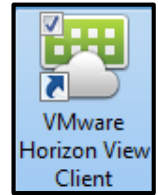
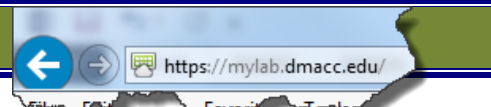


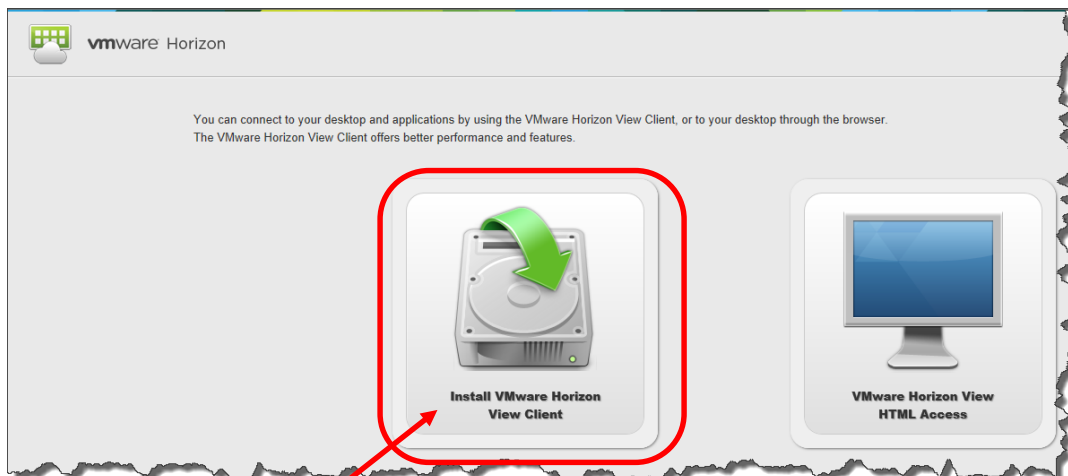
- **My Lab** is an environment that simulates a network desktop and is accessible from any device that has an Internet connection and uses the VMware Horizon View Client.
- When working within the virtual lab environment, you have access to your P drive, DMACC Outlook email, and some specialized software.
- **My Lab** is **NOT** backed up and the user profile will be deleted after log off for the Student myLab Desktops and after 48 hours of non-use for Staff/Faculty Non-Persistent Desktop.
- Please contact Tech Support at 515-965-7300, email [techsupport@dmacc.edu](mailto:techsupport@dmacc.edu) or go to [www.dmacc.edu/helpdesk](http://www.dmacc.edu/helpdesk) if you need further assistance.



## Install VMware Horizon View Client



1. To install and access the new virtual lab environment offered by DMACC, open Internet Explorer, Firefox or Safari (MAC) web browser, and type <https://mylab.dmacc.edu> in the address bar.



2. Click **Install VMware Horizon View Client** to access the **Download VMware Horizon View Clients** screen.

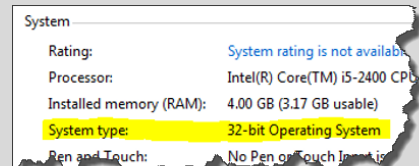
- On the **Product Downloads** tab, options of interest may be:
  - VMware Horizon Client for Windows (32-bit or 64-bit)
  - VMware Horizon Client for Mac
  - VMware Horizon Client for iOS (iPads, iPhones, etc.)
  - VMware Horizon Client for Android (Smartphones, Tablet computers, E-readers, etc.)



**Do I have 32-bit or 64-bit Windows?**

To see what version of windows you have:

1. Click on the **Start** button
2. Right-click **Computer** → select **Properties** → **System** → **System type**:



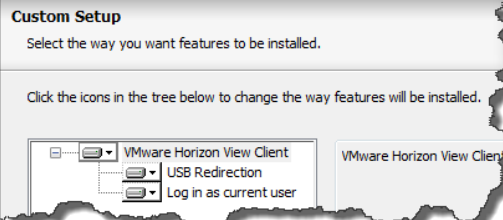
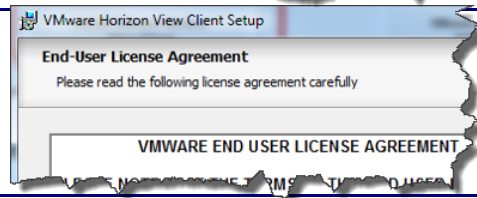
3. Click [Go to Downloads](#) for the appropriate version and select



4. Choose  from the *File Download – Security Warning* window to open the *VMware Horizon View Client Setup -- Welcome* window and click  to begin the download process.



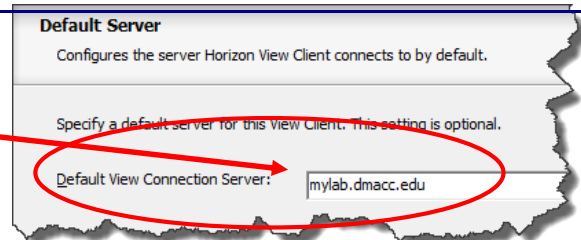
5. After viewing the End-User License Agreement, check  I accept the terms in the License Agreement and click



