

INSTRUCTIONS FOR CONNECTING TO YOUR MMS FLOATING VIRTUAL MACHINE

INTRODUCTION

A Floating Virtual Machine (VM) is a simulation of a MMS Computer that can be accessed and utilized from anywhere. A VM allows you to access to all network drives, systems, web mail, and MDOC just as you would if you were in the office connected to the MMS Network.

A **Floating VM** is a generic desktop that is refreshed each time you access with your MMS User Name and Password. All deliverables you are working on must be saved and checked in to the appropriate document management system, e.g. MDOC, prior to exiting the VM, failure to do this will result in loss of information stored on the floating VM. A personal network drive will be assigned to you where information can be stored that will be saved and available each time you access the floating VM.

Please keep the following information available for reference if you experience any issues accessing the VM or MMS systems:

IT Support Website: <https://support.mmsholdings.com>

IT Support Email: support@mmsholdings.com

MMS Web Mail: <https://mail15.mmsholdings.com>

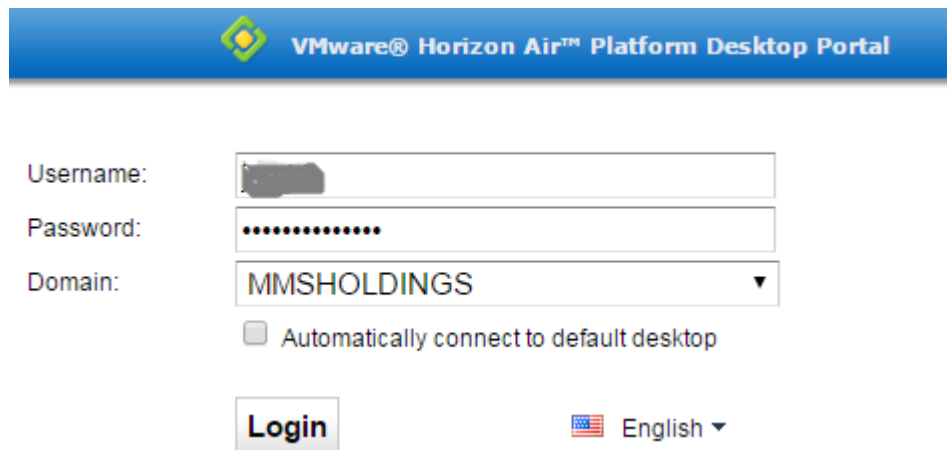
- Your MMS User Name: mmsholdings\user name
- Your MMS Password

There are two main methods for accessing your VM, please click the preferred link below.

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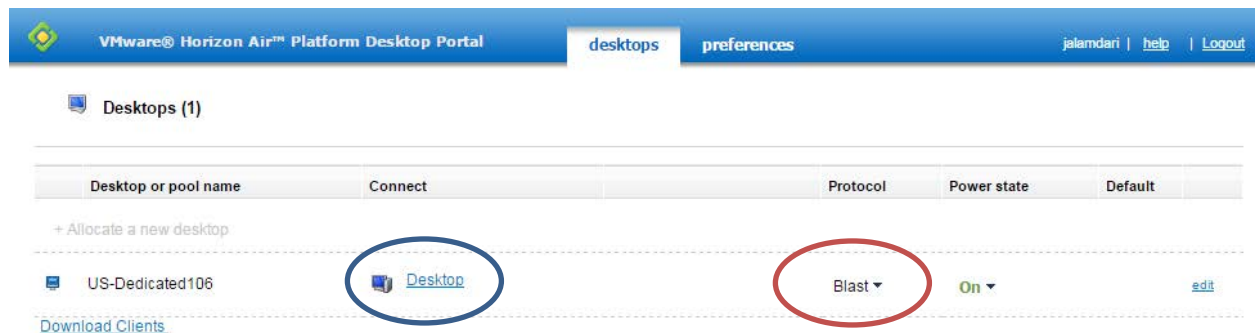
ACCESS VIA WEB BROWSER

