you can organize your most-used applications and desktop workspaces. To add to the Favorites page, click **Add Favorites**.



- This will take you to **Apps**. This page is separated in 3 categories: **Faculty and Staff**, **Student**, and **All Apps**. Your category will determine which apps are available to you. To add an app to your Favorites page, click on the 3 dots located under your app of choice:



- Select **Add to Favorites** to add the application to your favorites.

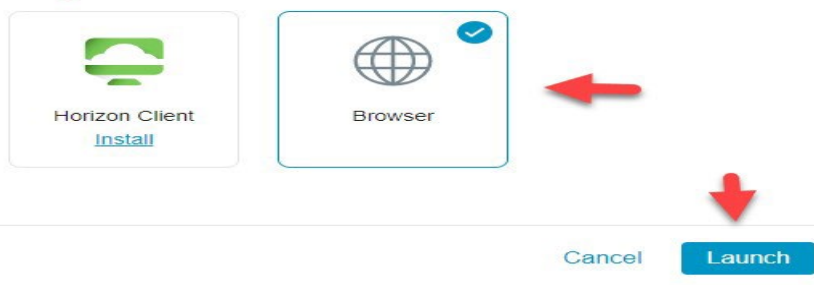


Launching VDI with Your Browser

- When you click on any application, you may be asked how you want to launch the application. **Always select the Browser option.**

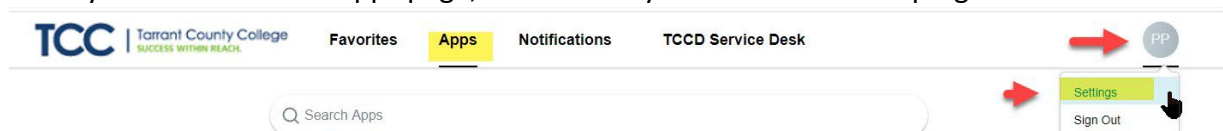
Student Workspace

How do you want to launch Horizon? You can always change this in [Settings](#)

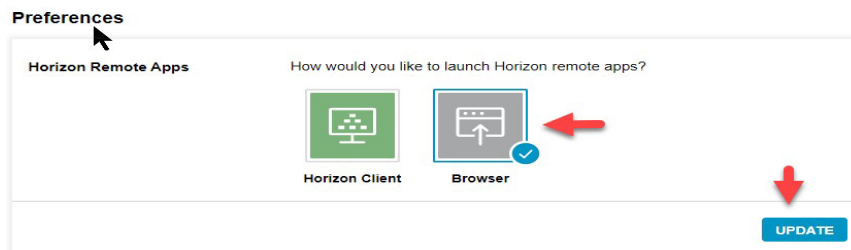


If you do not get the above message with the two options, click **Cancel**.

- While you are still on the Apps page, left-click on your initials in the top right corner.



- Choose **Settings**.
- You are now on the **Preferences** page. Select the **Browser** option and click **Update**.



11. Click the back arrow to go back to the Apps page.

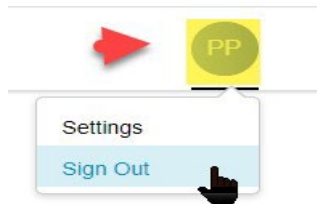


At this point you have completed the set-up process.

You can decide to continue by selecting applications for your Favorites page, or you can Sign Out.

Signing Out of VDI

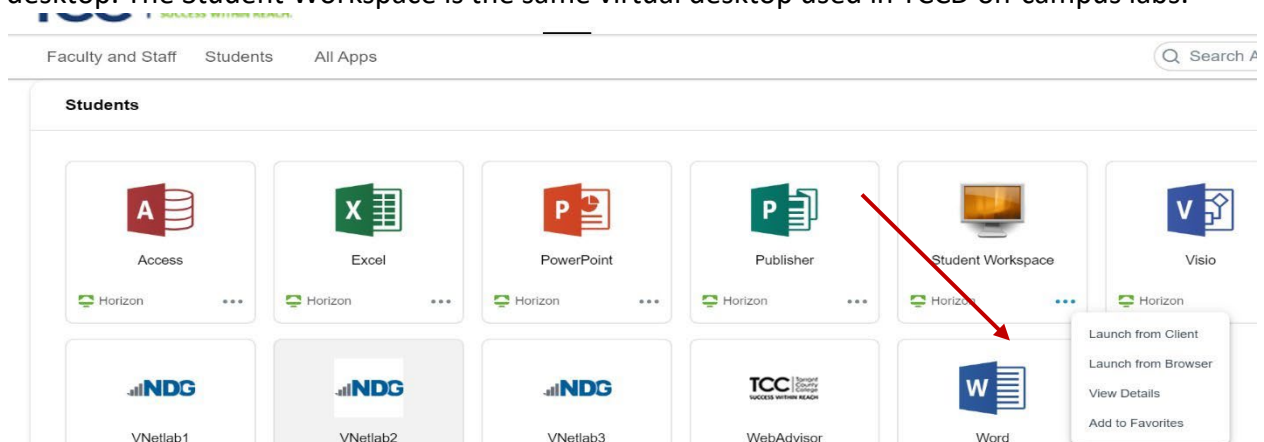
12. Click on your initials in the upper right corner and choose **Sign Out**.



