

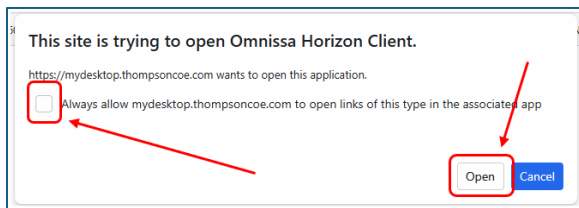
Horizon Setup & Login Guide

Follow the steps below to access your virtual desktop for the first time.

Step 1: Download and Install the Horizon Client

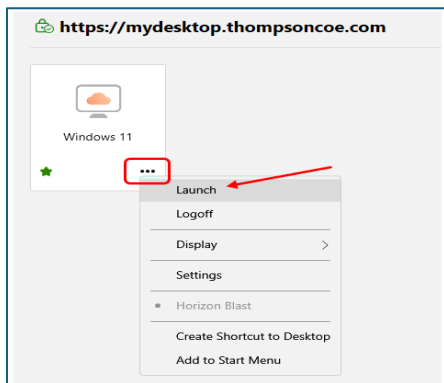
1. Download the client [HERE](#)
 2. Launch the **Horizon Client** on your computer.
 3. Click **Add Server**.
 4. Enter the following server address:
<https://mydesktop.thompsoncoe.com>
- Note: there is a web client option by clicking the link above, but it's recommended to use the client option.*
5. Click **Connect**.
 6. You will be redirected to the Microsoft login page.
 7. Enter your:
 - o Email address
 - o Password
 8. Complete the **Multi-Factor Authentication (MFA)** prompt.

Note: you may be prompted to open the client. Check the box and click Open



Step 2: Launch Your Virtual Desktop

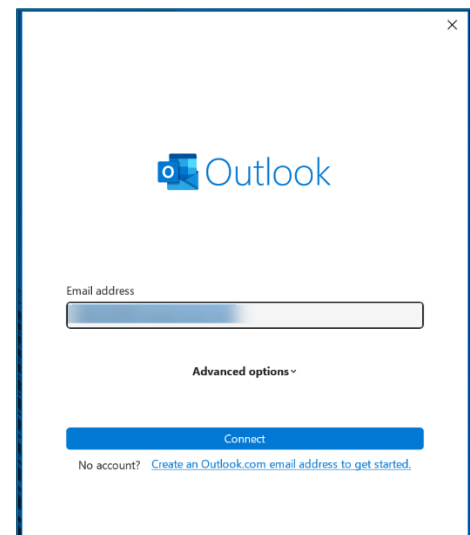
1. After logging in, locate the **Windows 11** desktop tile.
2. Click the **three dots (...)** in the bottom-right corner of the tile.
3. Select **Launch**.



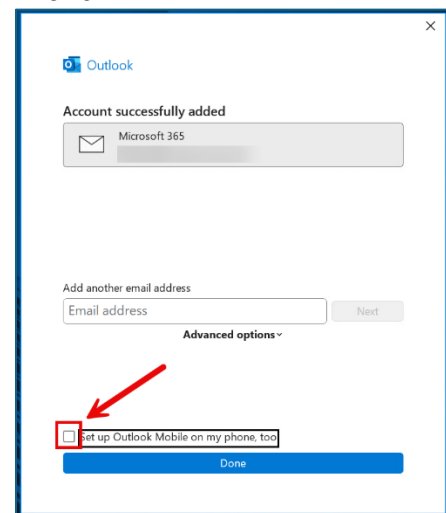
4. Your virtual desktop will open.
- Note: You may be prompted to enter your username and password again once the desktop loads.*

Step 3: Set Up Outlook (First Login Only)

1. Open **Outlook**.
2. Click **Connect**.
3. Your email address should auto-fill:
 - o If it does not, manually enter your email address.



4. Uncheck the box for: **“Set up Outlook Mobile...”**
5. Click **Done**




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Step 4: Complete Setup

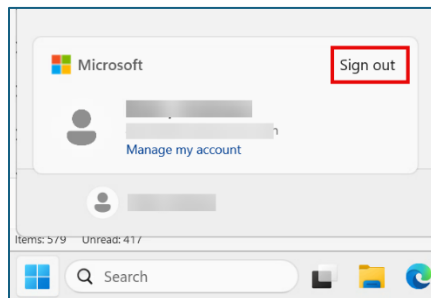
1. Wait for Outlook to fully load.
2. Close **Outlook**.
3. Close any other open windows.
4. LOG OFF from the desktop by clicking the LOG OFF icon on your Horizon desktop.



Alternatively, LOG OFF by:

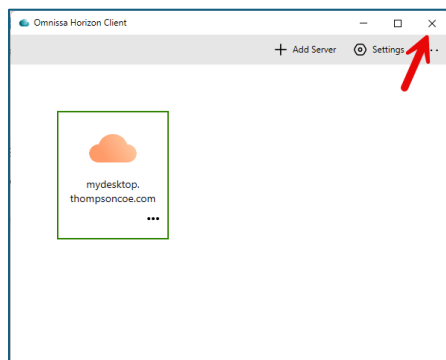
5. Click the **Start (Windows) button** .
6. Click your **username**.
7. You **MUST** log out of the desktop.

*Note: you **MUST** log out of the client VS leaving the session open or closing the client*



Step 5: Final Login

1. Disconnect/close Horizon client on your local computer, then wait approximately **2 minutes**.



2. Log back in and launch your desktop again (repeat **Step 2** if needed).

Your setup is now complete. All settings should be applied.