1. Open the following link in a browser: <https://mmsholdings.horizon.vmware.com>
2. Log in with your MMS username and password



The screenshot shows the login interface for the VMware Horizon Air Platform Desktop Portal. At the top, there is a blue header with the VMware logo and the text "VMware® Horizon Air™ Platform Desktop Portal". Below the header, there are three input fields: "Username:" with a masked input, "Password:" with a masked input, and "Domain:" with a dropdown menu set to "MMSHOLDINGS". There is a checkbox labeled "Automatically connect to default desktop" which is unchecked. A "Login" button is located below the fields. To the right of the "Login" button, there is a language selection dropdown showing "English" with a flag icon.

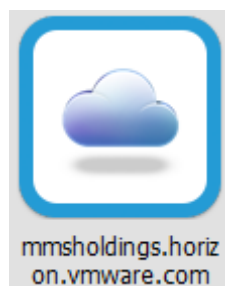
3. Make sure **Blast** is selected in Protocol and click on the **Desktop** link

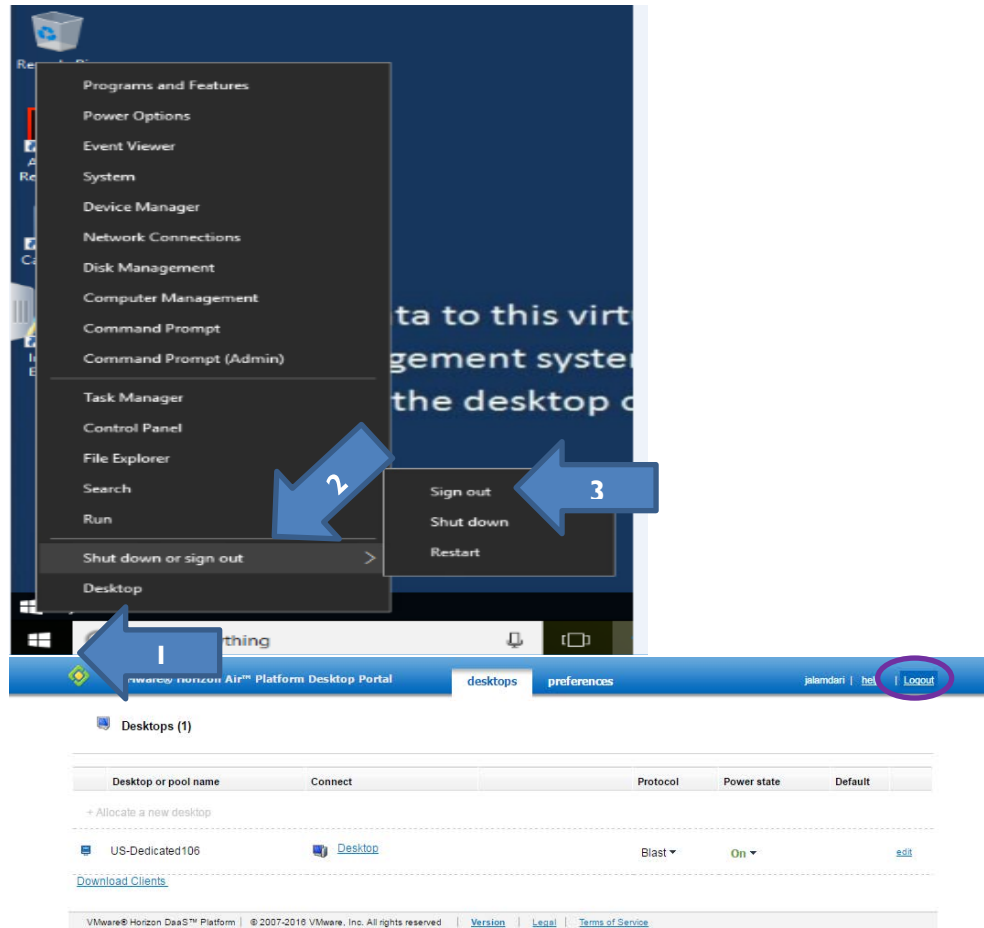


The screenshot shows the "Desktops (1)" page in the VMware Horizon Air Platform Desktop Portal. The page has a blue header with the VMware logo, the text "VMware® Horizon Air™ Platform Desktop Portal", and navigation tabs for "desktops" and "preferences". There are links for "jalamdari", "help", and "Logout". Below the header, there is a section for "Desktops (1)" with a table. The table has columns for "Desktop or pool name", "Connect", "Protocol", "Power state", and "Default". The table contains one row for "US-Dedicated106". The "Connect" column has a "Desktop" link circled in blue. The "Protocol" column has a "Blast" dropdown menu circled in red. The "Power state" column has an "On" dropdown menu. There is a "Download Clients" link below the table.

Desktop or pool name	Connect	Protocol	Power state	Default
US-Dedicated106	Desktop	Blast	On	edit

4. You will see your VM icon, double click to launch
5. When you are finished with your session right-click on the Start Menu > Shutdown or sign out > **Sign out**