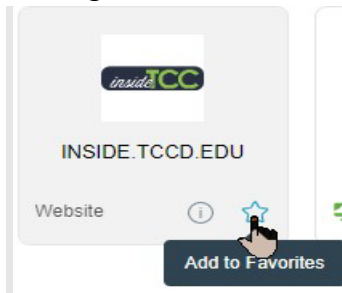
Student Workspace

The **Workspace Launcher** displays several applications and workspace desktops.

- Some icons will launch as a standalone application, such as the full version of Microsoft Office Products.
- If you want to experience a full virtual desktop, you can launch the **Student Workspace** desktop. The Student Workspace is the same virtual desktop used in TCCD on-campus labs.



Browse through the menu to get familiarized. You can choose to add various apps as favorites by clicking the **Star** button below the application name.

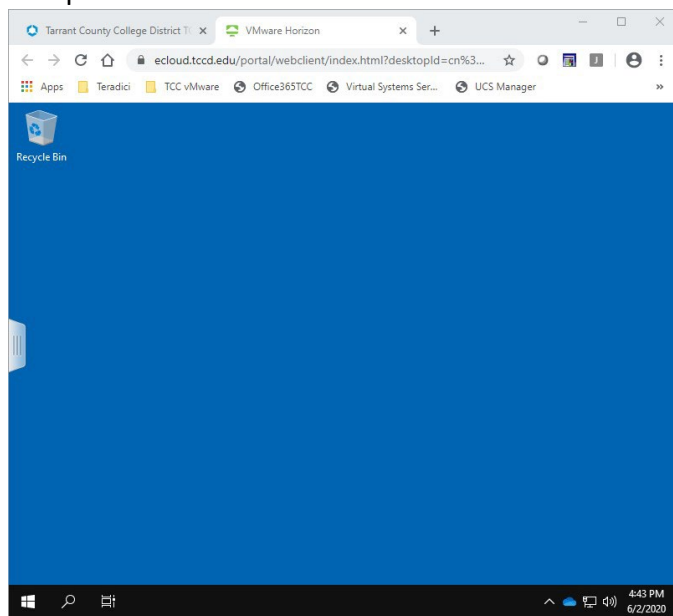


Getting Started

1. Select the app you want to open or select **Student Workspace** to launch a full virtual desktop.

Note: The first time you launch an application, like Word or Excel, there may be a slight delay. All subsequent applications will launch much faster.

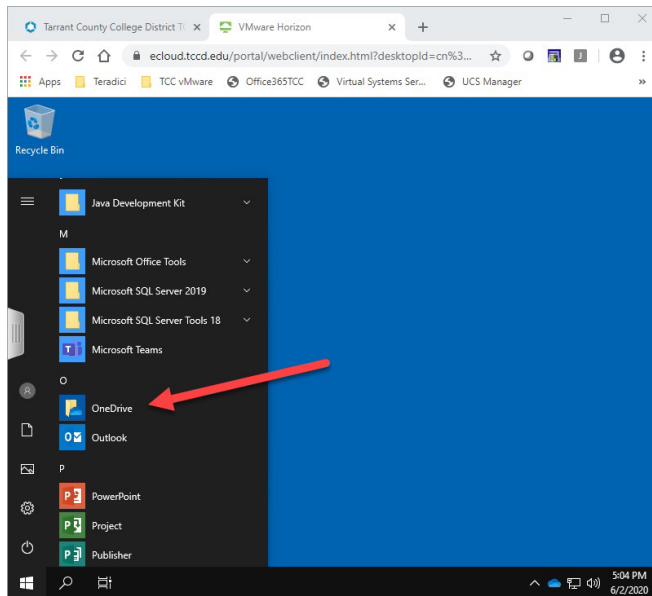
2. The Student Workspace VDI will launch on the same browser tab, and your application or desktop will load.



