Accessing the Smeal Horizon Virtual Lab

What Is It?

Smeal Horizon Virtual Lab is a virtualized PC environment that allows you to run certain Penn State and Smeal-licensed PC software.

Why Use It?

Some of your Smeal College of Business courses require you to use expensive software you do not own, or that may not run on your current computer.

Where Is It?

You can access the Smeal Horizon Virtual Lab from a web browser, or you can install an app on your local computer and access the Horizon Virtual Lab from that local app. The local app is named VMWare Horizon Client. An Internet connection is needed to access the Horizons Virtual Lab.

Browser or Local App?

Both have advantages and disadvantages.

Browser Access

Advantages – Fast to launch, no installation problems.

Disadvantages – While using the browser version, you must store your files on OneDrive in order to later access them from your computer for assignment submissions. See the OneDrive Access section below for more information.
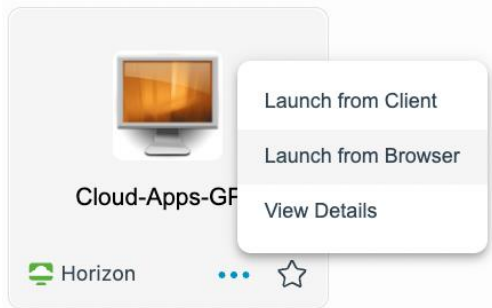
Local App Access

Advantages – You can access your "real" computer from the app and store your save files wherever you want. This makes it easier to access them for assignment submissions. See the Local Computer Access section below for more information.

Disadvantages – The Virtual Lab takes over your entire screen(s) (Macintosh only). There is no way to run it in a window. You may be able to access your Macintosh desktop via certain keyboard commands (e.g., Cmd-H).

How to Access the Smeal Horizon Virtual Lab from a Browser

1. Open your preferred browser.
2. Navigate to https://psu.workspaceoneaccess.com/
3. Log in to Penn State as you do when accessing Canvas and other Penn State systems.
4. Locate the **New Apps** section of the page.
5. Click the three dots (...) in the bottom right of the **Cloud-Apps-GPU** box.

6. A pop-up selection dialog will open, giving you the choice to Launch from Client, Launch from Browser, or View Details.

1. Figure 1: Cloud Apps GPF Pop-up Selection Dialog Box

7. Select **Launch from Browser**.
8. A virtual Windows desktop will appear. You now have access to the Smeal Horizon Virtual Lab.
9. Type the name of the software you need to use in the **Type here to search field** in the lower left of the screen.
10. Click on the correct choice that appears above the search field to open it.

How to Download the Required Software for Local App Use

If you want to access the Smeal Horizon Virtual Lab from an app on your computer, you must download and install the VMWare Horizon Client app. This is a one-time process.

1. Open your preferred browser.
2. Navigate to https://psu.workspaceoneaccess.com/
3. Log in to Penn State as you do when accessing Canvas and other Penn State systems.
4. Locate the **New Apps** section of the page.
5. Click the three dots (...) in the bottom right of the **Cloud-Apps-GPU** box.
6. Click **Launch from Client**.
7. Click the link to download the app.
8. Download the appropriate VMWare Horizon Client for your computer.
9. Install the VMWare Horizon Client. Follow the installation prompts.

How to Access the Smeal Horizon Virtual Lab from a Local App

Here is how to launch the Smeal Horizon Virtual Lab *after* it is installed.

1. Launch the VMWare Horizon Client app.
2. You will see a screen similar to this:

Figure 2: Cloudapps Button

3. Double-click the cloud button.
4. If prompted, type your Penn State email address (e.g., xyz123@psu.edu) into the Username field and your Penn State password into the Password field. Then click the **Login** button.
5. When prompted to allow local storage, select **Allow**. (First time use only.)
6. A virtual Windows desktop will appear.
7. Type the name of the software you need to use in the **Type here to search field** in the lower left of the screen.
8. Click on the correct choice that appears above the search field to open it.

How to Quit the VMWare Horizon Virtual Lab

1. To end the session, right-click the **Start** icon in the lower left corner of the screen.
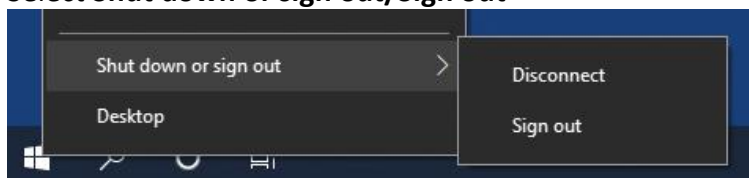2. Select **Shut down or sign out/Sign out**

Figure 3: Shut Down Pop-up Menu

3. Close the browser window/tab, or the app.

OneDrive Access

If you are using the browser version of the VMWare Horizon Virtual Lab, you must use OneDrive to store your save files. When you later submit these files as part of an assignment, you can access OneDrive to attach the files to the assignment submission.

Setting Up OneDrive in the VMWare Horizon Virtual Lab

This is a one-time setup.

1. Type **OneDrive** in the search field in the lower left of the screen.
2. Click on the **OneDrive App** that appears above the search field to open it.

3. Enter your **full Penn State email address** (e.g., xyz123@psu.edu) in the Set up OneDrive dialog email address field.
4. Click the **Sign in** button.
5. Finish signing in with the **Duo dialog** as you do when accessing Canvas and other Penn State systems.
6. Click through several messages about location, getting to know you, etc.
7. Select **Later** on the "Get the Mobile App" page.
8. Click the **Open my OneDrive folder** button.