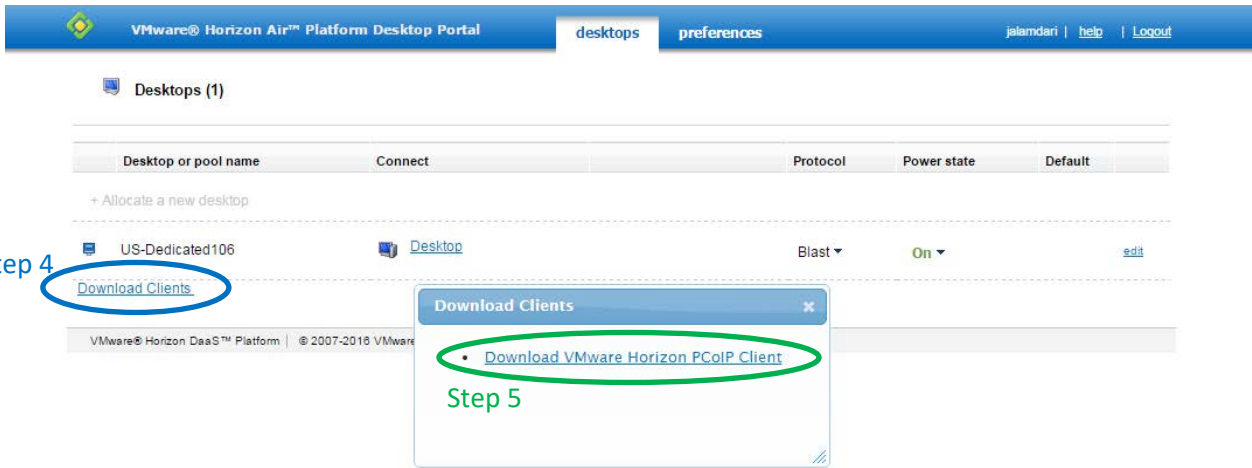




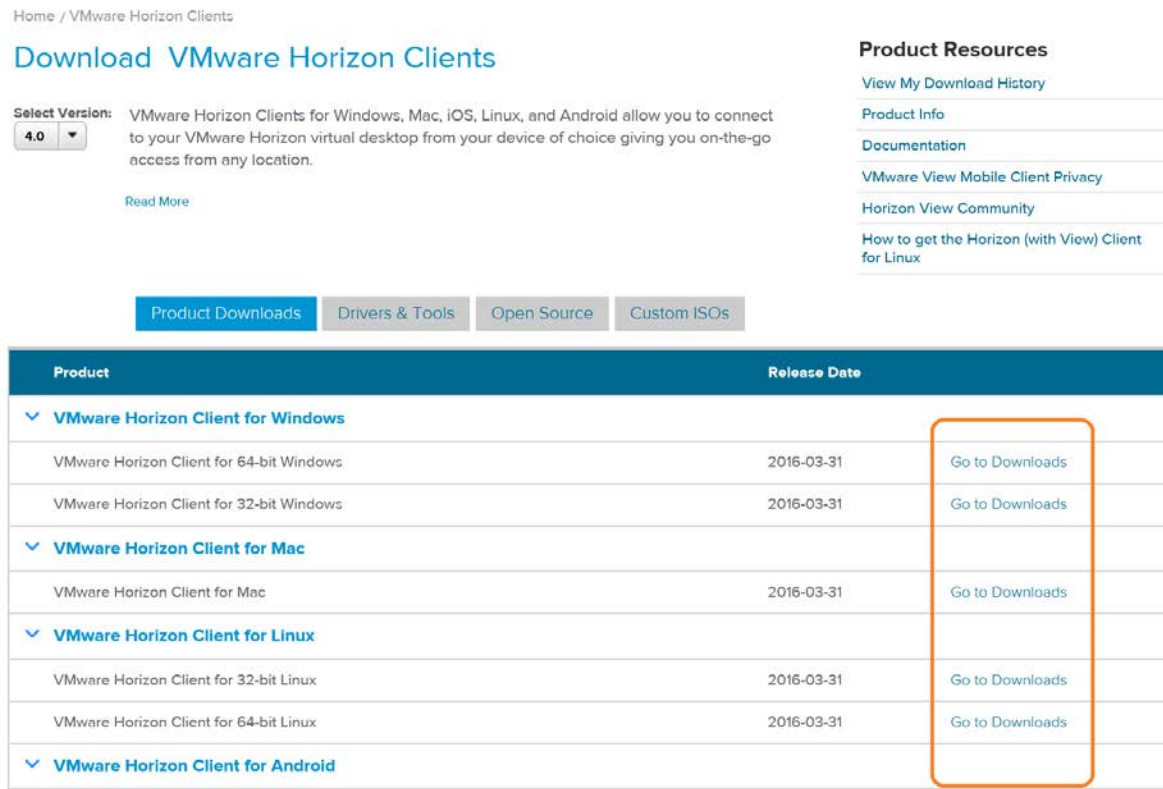
6. Lastly, click **Logout** in the upper right corner of the VMware system browser page

ACCESS VIA INSTALLATION OF VIRTUAL MACHINE

1. This method will install the VMware Horizon Client program on your computer (if you have a MMS laptop, please create an IT Ticket to get this installed).
2. Open the following link in a browser: <https://mmsholdings.horizon.vmware.com>
3. Log in with your MMS username and password



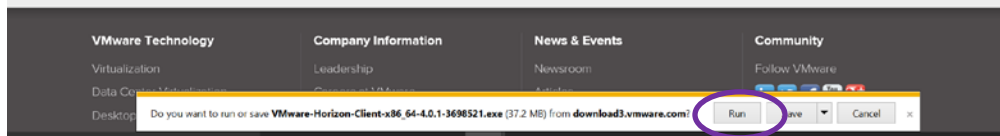
4. Click [Download Clients](#)
5. Click [Download VMware Horizon PCoIP Clients](#)
6. Click [Go To Downloads](#) based on your operating system



