**VMWare Horizon Instructions**

Below you will find the step by step instructions for logging into the Ubalt VM environment, which can be accessed from any browser.

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|  | 1. Go to <https://horizon.ubalt.edu/> |
| A picture containing graphical user interface  Description automatically generated | 1. Select VMware Horizon HTML Access |
| Graphical user interface, application  Description automatically generated | 1. Signin with your myUB username and Password |
| Graphical user interface  Description automatically generated | 1. Select the **Office 10** VM |
| A screenshot of a computer  Description automatically generated with low confidence | 1. Your now signed into the VM.   **Note:** Always sign-out when you are done using the VM. All settings get erased when you sign-out, so save all documents to your network drive. |