



Goal: Learn how to add Horizon (a remote computer used when you can't use your laptop to connect to the network) to your computer.




Helpful Information

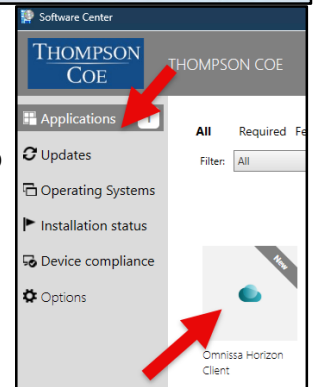
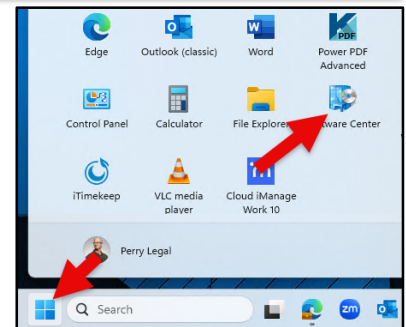
- You must have a Thompson Coe Cousins and Iron, LLP account set up on your mobile phone (DAILY LOGIN will not work). Contact TCITSupport@thompsoncoe.com if you do not have this.
- After doing this, see [Work From Home - Horizon - 2. Set up Profile](#) to set up your account and then refer to [Work From Home - Horizon - 3. Normal Log In Process](#) to learn how login works once the initial installation and setup is complete.




Instructions

Install the Application

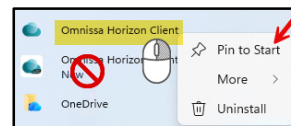
- Click Start () and double-click **Software Center**.
- In the *Applications* category, double-click **Omnissa Horizon Client**.
- Click **Install** and wait 2 - 3 minutes; when complete, the button label changes to 'Uninstall'.



Set up Horizon Client

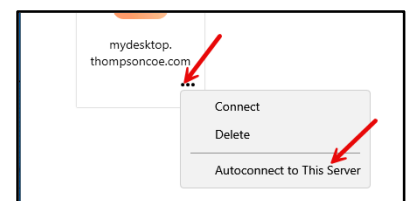
- Double-click the **Omnissa Horizon Client** () shortcut on your desktop -or- click **Start | All | Omnissa Horizon Client**.

✓ *Tip:* Right-click that and then click **Pin to Start**.



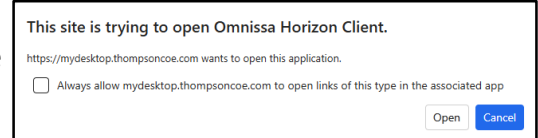
A. If you have a personal device: Click **Add Server**, type *Mydesktop.thompsoncoe.com* (the server name) when prompted, and click **OK**.

- Click the ellipses for *Mydesktop.thompsoncoe.com* (the server name) and then click **Autoconnect to This server**.
- Click the ellipses for *Mydesktop.thompsoncoe.com* again and then click **Connect**.



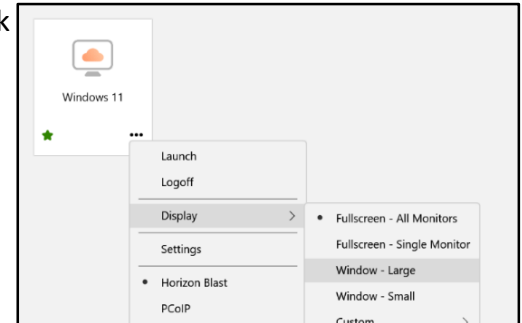
- When prompted, enter **your email address** | click **Next** | enter your **Password** | click **Sign In**; If prompted, also enter your 2-digit MFA Code from the *Thompson Coe Cousins & Iron LLP* account in Microsoft Authenticator.

5. At the top of the page, click to check Always allow mydesktop.thompsoncoe.com to open links of this type in the associated app and then click **Open**.



6. (Optional) if you do not want Horizon to open full screen on all monitors, click the **Windows 11 ellispes** | click **Display** | click your preferred view.

✓ *Note:* A toolbar at the top right allows you to modify these options during use:



7. To connect, click the **Windows 11 ellispes** | click **Launch**.

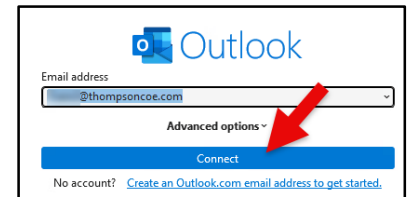
8. After some delay, including a black screen, you should see the desktop; normal login scripts will also run.