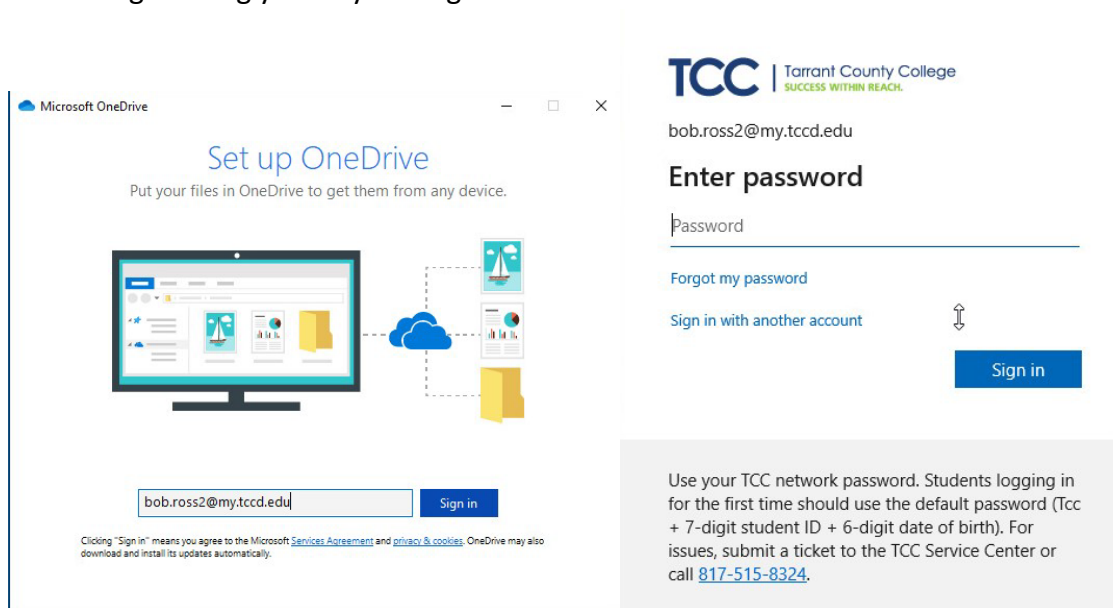
Logging in to OneDrive to Access and Save Your Work

All documents must be save to OneDrive for Business.

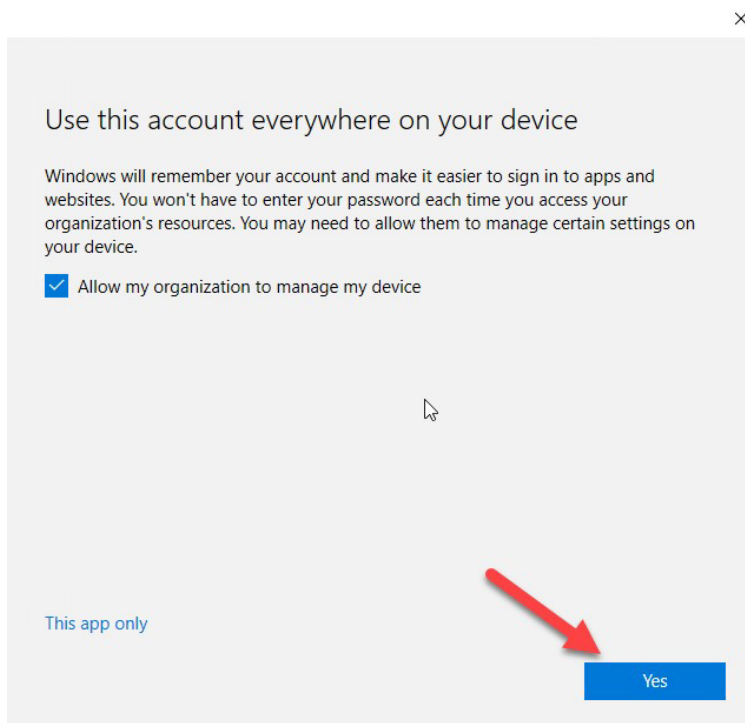
1. Select OneDrive from the Windows 10 start menu.