6. In the *Custom Setup* window, leave the default options settings and click

7. In the *Default View Connection Server:* field type **mylab.dmacc.edu.**

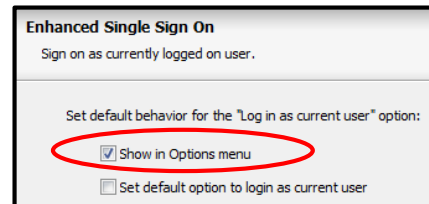
8. Click



9. In the *Enhanced Single Sign On* window only check **Show in Options** menu.

- Do **NOT** check **Set default option to login as current user.**

10. Click



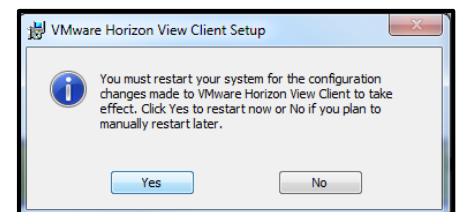
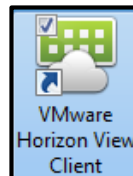
11. In the *Configure Shortcuts* window and for easy access to the VMware View client, use default settings of  Desktop and  Start Menu Programs Folder

12. Click

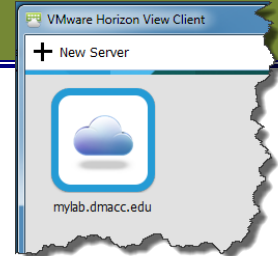
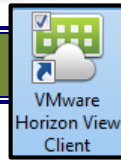
13. Click  and then click  to exit the Setup Wizard.

14. To complete the process, click  to restart your machine.

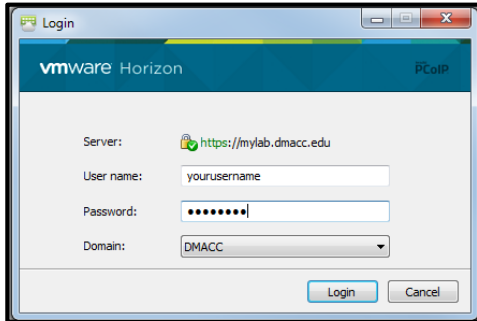
- The VMware Horizon View client shortcut icon should now appear on your Desktop.



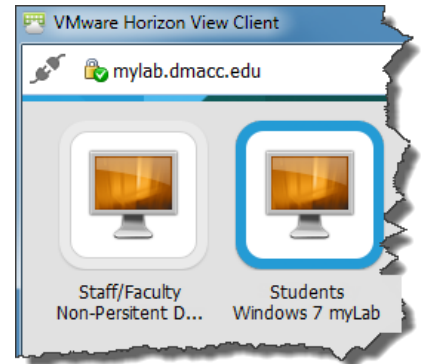
## Accessing My Lab



1. To access the **My Lab** environment, on the Desktop, double-click the **VMware Horizon View Client** shortcut icon. The *VMware Horizon View Client* window will open.
2. Double-click the **mylab.dmacc.edu** icon to open the *Login* window.

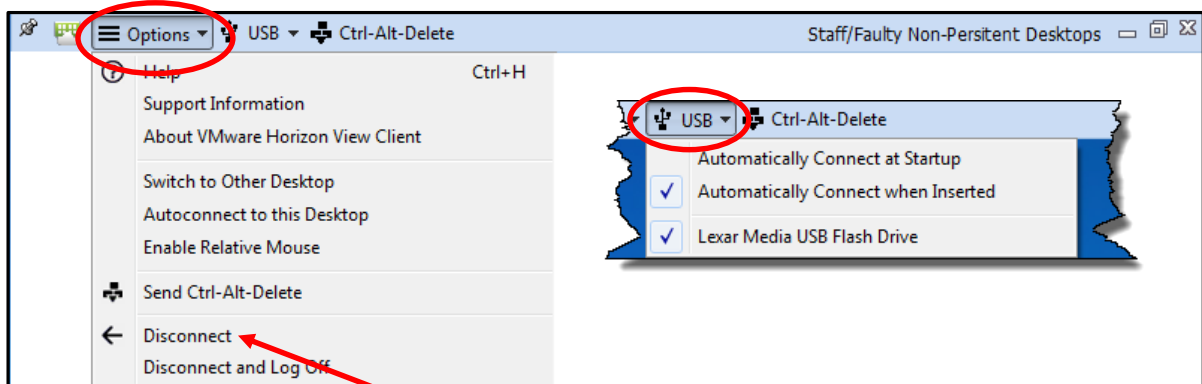


3. On the *Login* screen, enter your DMACC network username and password.
  - If necessary, select DMACC as the domain.
4. Click **Login** to open the VMware Horizon View Client window.
  - If more than one Desktop is available, select the desired Desktop.
  - Staff/Faculty Non-Persistent Desktop
  - Students Windows 7 myLab
  - Students Windows 8 myLab (only available to specific classes using Windows 8)



### Important Reminders:

- The **My Lab** Desktop is **NOT** backed up. Save files to another location such as your P drive, Q drive, Personal Documents library in SharePoint, USB drive, the Cloud, etc.
  - The *Staff/Faculty Non-Persistent Desktop* user profile will be deleted after 48 hours of non-use.
  - The *Students Windows 7 or 8 myLab* user profiles will be deleted when logging off.
- Once you are logged into the **My Lab** environment, the Desktop will appear with shortcuts to the appropriate programs.
  - For options while in the **My Lab** environment, check out the toolbar located at the top of the Desktop.



## Closing out of My Lab

- To exit out of the **My Lab** environment, select **Options** → **Disconnect** or click to close the window.
  - **Note:** **Disconnect and Log Off** will delete the user profile.