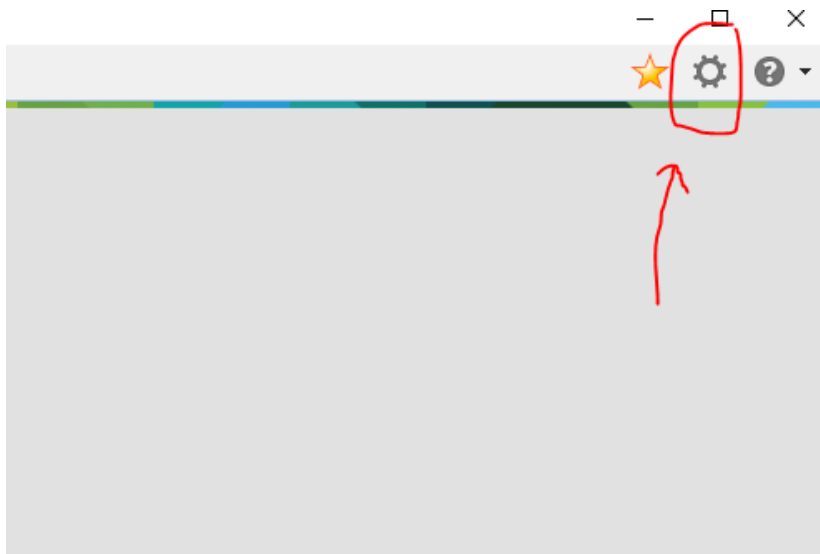


How to make sure the sharing capability between MyDesktop and your computer is enabled

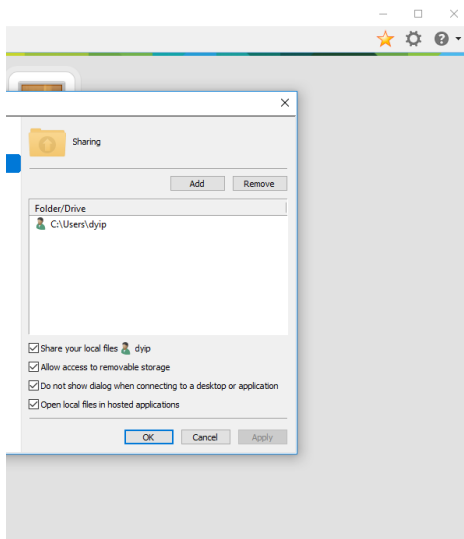
Please make sure the sharing capabilities are enabled on your VMWare Horizon Client.

To verify, please do the following:

1. On the menu bar on the top right corner, click on the gear icon to enter the settings menu.



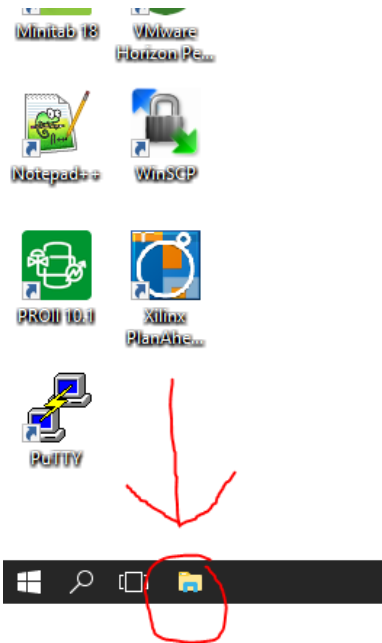
2. Navigate to the "Sharing" tab on the Settings menu.



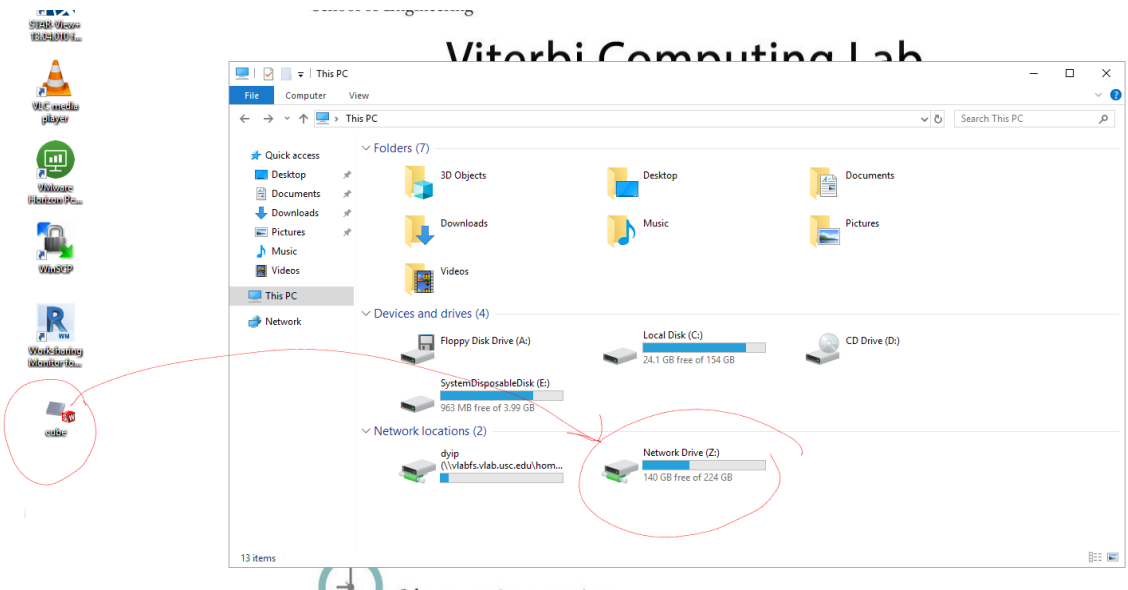
From here check off all four items on the bottom to enable the VMWare file sharing capabilities.

