

# INSTRUCTIONS FOR CONNECTING TO YOUR MMS DEDICATED VIRTUAL MACHINE

## INTRODUCTION

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A Dedicated 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, Outlook, and MDOC just as you would if you were in the office connected to the MMS Network.

While logged in to your VM, you can minimize the VM at any time to return to your regular computer and log on and off just like normal. It is best practice to log-off the VM at the end of your work day.

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](mailto: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

VMware® Horizon Air™ Platform Desktop Portal

Username:

Password:

Domain:

Automatically connect to default desktop

English ▾

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

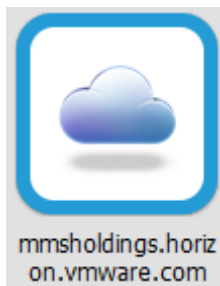
VMware® Horizon Air™ Platform Desktop Portal | desktops | preferences | jalamdari | help | Logout

Desktops (1)

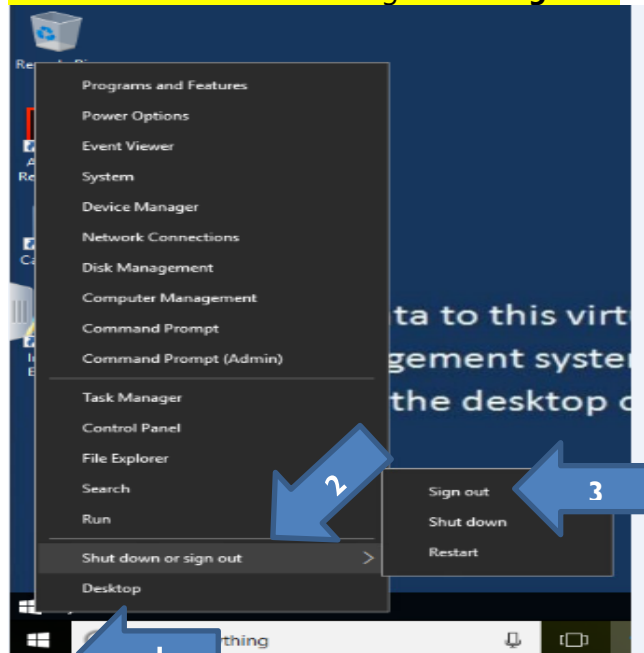
Desktop or pool name	Connect	Protocol	Power state	Default
+ Allocate a new desktop				
US-Dedicated106	<a href="#">Desktop</a>	Blast ▾	On ▾	<a href="#">edit</a>

[Download Clients](#)

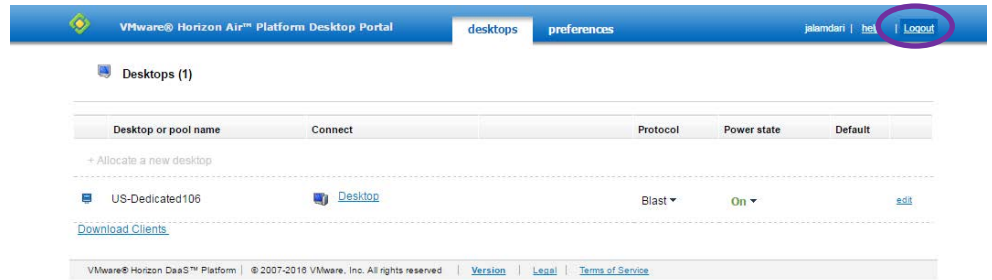
4. You will see your VM icon, double click to launch



5. When you are finished with your session right-click on the Start Menu > Shutdown or sign out > **Sign out**



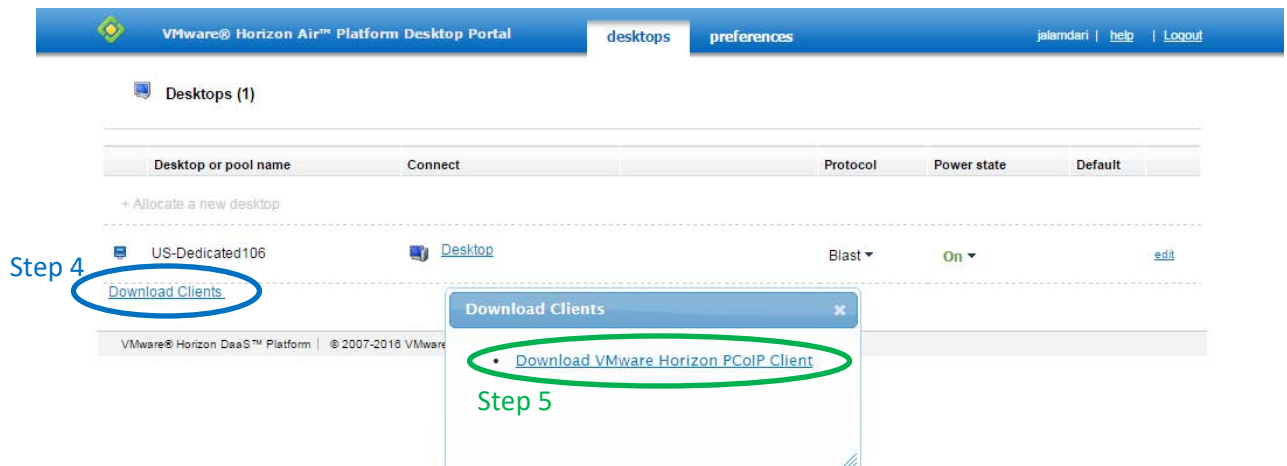
6. Lastly, click **Logout** in the upper right corner of the VMware system browser page