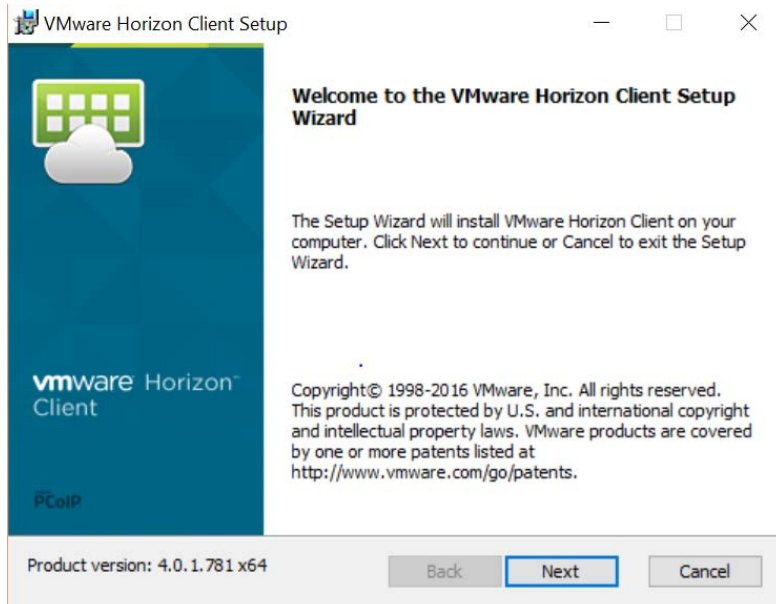
7. Once selected, click **Download**

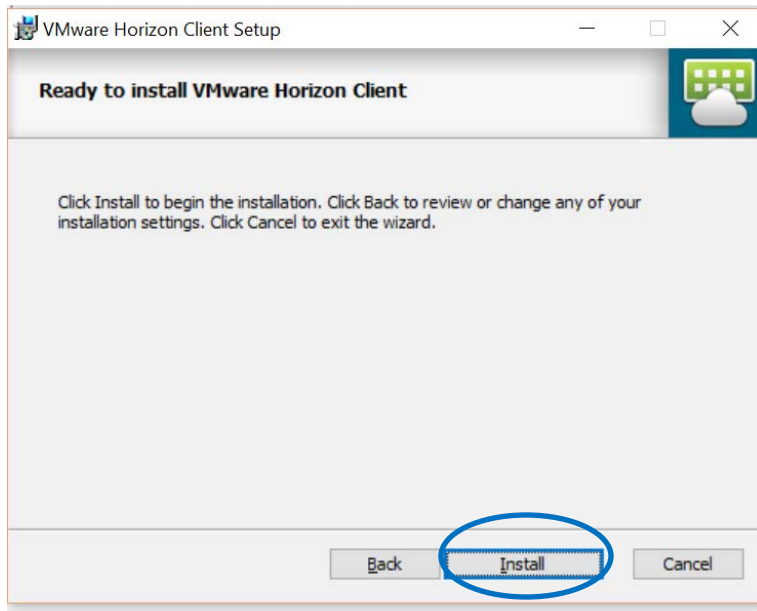


8. Click **Run**

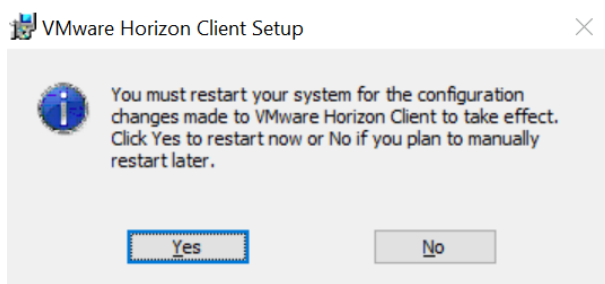


9. Click **Next** with default options till you reach **Install** click on install and "Finish" later

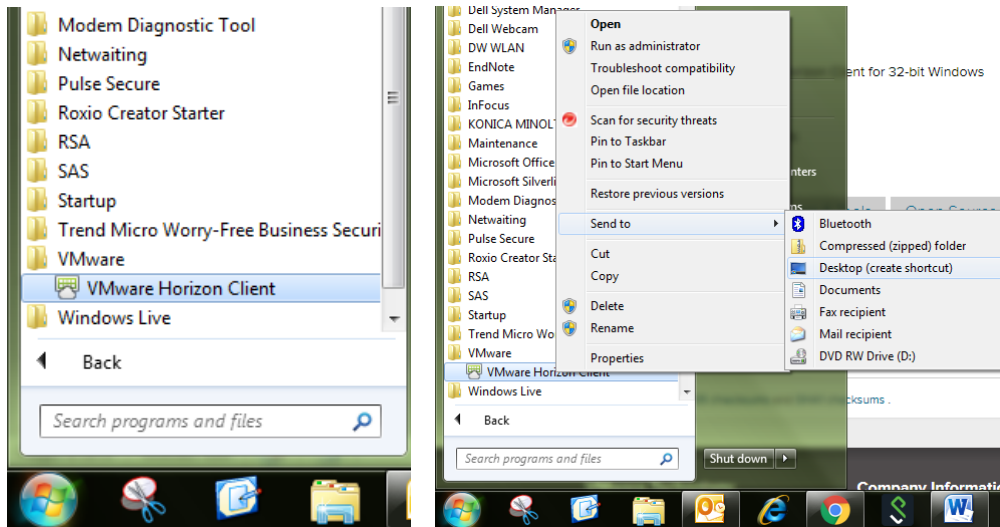




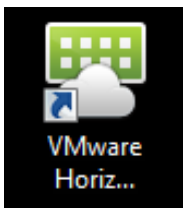
10. Restart your computer to complete the installation



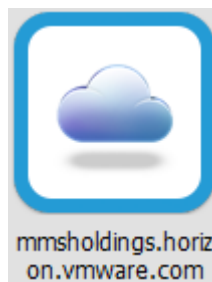
11. Once you have restarted and logged into your computer, make sure you are NOT logged in to VPN and click on