For remote access to a Windows Virtual Machine (VM) (from home, Macbook, etc.):

Instructions in **bold** only have to be done once, as part of the initial set-up. Some of the instructions are for your host computer and the others are for your virtual desktop. The switch to virtual desktop is explicitly given as part of the instructions.

1. **If you do not have the McMaster VPN software, download and install that on your computer (required for off-campus access only). This software can be found here:http://www.mcmaster.ca/uts/network/vpn/**
2. **Reboot your computer when the installation is complete.**
3. If you are not on campus, connect to the McMaster VPN. This requires the use of your MACID credentials.
4. **When accessing for the first time, you need to set your CAS password to match your MACID password. This is done by clicking on the following link: https://www.cas.mcmaster.ca/macid**
5. Open the following url to access the browser based VM: https://virtualdesktop.cas.mcmaster.ca/
6. Click on the VMware Horizon HTML Access icon on the right (it looks like a computer screen) and type in your userid and password.
7. Click on the Vena Desktops option (it will be the only option available). Your Windows desktop should now open in your browser.

    From this point on, *ALL remaining instructions should be followed from within the the virtual desktop in your web-browser.*

8. Open these "For remote access to a Windows Virtual Machine" instructions on your virtual desktop by double clicking on the MEASURE icon (a "Microsoft Edge" icon) on your virtual desktop. This will open the Microsoft Edge web-browser. Click on the "Accessing Virtual Machines for non-Windows Users" link to access this current page.
9. Install the Vena Add-in for Excel. This step will need to be done each time you login to your virtual desktop. The link for installing the Vena Add-in is: http://addin.vena.io/release/vena.application Click on "Open" when prompted on whether you want to open the application. Click on Install. The Vena Add-In adds a Vena Tab at the top of the Excel spreadsheets opened in your virtual desktop. If you do not see this tab when you are later working with MEASURE. You will need to repeat this step.

You can now access Vena through the virtual desktop through the url: https://vena.io/ A link is also available on your virtual desktop. Instructions on using Vena are available at http://measure.mcmaster.ca. Clicking on this link will return you to the previous page.

When you are done with your virtual desktop, please sign out. You can reach the sign out option in Windows by clicking on the Windows icon in the lower left hand corner of your virtual desktop and then selecting the user icon, directly above the settings icon.