

Introducing Virtual Desktop

Digital Workspace is a platform that provides Secure and Password-less access to NUS applications and data that enables you to work from anywhere at anytime and using any mobile devices and computer.

Virtual Desktop, a feature of Digital Workspace, provides Windows 10 desktop with NUS pre-installed software that is ready for users to use.

If you are using Office PC to generate security code for 2FA, refer [here](#) to change the 2FA token to a mobile device so that you can access 2FA from home.



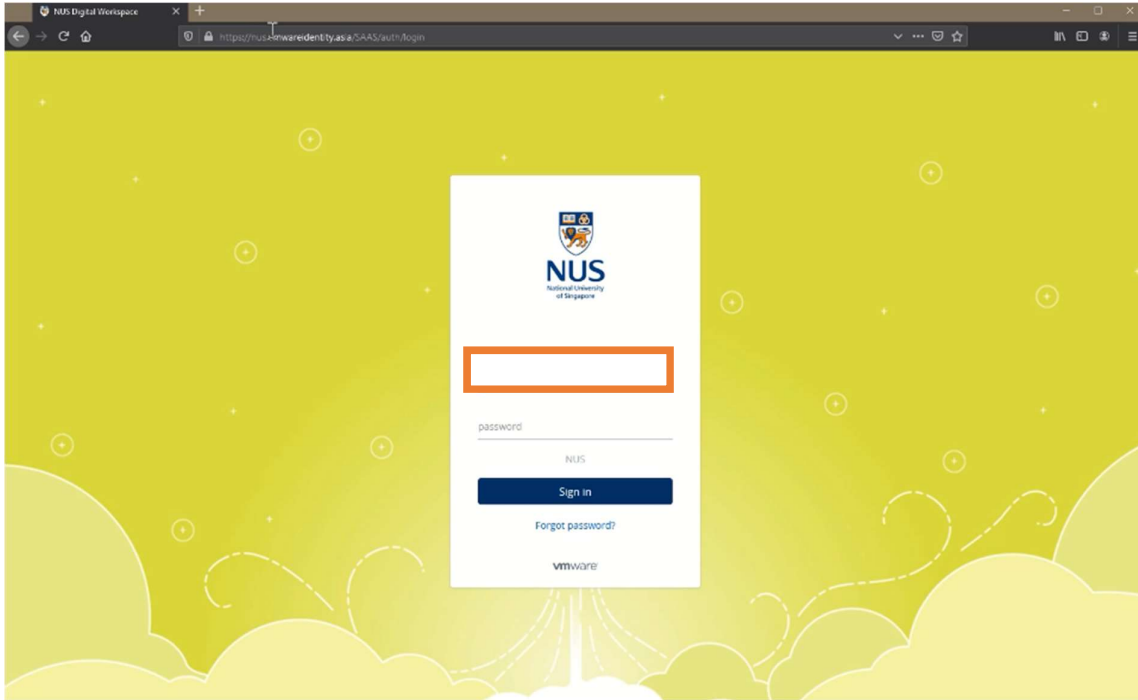
1. Transfer Documents

Virtual Desktop uses **nBox** to retrieve and store your documents. You need to move your documents to **nBox** before using **Virtual Desktop**.

If you are new to **nBox**, go to https://nusit.nus.edu.sg/services/online_storage/nbox/ to find out more about it.