Steps to placing your file from MyDesktop onto your personal machine.

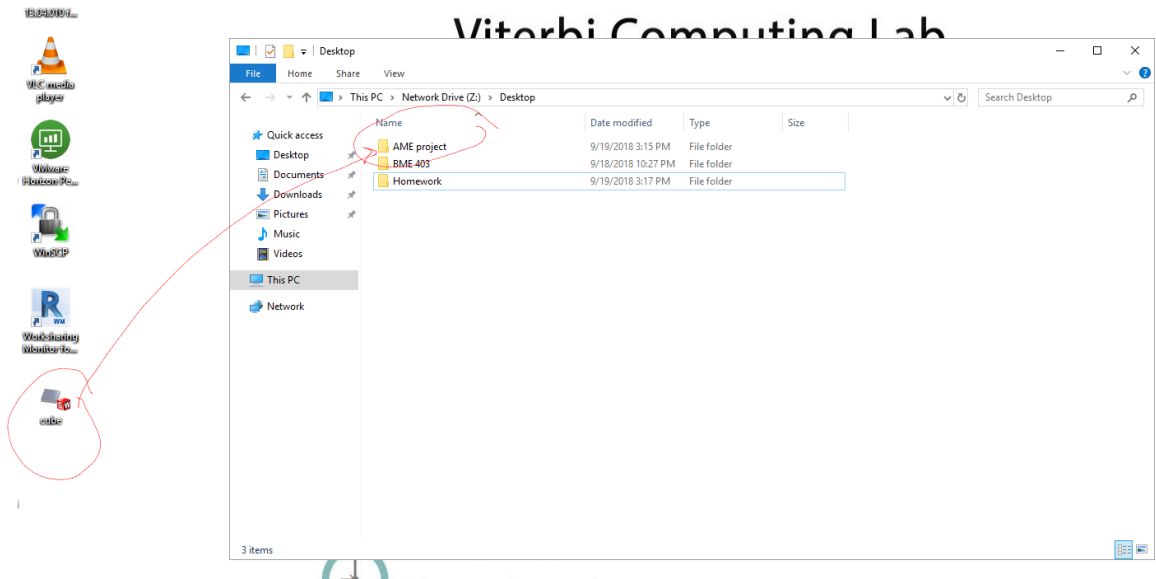
1. On MyDesktop, please save your files on the desktop and open the folder explorer.



2. To share the file from the desktop to your own computer, we will be copying the file onto your device drive. The drive is listed as “Network Drive (Z:)”, please note the name of the drive might vary depending on the computer you are using.

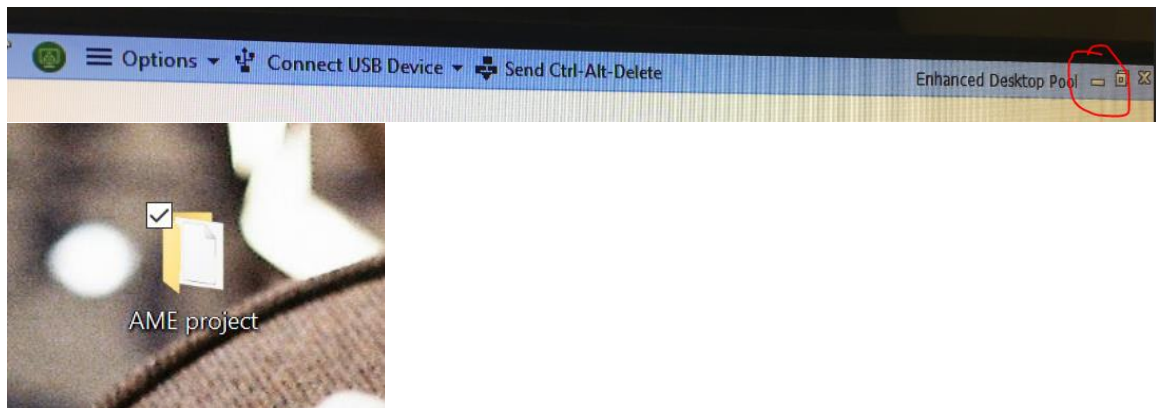


3. Navigate from the Z: Drive into your desktop folder. From here you will see you desktop folder of your personal machine.



We will then be dragging the file into the desired folder on the desktop. In my case it will be “AME project”. **Note that you can create a folder on MyDesktop from the menu and it will appear on your personal machine as well.**

4. To verify that the file is located on your desktop, minimize MyDesktop and you will see the folder on your desktop.



Frequently Asked Questions

- Can I transfer the file onto my thumb drive?

Yes, you can. When you have inserted a thumb drive onto your personal machine, VMWare Horizon Client will detect it and it will appear on the folder explorer.

- Is there any specific file formats that will not transfer?

No, all files will be transferrable.

Last Updated: 9/19/18