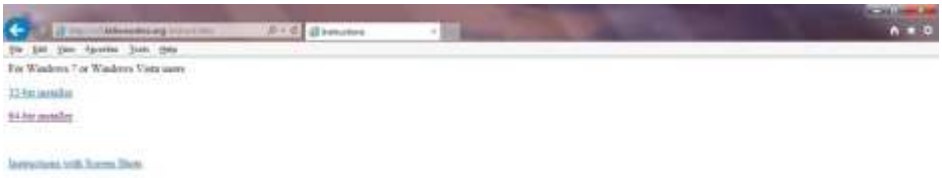
1. Using Internet Explorer, navigate to the City's Employee website: http://w3.kirkwoodmo.org/

    a. (other browsers will work, but install process may differ slightly)

2. Click the city's logo to enter

3. Click the Virtual Desktop Portal link

4. Choose the 64 bit installer.

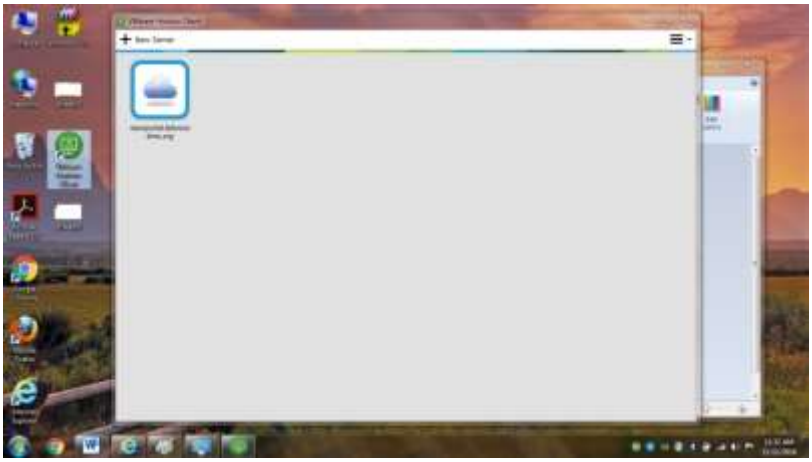


5. Once the file is downloaded, navigate to the folder where it was saved (usually downloads), right click the file, and select “Run as administrator”

6. The installer will run and open a command prompt (black console window) that you can ignore.

7. After the install finishes successfully, you will see the VMware View Client shortcut on your desktop.

8..Double-click the View Client shortcut. The following screen appears.



9. right click the viewportal.kirkwoodmo.org icon in this window and set the option to autoconnect to the server.

10. Double Click the viewportal.kirkwoodmo.org icon in this window

11. Log into the kirkwoodmo.org domain using your normal username and password.

12. Finally, you will be given the option of loading one of a variety of virtual desktops. Double click the one you want to use.
Note. Never select “Training Machine” from home.