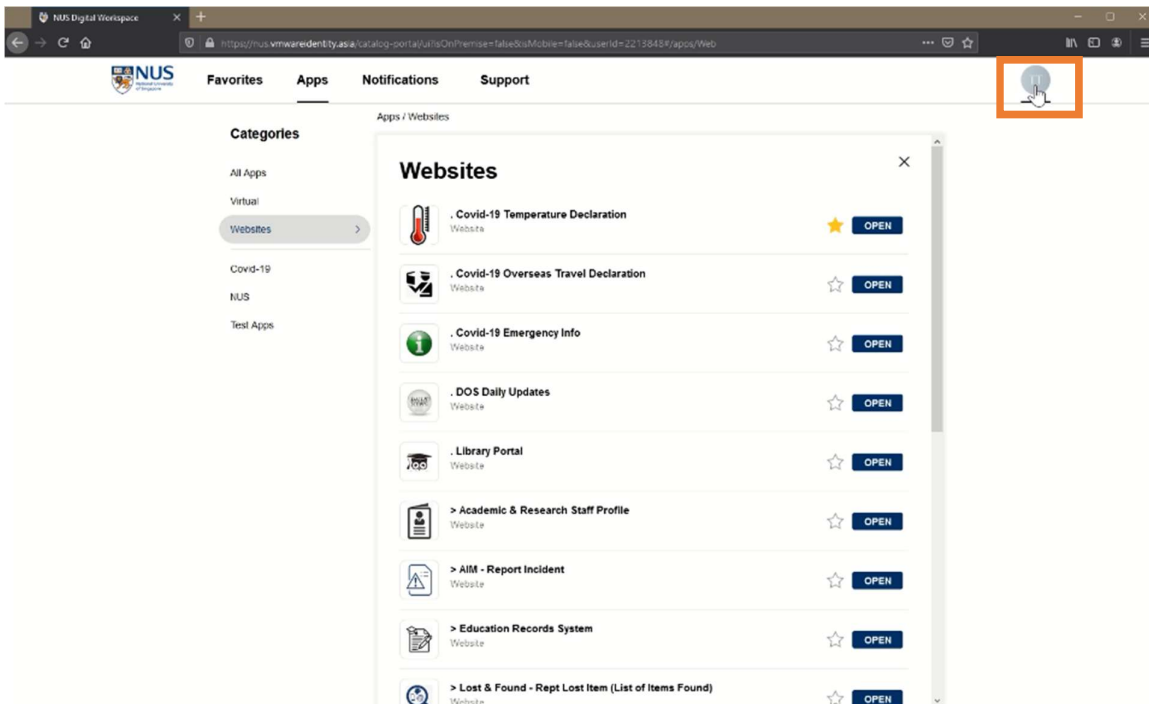
2. Go to Digital Workspace

From your home PC, log into <https://workspace.nus.edu.sg> using your NUS User ID (without domain).

