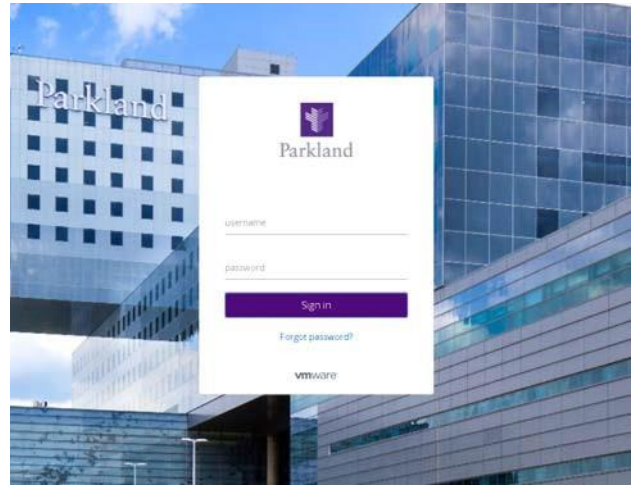


Purpose: This Job Aid shows users how to install and access VM Workspace and the associated applications.

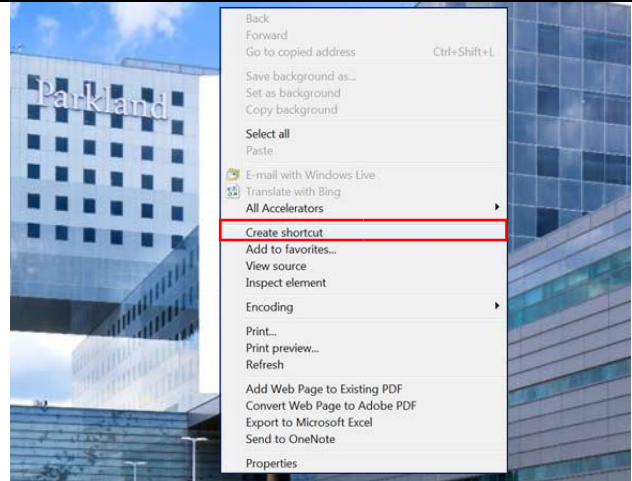
Access Workspace

1. **Navigate to <https://workspace.phhs.org> and use your **employee ID** and **password** to login**



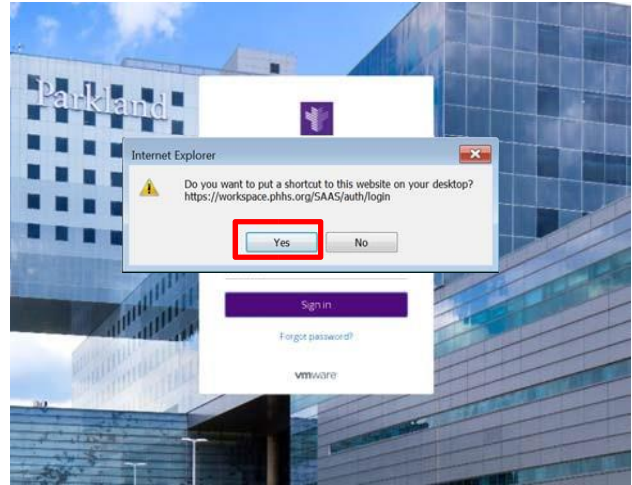
Create a Shortcut

2. **Right click** on the initial screen and select **Create shortcut** to place the icon on your desktop.



