Use of Virtual Machine from off campus
Office 2013

Installing the View Client program
In order to access the Fullerton College Virtual Machines from off campus you will have to first install the VMware Client. This is a program which can be used to connect to and log into a Fullerton virtual machine. There are versions of this client program for Windows, MacIntosh, and various portable devices such as iOS and Android based tablets and phones. To get and install the Client on a PC:

1. Open your browser and go to https://vm.fullcoll.edu
2. You will see a security message warning that the site’s security certificate is not to be trusted. This message will look different with different browsers. In Chrome it looks like:

   ![Chrome Security Warning](image)

   Click the Proceed anyway button to continue.

With Internet Explorer it looks like:
Click Continue to this website (not recommended)

In FireFox the error message looks like:

Click the Add Exception button to see the Add Security Exception dialog box:
Click the Confirm Security Exception button. You won’t be warned about this site again.

3. Once you have reached the site https://vm.fullcoll.edu you will see a set of links for downloading the View Client. Links are provided to view client programs that are compatible with the operating system on your computer.

4. Click the link for the program you want to download and install (DO NOT SELECT AN OPTION THAT INCLUDES LOCAL MODE).

5. After installing the View Client you may be asked to reboot your computer.

Using the View Client
In order to use a View Client you must first connect to the Fullerton College virtual server and identify yourself by logging into this system. You will then be presented with a list of pools of virtual machines to which you can connect.

1. Start your VMware View Client program. You see the Connection screen:
2. If the Connection Server does not contain “vm.fullcoll.edu” enter this server name and click the Connection button. You see the Login screen:

![Login Screen](image)

You will use your Fullerton College lab login and password. Before trying to login through the VMware Client you should try logging in on campus.

3. Make sure your user id and password are correct and that the Domain is FC. Click Login. You see the VM Pool Selection window:

![VM Pool Selection](image)

Based on what class you are taking this may look different.

4. Click the Class Pool you want to log into and click Connect. Your screen will be filled with the virtual desktop. At the top of the window you may or may not see the VM Client toolbar:

![VM Client Toolbar](image)

This is used to enable local connections to USB devices such as USB drives or printing. If you don’t see this toolbar you can move the mouse to the top of the screen and it should appear (if it is in autohide mode).
5. Click the Connect USB Device button. You see a drop-down menu:

![Connect USB Device menu]

This shows which USB devices are recognized on your local computer. You can click one of the devices from this menu to enable it inside your virtual machine or you can click the Autoconnect USB Devices option to automatically connect anything plugged into your computer’s USB port.

6. Click the Autoconnect USB Devices option. It may take up to 3 minutes for USB drives already plugged into your system to be recognized.

7. To autohide the toolbar, click the small push-pin icon and the toolbar will disappear and only reappear when you move your mouse to the top of the screen.

8. When done with the Virtual Machine click the Start button and choose Shutdown.