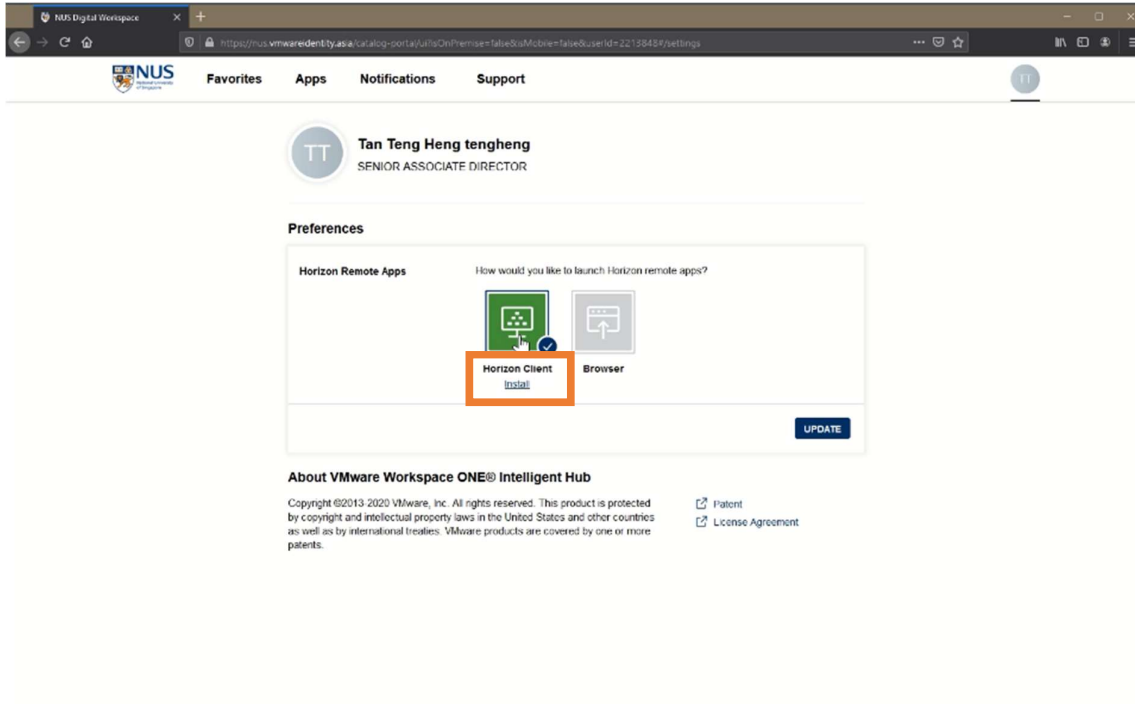


3. Install Client

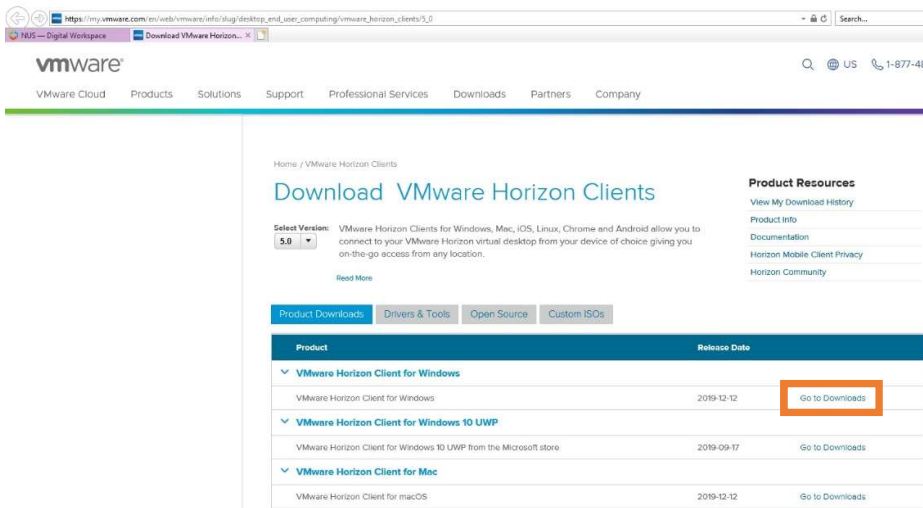
To access Virtual Desktop, you need to install Horizon Client. To install Horizon Client, click on your initials and click **Settings**.



Go to **Horizon Client** and click on **Install**.