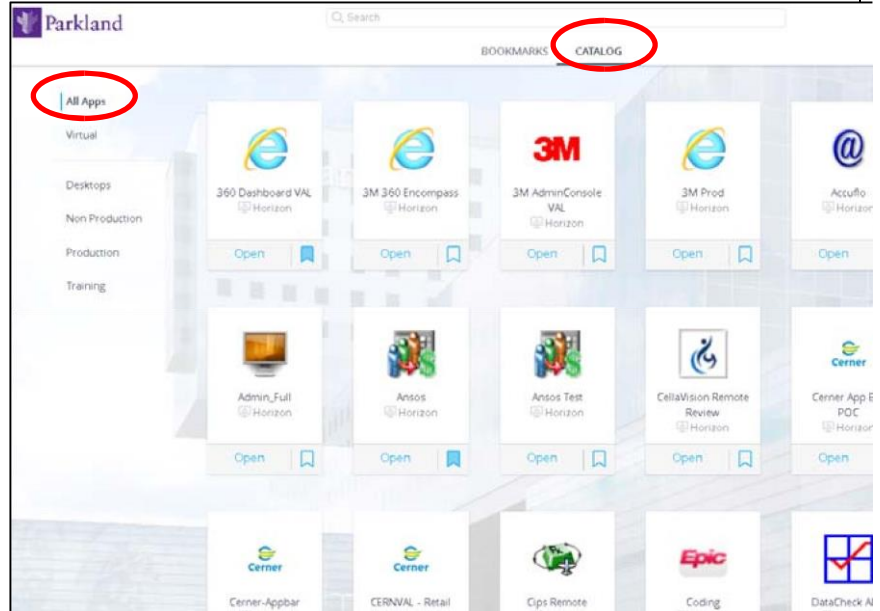
Create a Shortcut

3. **Click on Yes** when asked to you want to put a shortcut to this website on your desktop.



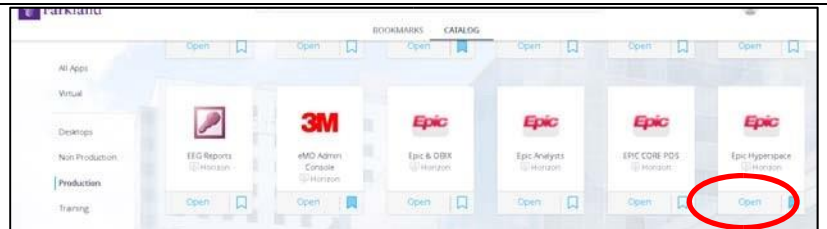
Access Applications

- Once you are authenticated, you are taken to the "All Apps" catalog page which displays the icons you are entitled to use.



Access Applications

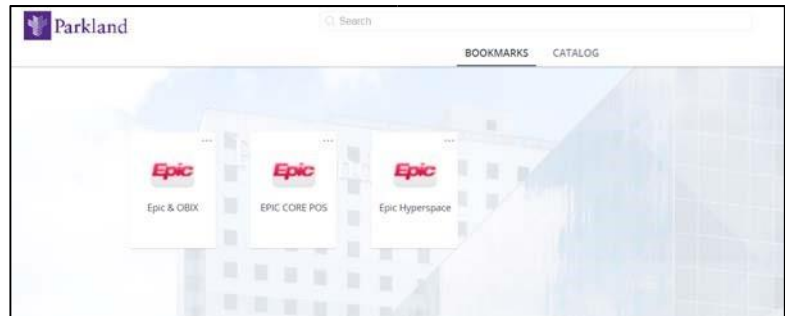
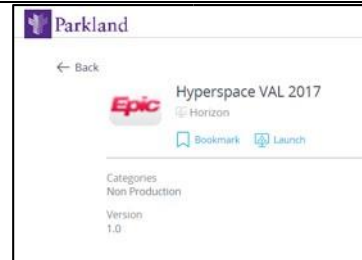
- To launch an application, click "Open"



Bookmarks

If you want to bookmark frequently used applications, open the app and click on Bookmark.

The app will now display in the bookmark tab on the primary access screen.



VM Workspace NOT installed

IF VM Workspace is NOT installed

Most devices will have VM Workspace preinstalled. However, if you do NOT, you will see the following when you navigate to the URL

Follow the prompts.
Yes

I agree and install

Finish

Reboot client machine
If asked to connect to a server use
myvdi.parknet-ad.pmh.org