your Start Menu > All Programs > VMware. Now you can Right Click on VMware Horizon Client and create a shortcut on your desktop or pin to your taskbar or start menu if desired.



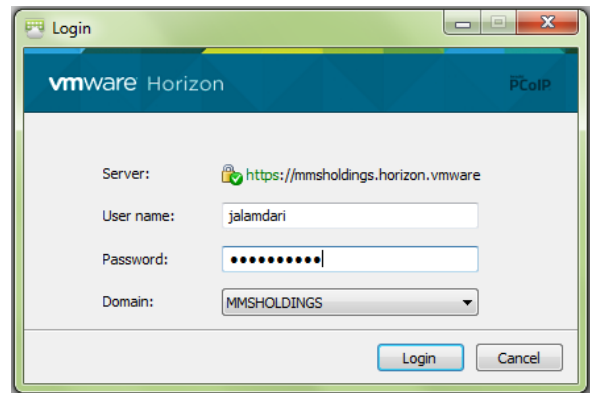
12. Double click on VMware Horizon Client



13. Double click on this image:



14. Enter your username and password with the Domain = MMSHOLDINGS

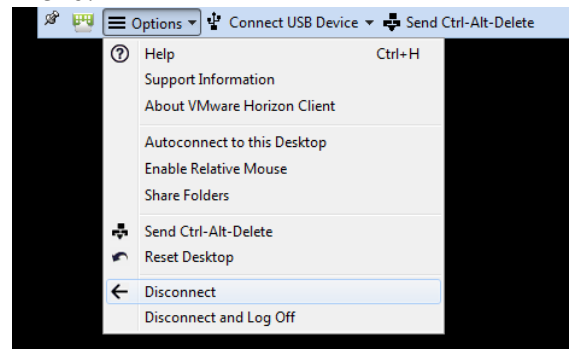


15. Double click on your VM



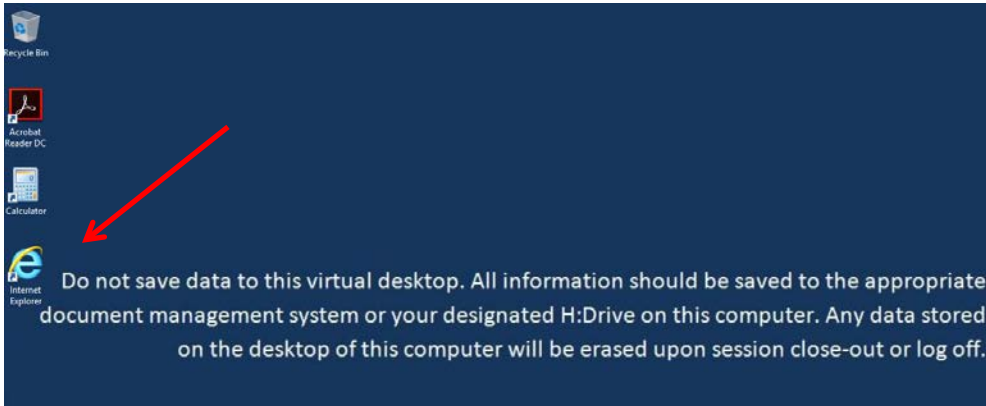
16. You can now access email, all network drives, and MDOC just like if you were in the office.