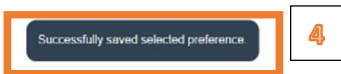
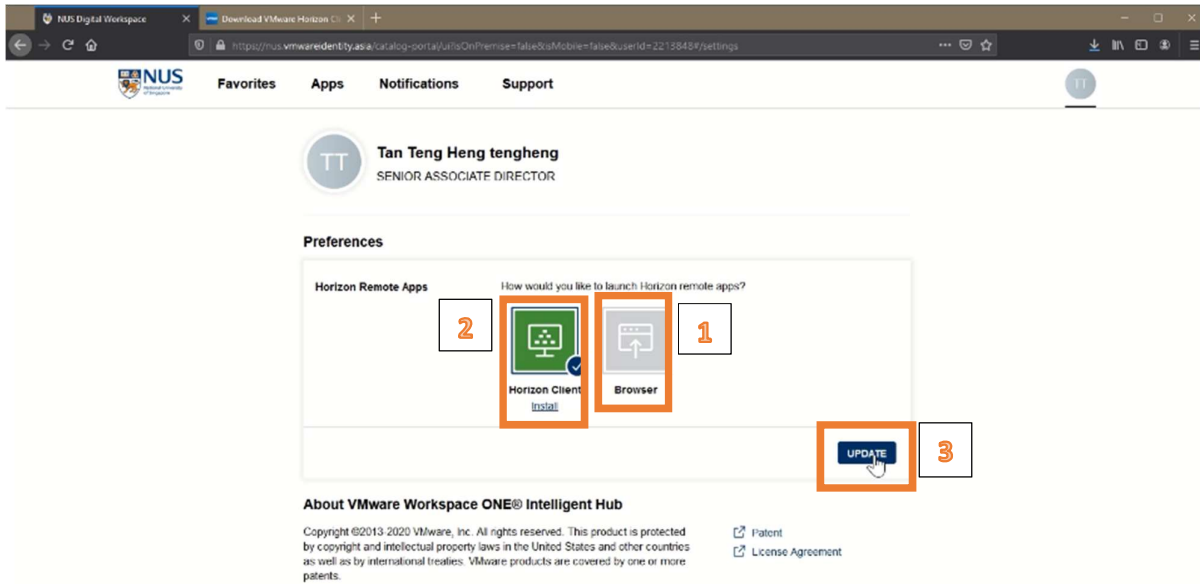


Click on **Go to Downloads** under **VMware Horizon Client for Windows** and follow onscreen instructions to install it. You need to **restart your machine** after this installation.



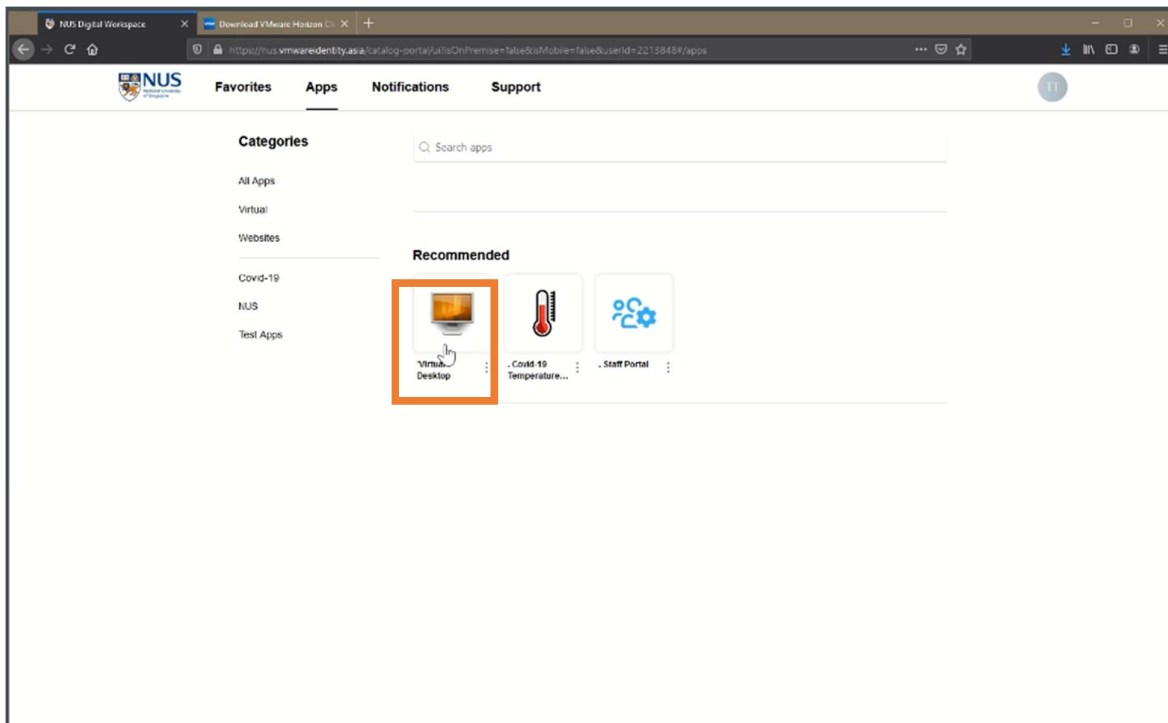
After restart, log into Digital Workspace to return to **Settings** screen. You need to set **Horizon Client** as the default application that will launch your applications in Digital Workspace.