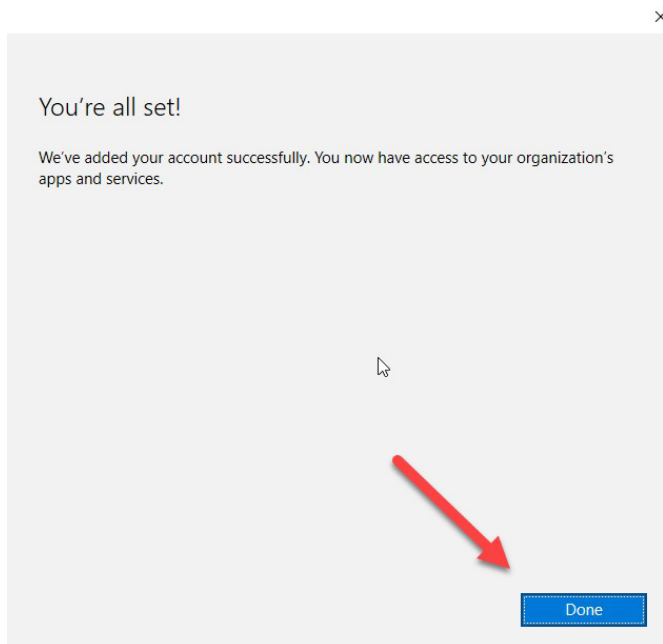
2. Log in using your myTCC login.



3. Click **Yes**.



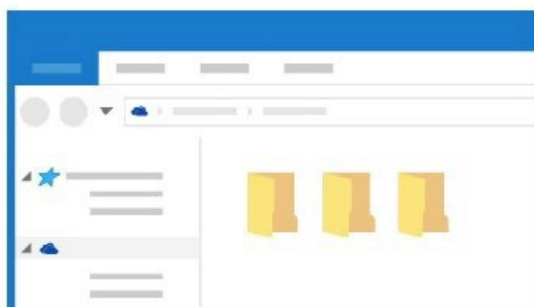
4. Click **Done**.



5. Click **Next**.

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here: C:\Use...\OneDrive - Tarrant County College District

[Change location](#)

Next

6. Follow the prompts till you get to this screen and click on open my **OneDrive Folder**.

You're good to go!



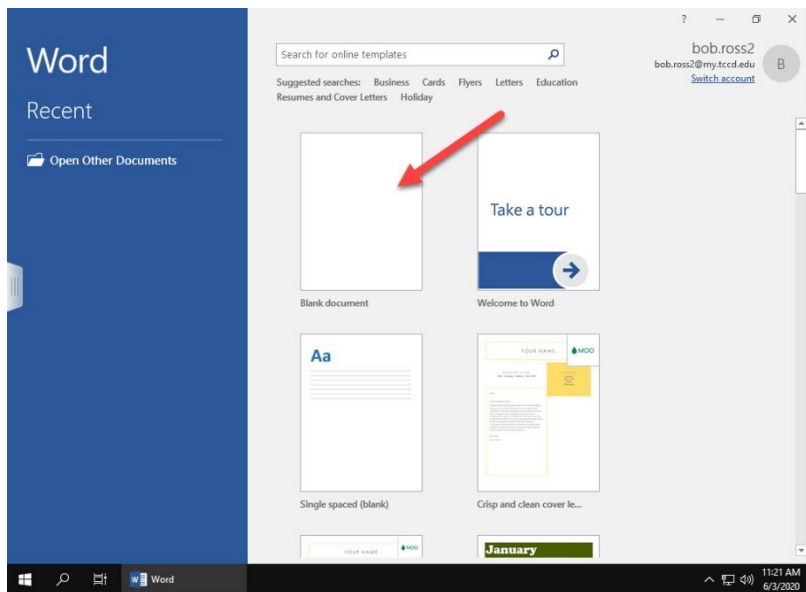
Open my OneDrive folder

You are now logged in your OneDrive.