17. When you are finished working, choose Disconnect and Log off from the Options Menu.

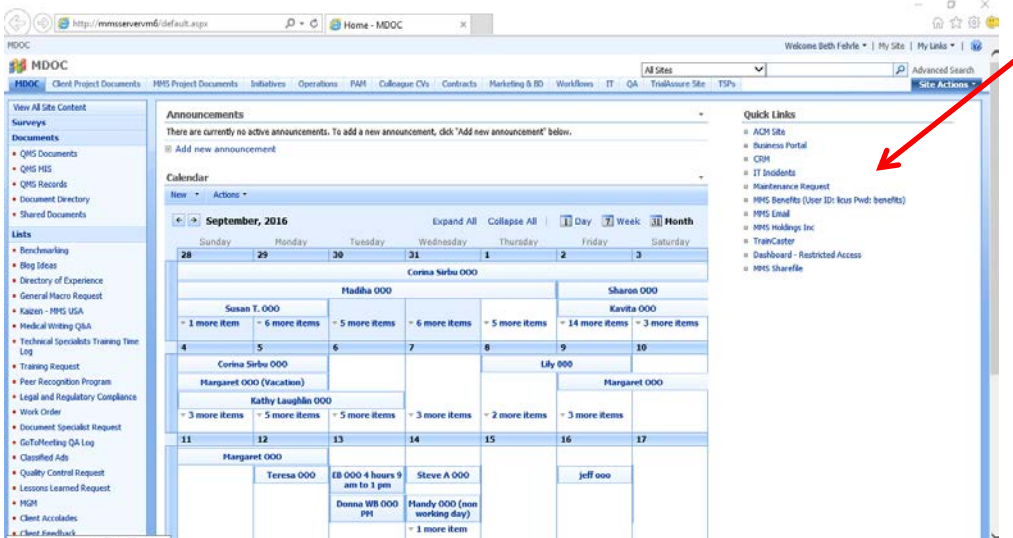


KEY FLOATING VIRTUAL MACHINE SPECIFIC INSTRUCTIONS

1. The Floating VM is a generic desktop that is refreshed each time you access. All deliverables you are working on must be saved and checked in to the appropriate document management system, e.g. MDOC, prior to exiting the VM. Also, if you will be away from your computer, please save and close all documents so that you work is not lost upon exiting the VM.
2. To access MDOC, click on the IE link and MDOC will automatically open:



3. Links to key MMS systems are available within MDOC under "Quick Links" as shown below:



4. When using the Floating VM, you will be assigned a network H:Drive. The H:Drive is a personal drive that only you will have access to. This drive will retain information stored while using the Floating VM. The information stored will be available each time you access the Floating VM. You will also have access to any network drives that you are assigned.

5. Favorites will not be available for storage on the Floating VM, as the desktop is refreshed each time you access. If you would like to store specific links for future access, it is recommended that you create a Word file containing any key links and store on your personal H:Dive.
6. Your emails will not be configured in Outlook when using a Floating VM. Please access your emails through our Outlook web access using the following address:
<https://mail15.mmsholdings.com/owa>. It is helpful to keep the following information accessible outside of your VM. You will need the following to access Outlook web mail:
 - Link to Outlook Web App: <https://mail15.mmsholdings.com/owa>
 - Your MMS User Name: mmsholdings\user name
 - Your MMS Password

IT Support:

- IT Support Website: <https://support.mmsholdings.com>
- IT Support Email: support@mmsholdings.com