## 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

The screenshot shows the login form for the VMware Horizon Air Platform Desktop Portal. It includes fields for 'Username:', 'Password:', and 'Domain:'. The 'Domain:' field is set to 'MMSHOLDINGS'. There is a checkbox for 'Automatically connect to default desktop' which is unchecked. A 'Login' button is present, along with a language selection dropdown set to 'English'.



4. Click **Download Clients**
5. Click **Download VMware Horizon PCoIP Clients**

- Click **Go To Downloads** based on your operating system

Home / VMware Horizon Clients

## Download VMware Horizon Clients

Select Version: **4.0** VMware Horizon Clients for Windows, Mac, iOS, Linux, and Android allow you to connect to your VMware Horizon virtual desktop from your device of choice giving you on-the-go access from any location.

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- [VMware View Mobile Client Privacy](#)
- [Horizon View Community](#)
- [How to get the Horizon \(with View\) Client for Linux](#)

Product Downloads Drivers & Tools Open Source Custom ISOs

Product	Release Date	
<b>VMware Horizon Client for Windows</b>		
VMware Horizon Client for 64-bit Windows	2016-03-31	<a href="#">Go to Downloads</a>
VMware Horizon Client for 32-bit Windows	2016-03-31	<a href="#">Go to Downloads</a>
<b>VMware Horizon Client for Mac</b>		
VMware Horizon Client for Mac	2016-03-31	<a href="#">Go to Downloads</a>
<b>VMware Horizon Client for Linux</b>		
VMware Horizon Client for 32-bit Linux	2016-03-31	<a href="#">Go to Downloads</a>
VMware Horizon Client for 64-bit Linux	2016-03-31	<a href="#">Go to Downloads</a>
<b>VMware Horizon Client for Android</b>		

- Once selected, click **Download**

Home / VMware Horizon Client for 32-bit Windows

## Download VMware Horizon Client for 32-bit Windows

Select Version: **4.0.1**

Description: The VMware Horizon Client for 32-bit Windows

Release Date: 2016-03-31

Type: Product Binaries

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- [Documentation](#)
- [VMware View Mobile Client Privacy](#)
- [Horizon View Community](#)
- [How to get the Horizon \(with View\) Client for Linux](#)

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Product/Details

The VMware Horizon Client for 32-bit Windows

File size: 34.27 MB

File type: exe file

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- Click **Run**

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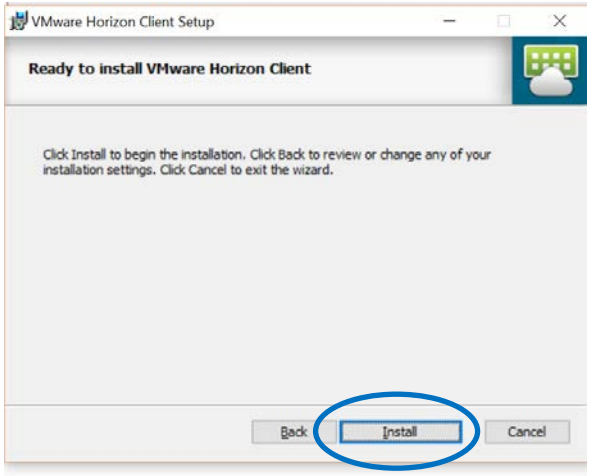
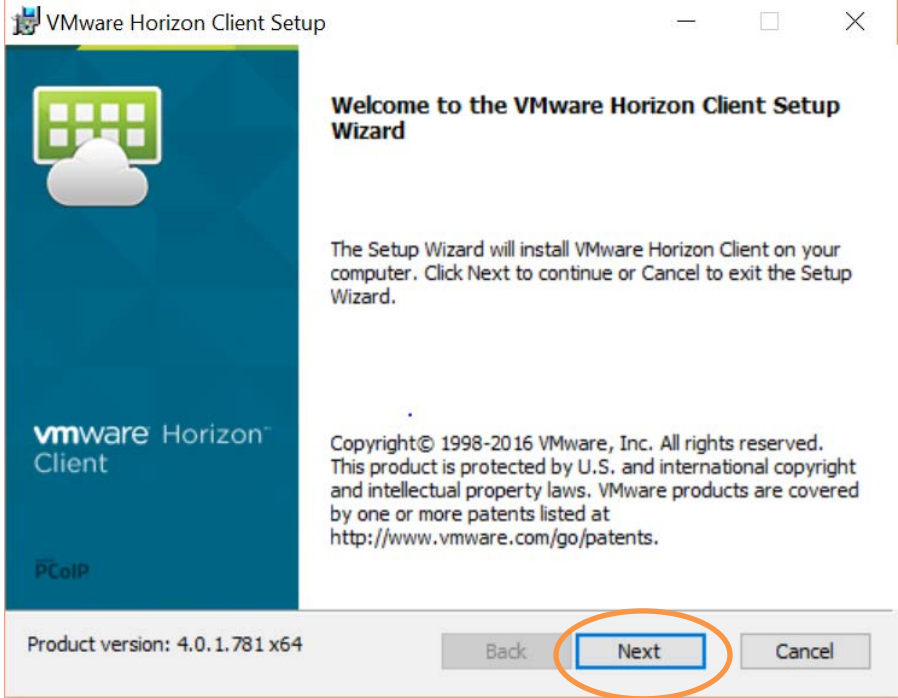
Data Center Virtualization Cloud Managed VMware