You should now see all your OneDrive folders and files.

Note: It may take up to 24 hours for OneDrive to fully synchronize with VMWare Horizon Virtual Lab, and for all your OneDrive folders and files to appear here. You may save files to OneDrive during this time.

Accessing OneDrive in the VMWare Horizon Virtual Lab

1. Double-click the Windows Explorer icon, either on the desktop itself or in the taskbar at the bottom left of the desktop.
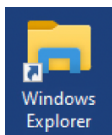

Figure 4: Windows Explorer Icon

2. Click on the **OneDrive – The Pennsylvania State University** menu choice on the left side of the Windows Explorer window to view your OneDrive folders and files.

Saving Files to OneDrive in the VMWare Horizon Virtual Lab

1. When saving a file, select **OneDrive – The Pennsylvania State University** from the Look in: pull-down menu:
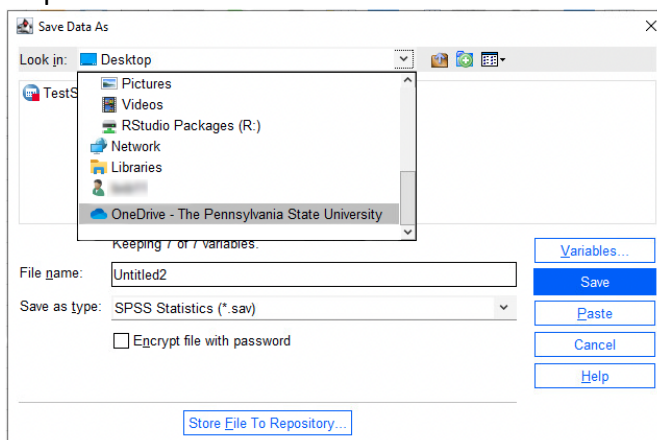

Figure 5: Save File Dialog Box

2. Then navigate to the appropriate folder/location where you wish to store the file and save it.

Saving Files to a Local Computer

When running the VMWare Horizon Virtual Lab from the local app, you can save file on your local (real) computer. *You cannot do this if you are running VMWare Horizon Virtual Lab from a web browser.*

1. When saving a file, access the **Look in:** pull-down menu, and look for a drive icon named similar to **yourUserID on #### (Z:)** (e.g., abc123 on S1J75LAC2F (Z:). Double-click it.
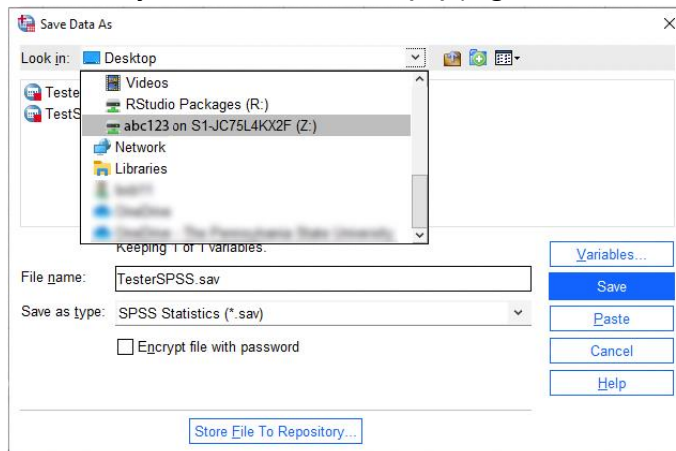

Figure 6: Save File Dialog Box

2. Then navigate to the appropriate folder/location where you wish to store the file and save it.

Saving Files to the VMWare Horizon Virtual Lab

We strongly recommend using OneDrive or your local machine to upload and save files while using the VMWare Horizon Virtual Lab. Storage in the Lab itself should be considered temporary storage and will be refreshed/deleted often.

Common Problems

- If your instructor did not add you to the list of users of the Lab, you will not be able to access it. Please contact labsupport@smeal.psu.edu and request access.
- The virtual environment can be a bit slow. Make sure when you save a file to wait a minute or so before quitting the virtual environment, or the file may not save properly.
- If you save files to the Lab itself, they may be erased after a period of time. **DO NOT SAVE YOUR FILES TO THE LAB ITSELF**. Use OneDrive or your local machine.
- You may not be signed into OneDrive after opening the virtual environment. If you do not see your OneDrive folder in Windows Explorer, or if it seems blank, you need to sign into OneDrive:

1. Double-click the OneDrive icon in the taskbar on the lower right side of the window.
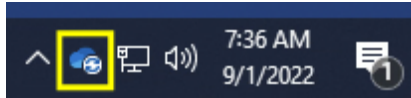

Figure 7: OneDrive Icon in the Taskbar

2. Sign in.
- The local app may not connect properly when first used. To correct this:
    1. Open the VMWare Horizon Client app.
    2. Click the **plus icon** in the upper part of the screen (Macintosh), or the **Add Server** button (Windows).
    3. Type **c5ext1.cloudapps.psu.edu** in the Connection Server field.
    4. Type your Penn State email address (e.g., xyz123@psu.edu) and your Penn State password in the appropriate fields.
    5. Click the **Login/Connect** button.
    6. If prompted, allow drive sharing.