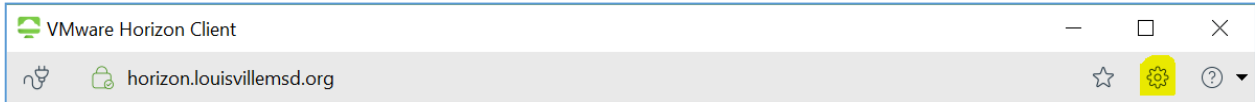


# Virtual Desktop Tips

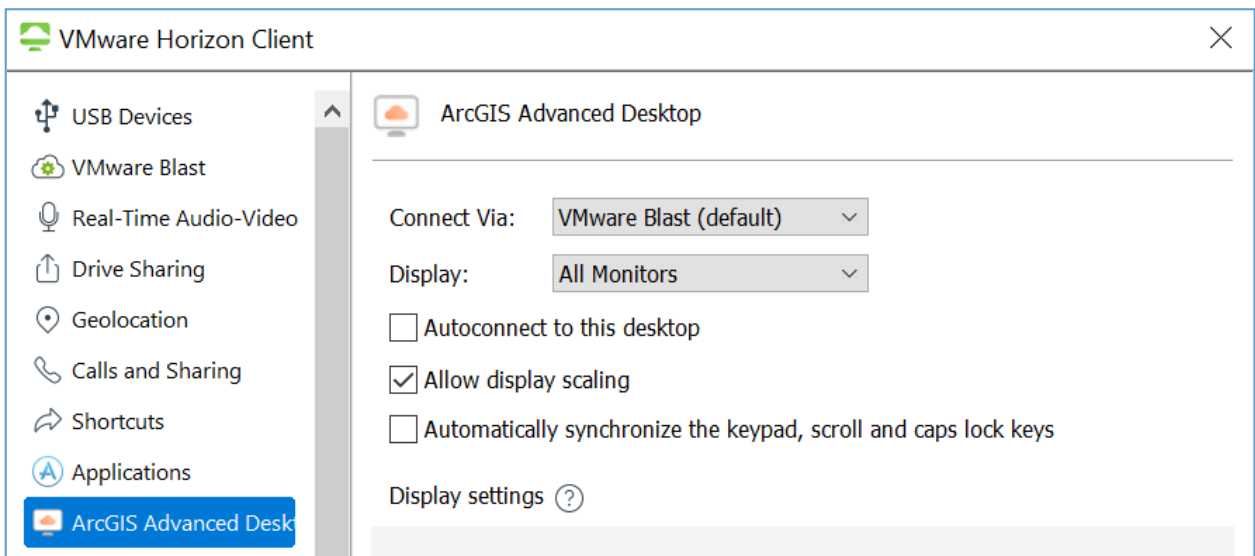
Using a virtual desktop may be a new experience for some, but they are like a physical desktops or laptops. Here are a few functions that are unique to virtual desktop.

## Adjusting Display settings:

**Log into** the LOJIC Virtual Network. From the application launch window, click on the gear icon in the upper right corner.

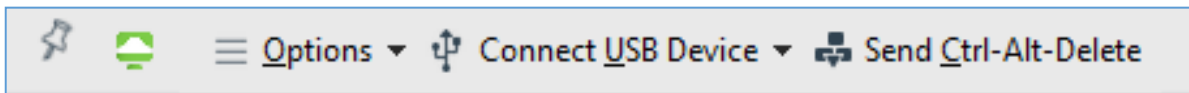


**Select** a desktop and go to the **Display** settings. The default is All Monitors but **Fullscreen** may be a more workable option, especially when using multiple monitors.



## Unlocking the screen:

Like physical desktops, the screen will automatically lock after a period of inactivity. To **unlock** the screen, go the control bar at the top of the virtual desktop and click **Send Ctrl-Alt-Delete**. The log in screen will appear.

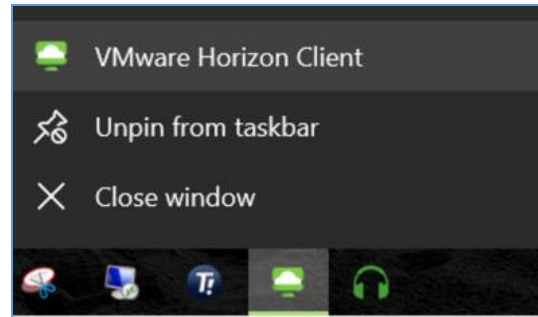


# Virtual Desktop Tips

## Opening multiple Horizon sessions:

Some agencies are also using VMware Horizon Virtual Desktops for their own staff to access applications in their agency domains. However, multiple Horizon sessions can be open simultaneously just like many other applications like Microsoft Office products.

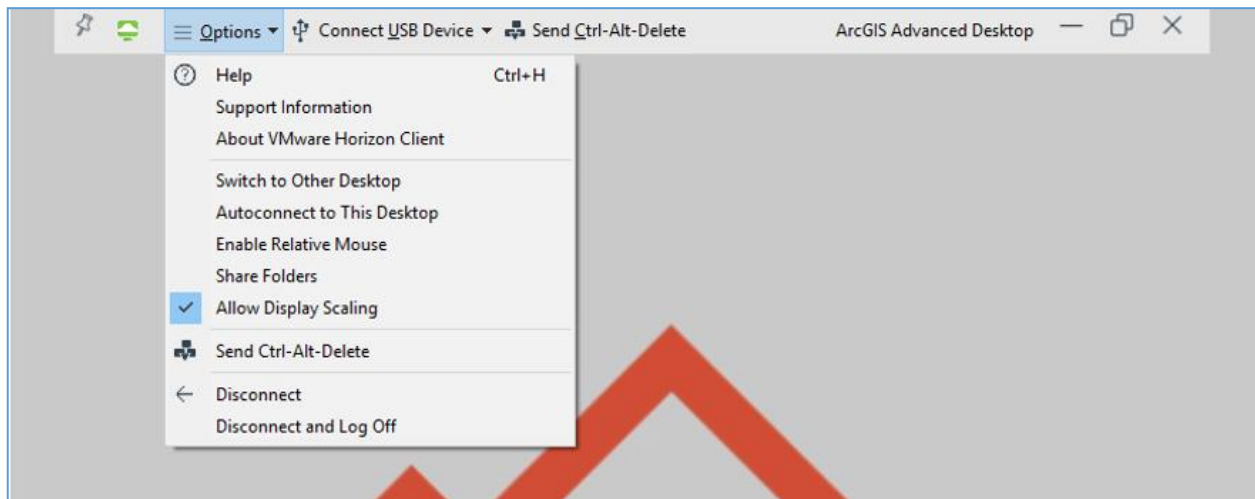
**Right click** on the Horizon Client icon and **click VMware Horizon Client**. Another session will open.



**MSD users:** Log into the **MSD** Horizon using your **MSD** Domain credentials. Log into the **LOJIC** Horizon using your **PC** domain credentials or your Citrix credentials if you were a LOJIC Citrix user in the past. LOJIC PC domain user names are a user's first initial and last name. (Example: jpoole)

## Disconnecting from the desktop:

To properly close or disconnect from a desktop, click on **Options** pulldown in the upper toolbar and select **Disconnect and Log Off**.



[Learn more](#) about the VMware Horizon Client.