Desktop

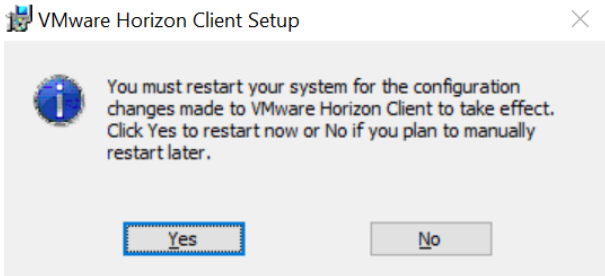
Do you want to run or save **VMware-Horizon-Client-x86\_64-4.0.1-3698521.exe** (37.2 MB) from [download3.vmware.com](#)?

[Run](#) [Save](#) [Cancel](#)

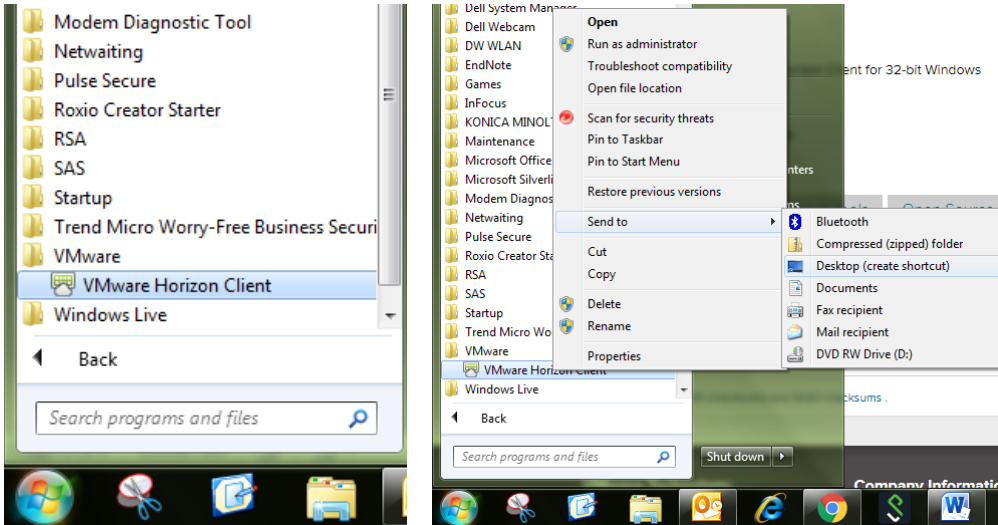
- Click **Next** with default options till you reach **Install** click on install and "Finish" later



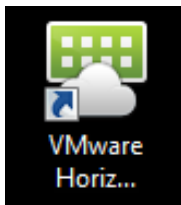
10. Restart your computer to complete the installation



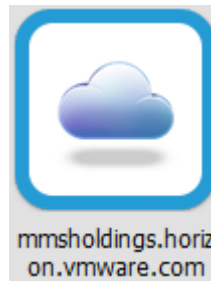
11. Once you have restarted and logged into your computer, make sure you are NOT logged in to VPN and click on your Start Menu > All Programs > VMware. Now you can Right Click on VMware Horizon Client and create a shortcut on your desktop or pin to your taskbar or start menu if desired.



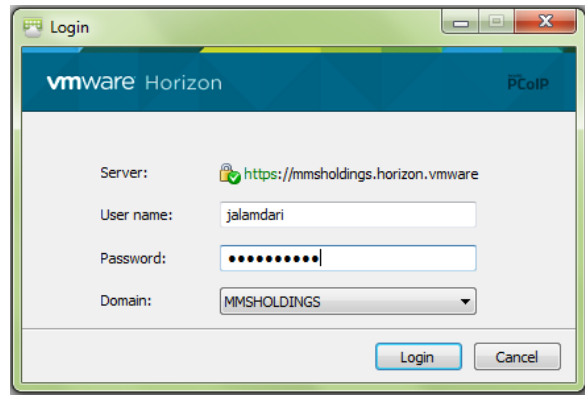
12. Double click on VMware Horizon Client



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.