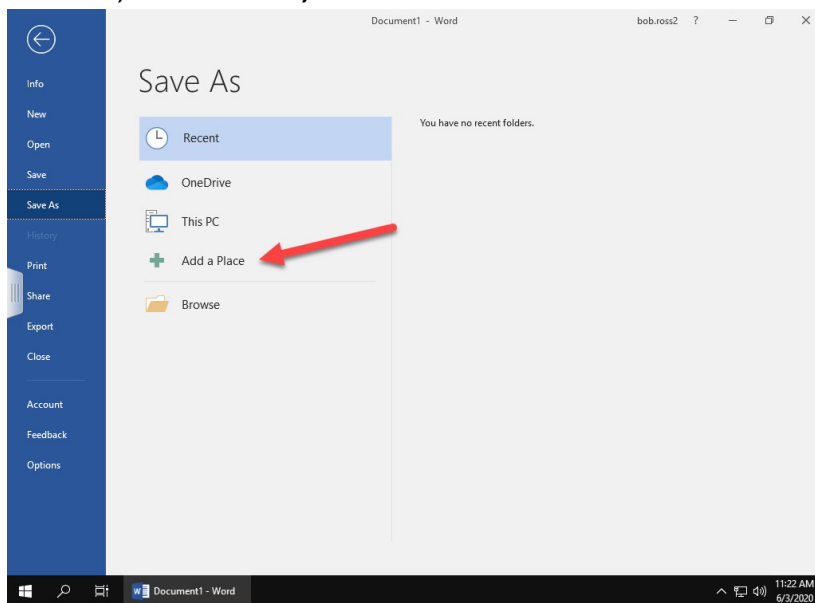
OneDrive for Microsoft Office

When using the VDI Microsoft Office apps (Word, PowerPoint, Excel, etc.), you may need to re-enter your login information for OneDrive again.

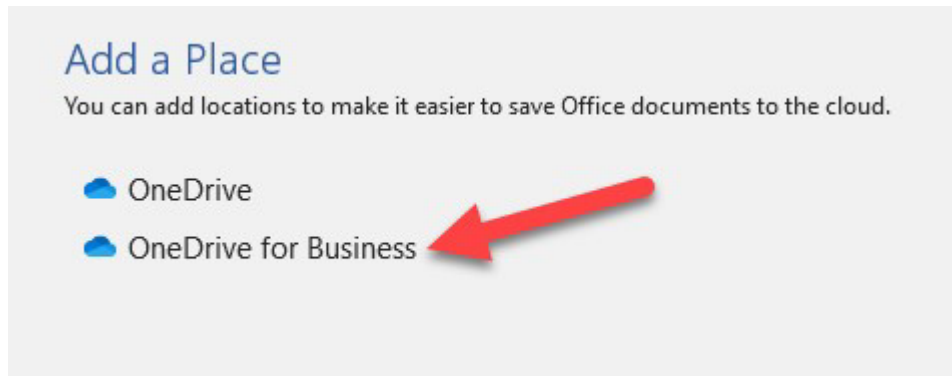
1. Open any MS Office program and open a blank document. For this example, we will use Word.



2. Click **File**, then **Save As**, and **Add a Place**.




3. Select **OneDrive for Business**. All documents must be saved to One Drive for Business.



4. Enter your myTCC email and password.

×




Add a service

bob.ross2@my.tccd.edu

×

Next



bob.ross2@my.tccd.edu

Enter password

.....

👁

[Forgot my password](#)

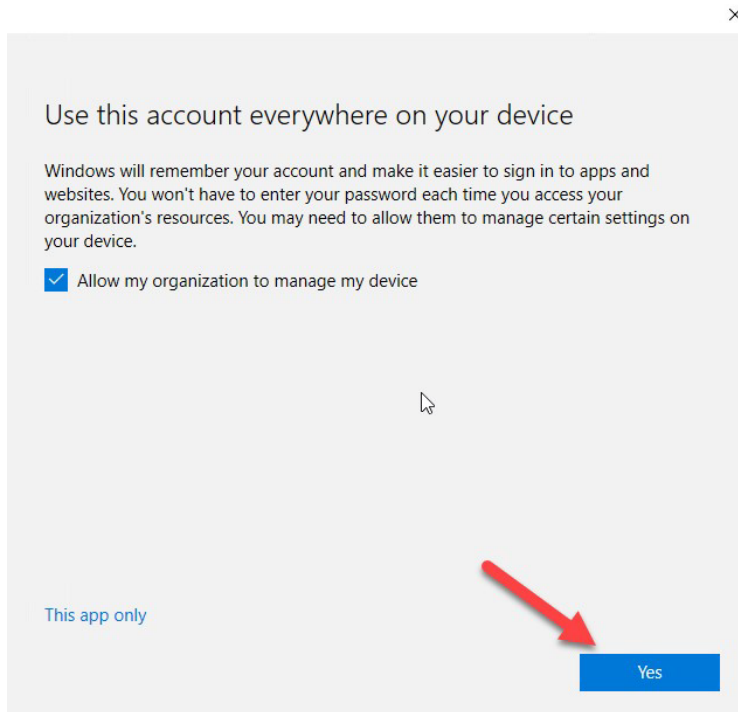
[Sign in with another account](#)