To do so, click on **Browser** icon, then click on **Horizon Client** icon and click on **Update**. Even if you see that Horizon Client was selected by default, you need to do these steps **once** so that you will receive a message that confirms your preference.

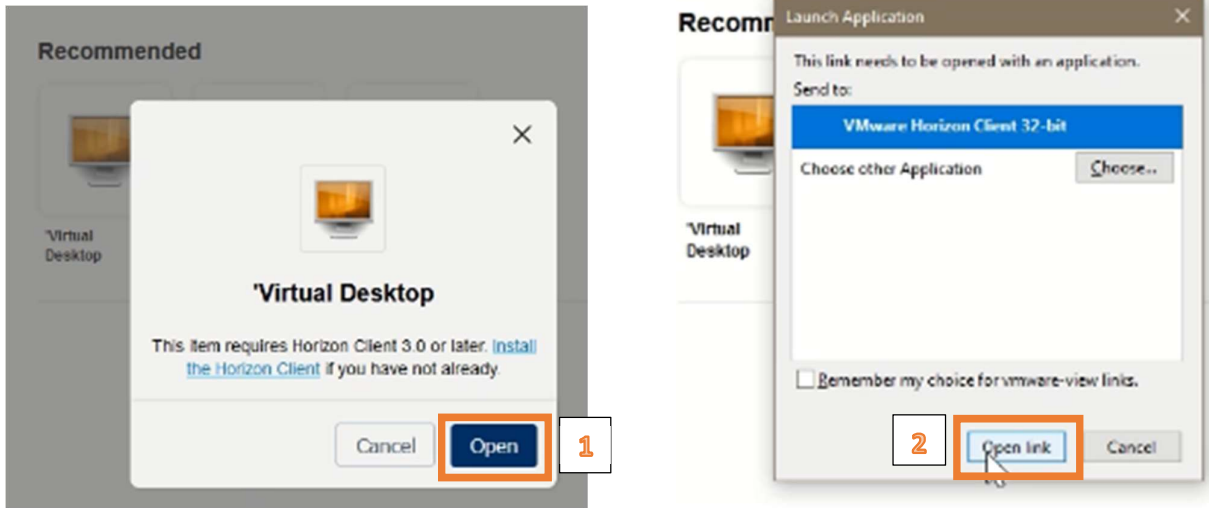


4. Launch Virtual Desktop

Click on **Virtual Desktop** icon.