Set Up Outlook and Office

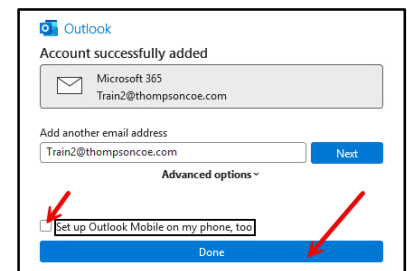
✓ *Note:* These instructions are also on the Horizon Desktop under the 'Read This First' title.

1. Open Outlook.

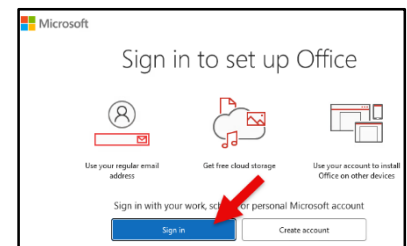
- A. If needed, enter your email | click **Connect**
- B. Enter your password | click **Sign In**.



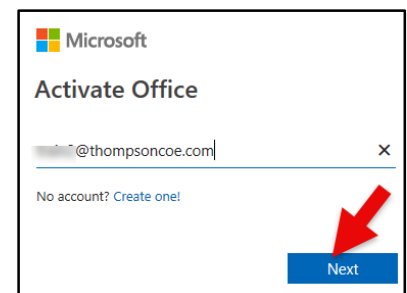
C. Uncheck the box to set up Outlook Mobile (at the bottom) and then click **Done**.



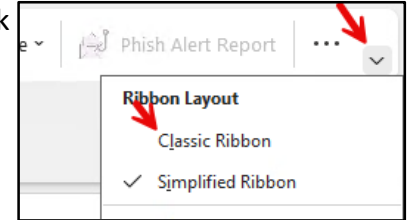
2. Outlook opens; in the *Sign in* dialog box, click **Sign in**.



A. Under *Activate Office*, enter your email | click **Next**.



- (optional) click the drop-down arrow at right of the ribbon and then click **Classic Ribbon**.

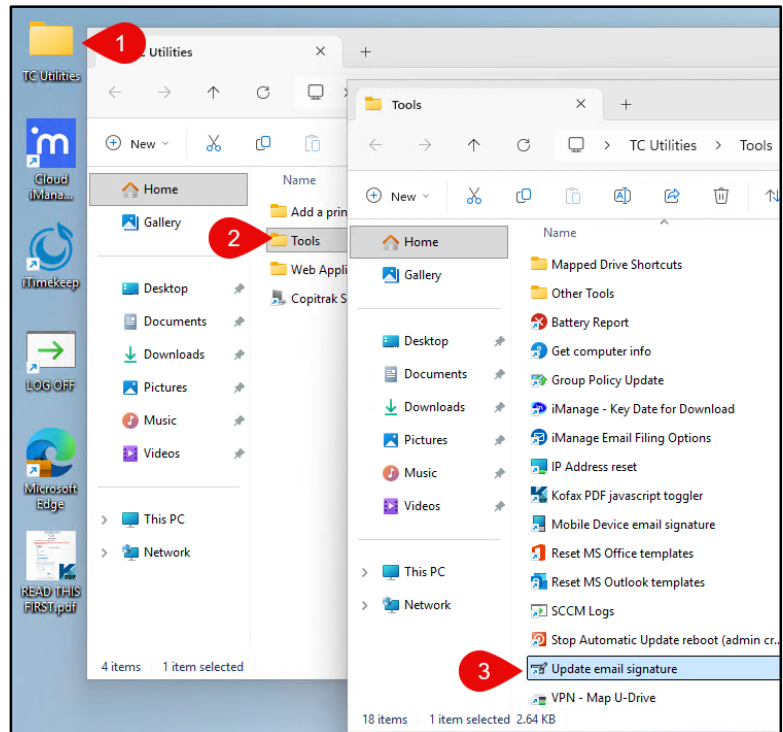


- Close **Outlook** and any other Microsoft Office applications you may have opened.

- On the Desktop, open the **TC Utilities** folder | open the **Tools** folder | double-click **Update email signature**; a dialog box displays to describe the process.

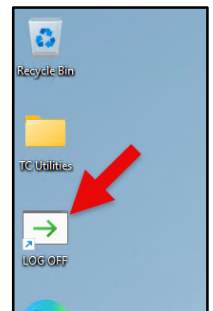
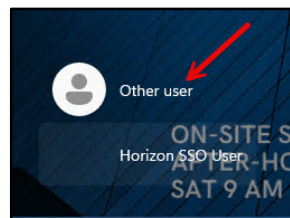
A. Click **OK** and wait about 2 minutes. When done, a dialog box displays 'Signature update complete'

B. Click **OK**; your Outlook signature will now display in emails.



- Close all programs and then double-click the **Log Out** icon on the desktop.

✓ *Note:* if you forget to do this, you may see an error when trying to log in again. If that happens, choose Other User (at lower left) and enter your 5-letter user id and password.



- Close the *Omnissa Horizon Client* dialog box