Sign in

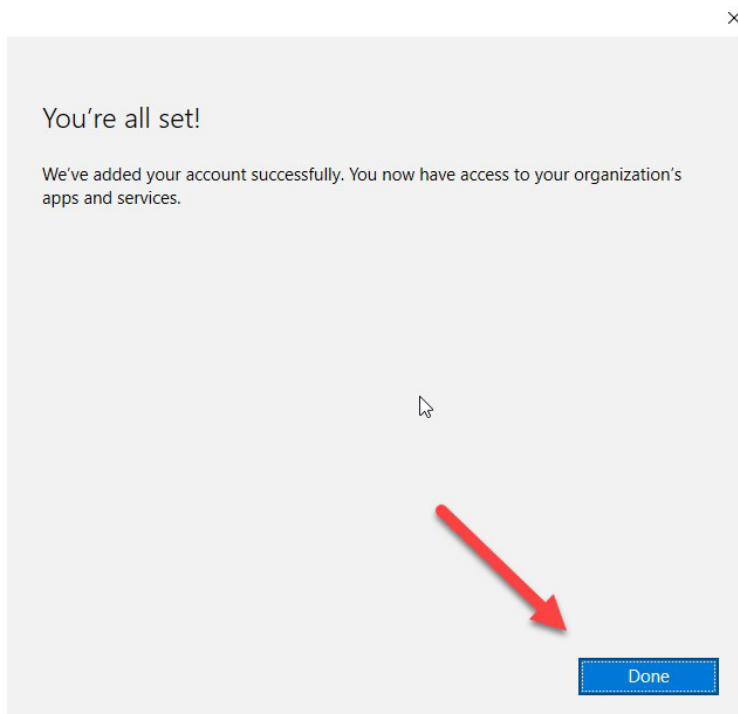
Use your TCC network password. Students logging in for the first time should use the default password (Tcc + 7-digit student ID + 6-digit date of birth). For issues, submit a ticket to the TCC Service Center or call [817-515-8324](tel:817-515-8324).

©2020 Microsoft [Privacy statement](#)

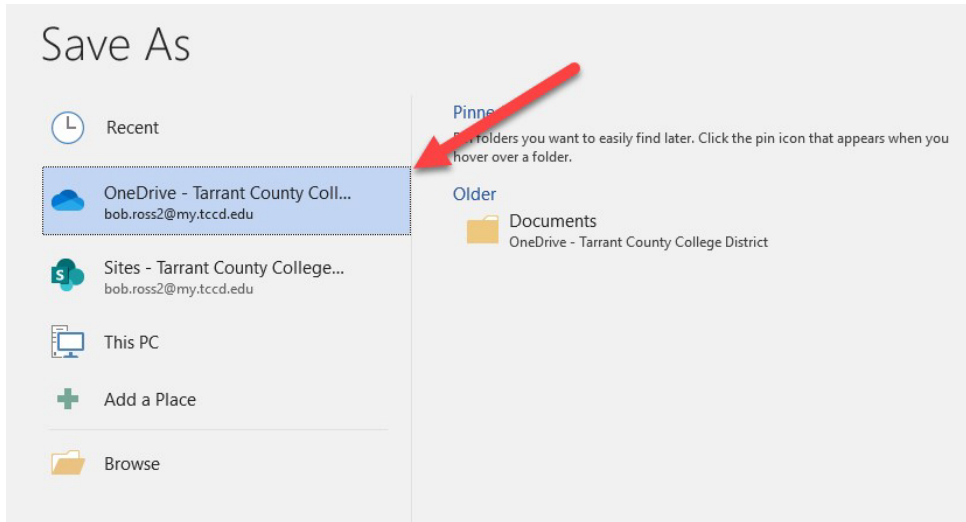
5. Click **Yes**.