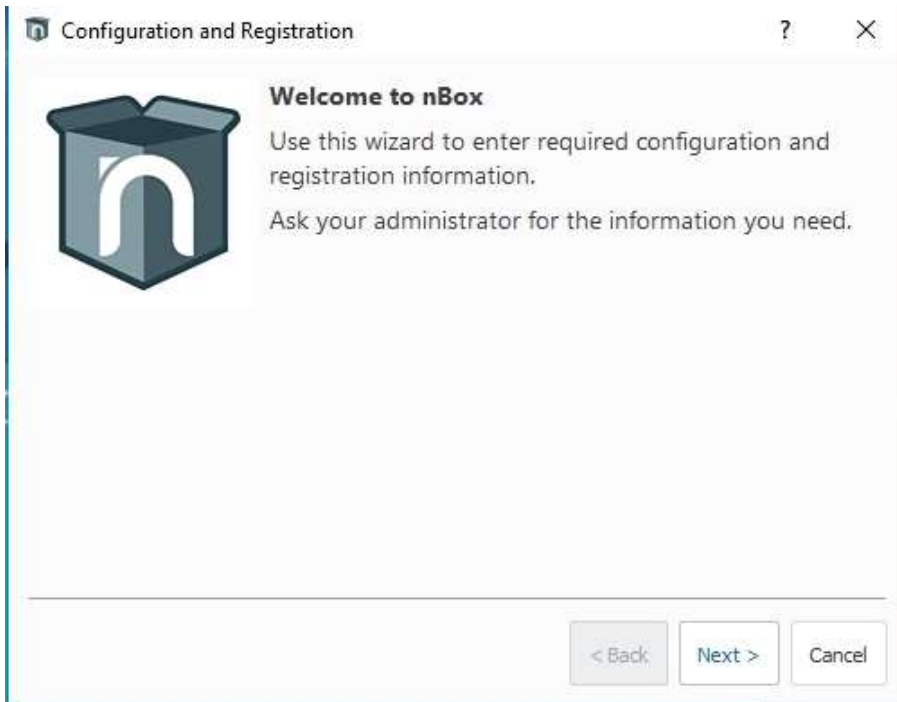
If you are prompted with a message similar to these, click **Open** followed by **Open link**.



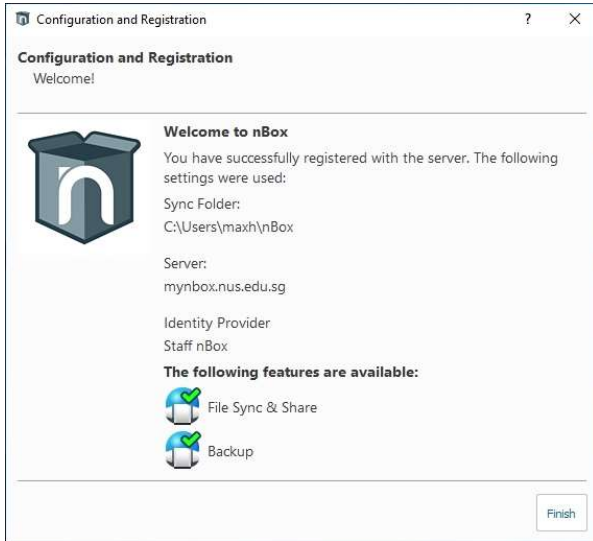
5. Setup nBox

After your **Virtual Desktop** has been launched, you will see an nBox pop-up box.

Follow the onscreen instructions to install and set up nBox. You will be prompted for 2FA authentication during the registration process.