6. Click **Done**.



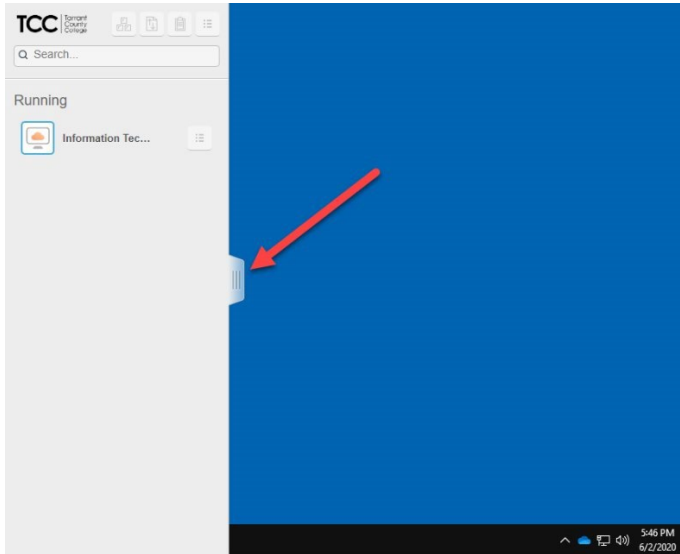
You should now have access to your OneDrive in all Office apps.



Navigating Your Virtual Desktop

All applications and virtual desktops will have a sidebar tab. This tab may appear open or closed depending on the browser and application you use. The tab controls the application and allows you to log off when required.

To expand or minimize the tab, click the tab handle, indicated by three vertical lines. The sidebar tab will expand or minimize accordingly.

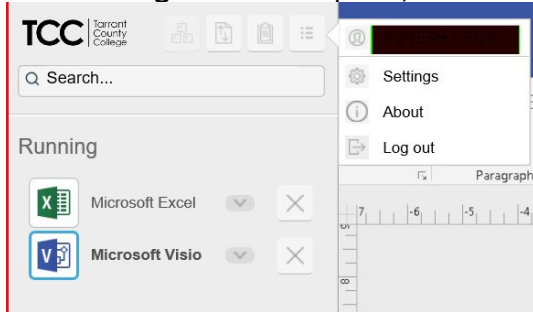


Logging Out of an Application and Off Your Virtual Desktop

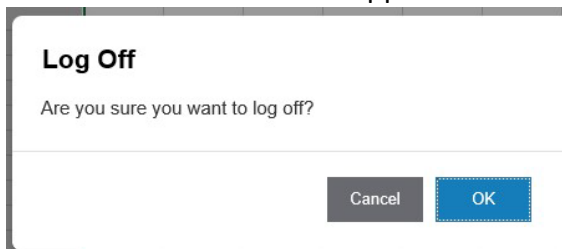
1. When you're finished with the application, click the tab to expand the **Horizon Sidebar Tab**. The application will appear in the sidebar panel.



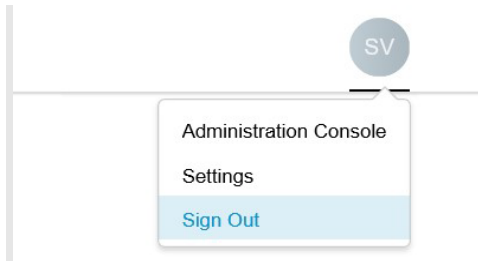
2. Click the **Log Out** menu option, as illustrated in the picture below.



3. A confirmation screen will appear. Click **OK** to log off and end the session.



4. To completely log off from your desktop workspace, click on your initials (located in right top corner) and click **Sign Out**.



Additional Tips and Tricks

The following pages contain additional information to help improve your VDI experience.

Copying and Pasting

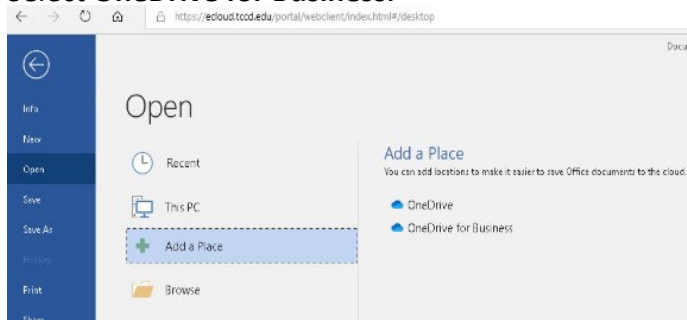
The Student Workspace client (VMware Horizon) **will not allow** you to use traditional copy/paste functions between your computer and the workspace virtual machine desktop.

Saving Files

All files need to be saved or edited from your **OneDrive For Business**. **Any unsaved work will be lost after 15 minutes of inactivity.**

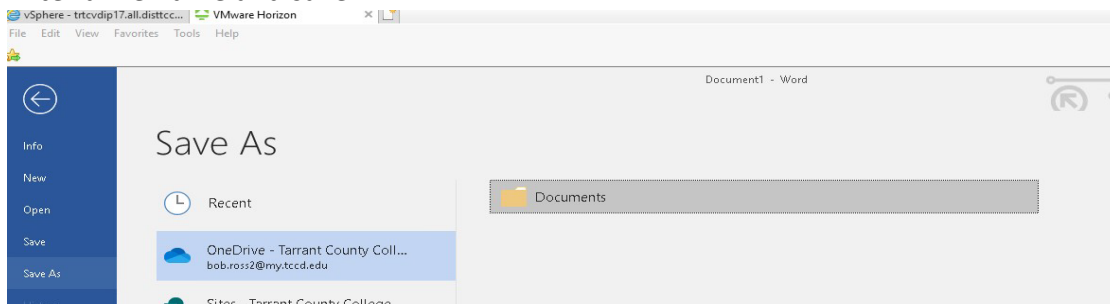
Adding OneDrive for Business as Your Save Option in Microsoft Office

1. Open a blank document.
2. Click **File**, then **Open**, then **Add a Place**.
3. Select **OneDrive for Business**.



Saving Your Files to OneDrive for Business in Microsoft Office

1. To save your file, click **File**, then **Save As**, then **Add a Place**.
2. Select one **OneDrive for Business**, then **Documents**.
3. Enter a file name and save.



Inactivity and Losing Unsaved Work

Inactive sessions will automatically be disconnected after 10 minutes. Ten minutes after disconnection, your open workspace desktop or application will be closed and/or logged off.

Any unsaved work will be lost after 15 minutes of inactivity. [Access](#)

Your OneDrive Outside of VDI

You can use the following link from any browser to access documents from your OneDrive for Business:
<https://onedrive.live.com/about/en-us/signin/>

To log in, use your myTCC email address and password.

Printing from VDI

Printing is not supported using web browser or a mobile device.

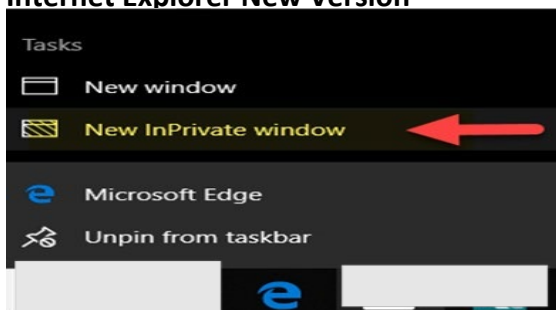
Troubleshooting Login Issues

If you are having trouble with VDI, try using a private or incognito browser window.

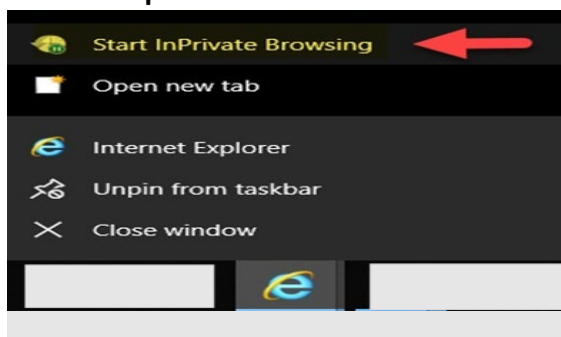
Private/incognito browsing lets you browse websites without your browser retaining history, temporary Internet files, form data, cookies, and usernames and passwords.

To open a private/incognito window, right-click on the browser icon on your device and choose the highlighted process.

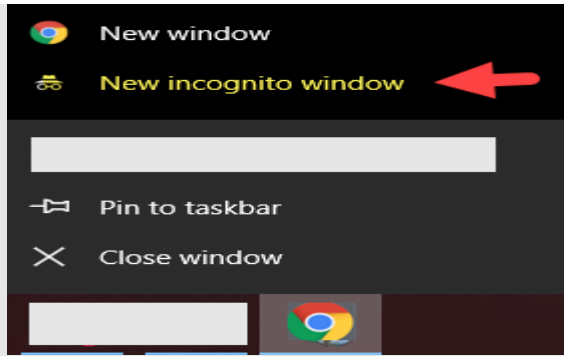
Internet Explorer New Version



Internet Explorer Old Version



Google Chrome



Firefox