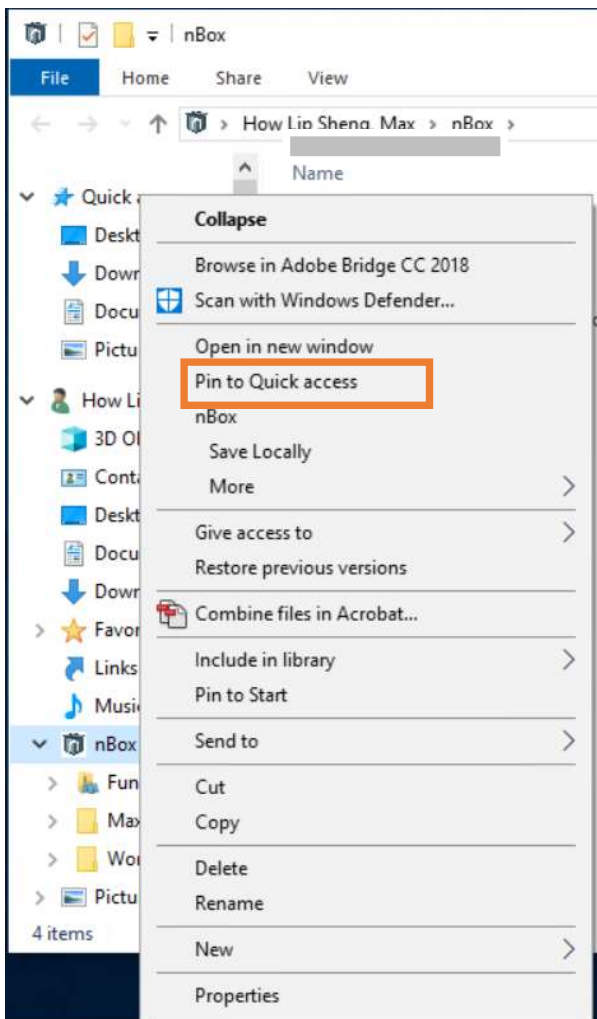


At the end of the installation, you will see this message:



6. Configure Quick Access

To access nBox easily from Explorer, you need to pin it to **Quick Access** and you are ready to go.

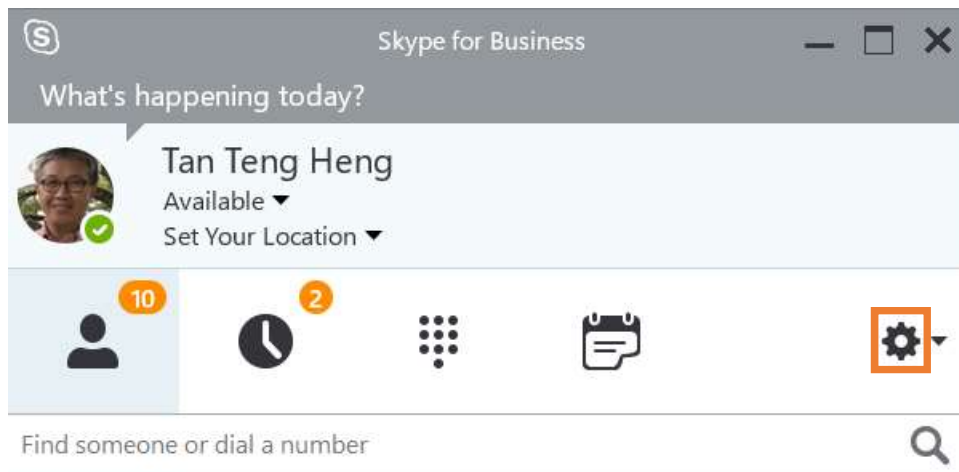


7. Set up audio device for Skype for Business

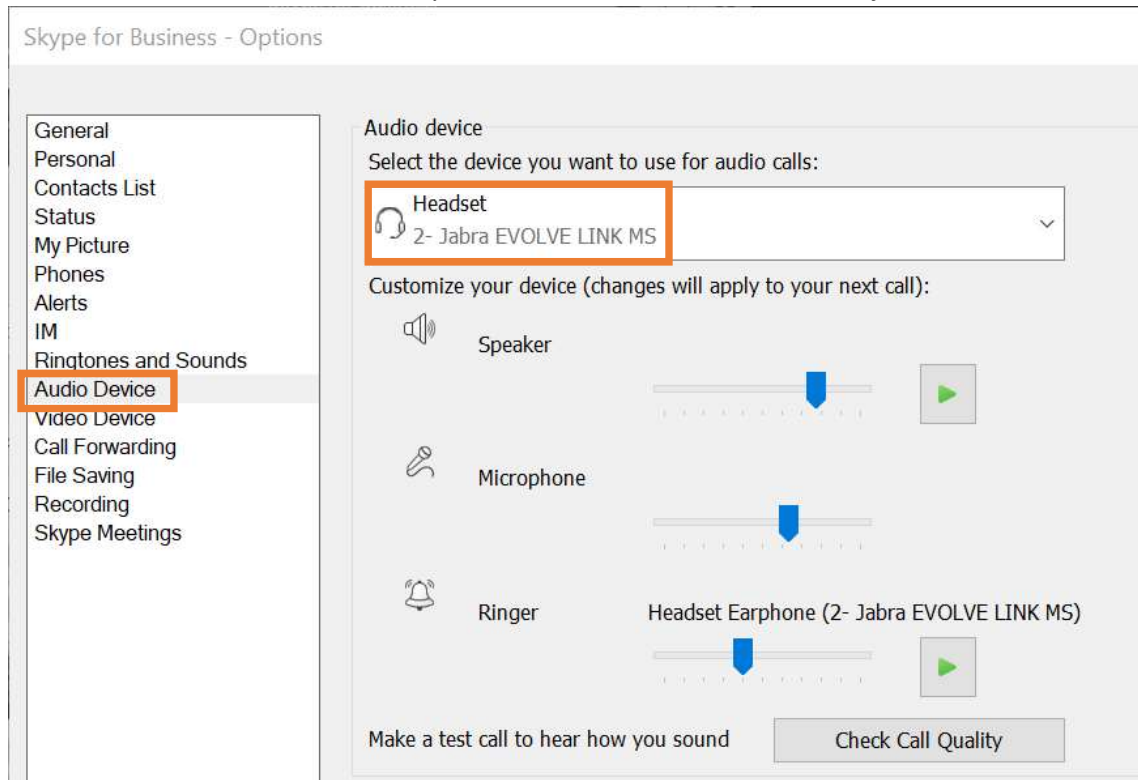
7a. Make sure **Skype for Business** is only running in the **Virtual Desktop** and **not on your laptop or PC**.

7b. Make sure that your **Jabra headset is connected** to your laptop or PC.

7c. Launch **Skype for Business** client and click on the **gear-looking button** on the right.

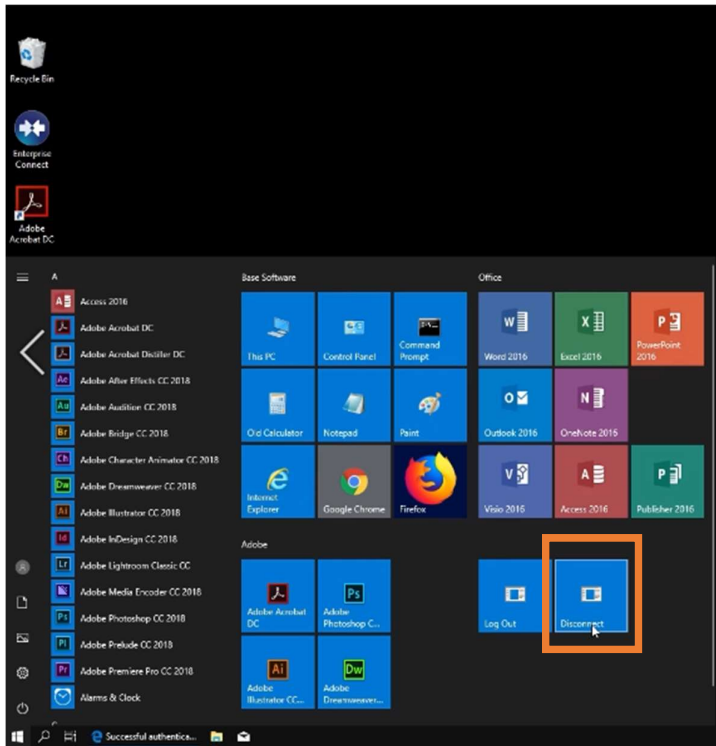


7d. Click on Audio Device and verify that Jabra headset is detected. Adjust volume levels if necessary.



8. How to shutdown Virtual Desktop after use

Click on **Disconnect** icon.



9. Accessing Virtual Desktop the next time

Log into <https://workspace.nus.edu.sg> using **NUS User ID** (without domain).

Click on **Virtual Desktop** icon.

