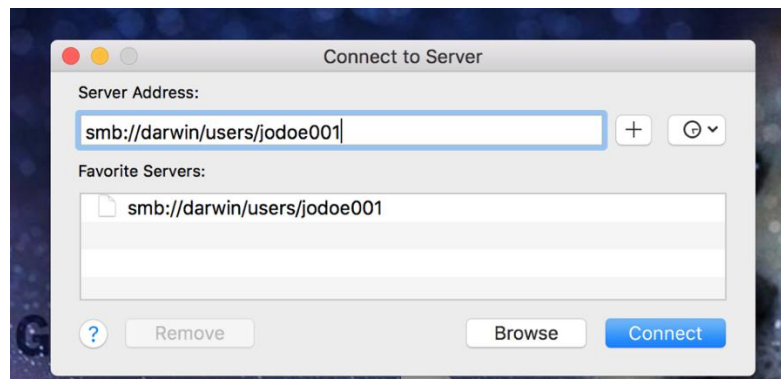


Step 1: Adding Darwin to your computer

You MUST be on GoucherWIFI. If you receive any network connection problems at any point, double-check your WIFI connection. Remove/Move GoucherGuest and GoucherMultimedia in your saved networks list to the bottom to ensure your computer doesn't switch networks during your work (YOU COULD POTENTIALLY LOSE YOUR WORK).

1. First, click anywhere on your desktop background to take focus away from any programs you may have open. You'll know you're at the right place when you see the "Go" menu at the top.
2. Click the "Go" menu, and then "Connect to Server".
3. In the Server Address box, type:
 - smb://darwin/users/username
 - Replace "username" with your Goucher username
 - In some tests, we've found that "darwin" needed to be replaced with "darwin.goucher.edu" in the above address. If the above doesn't work, try:
 - smb://darwin.goucher.edu/users/(username)
4. Hit the plus (+) sign button right next to that address box to save the address to your Favorite Servers list. Your window should look like this at this point:



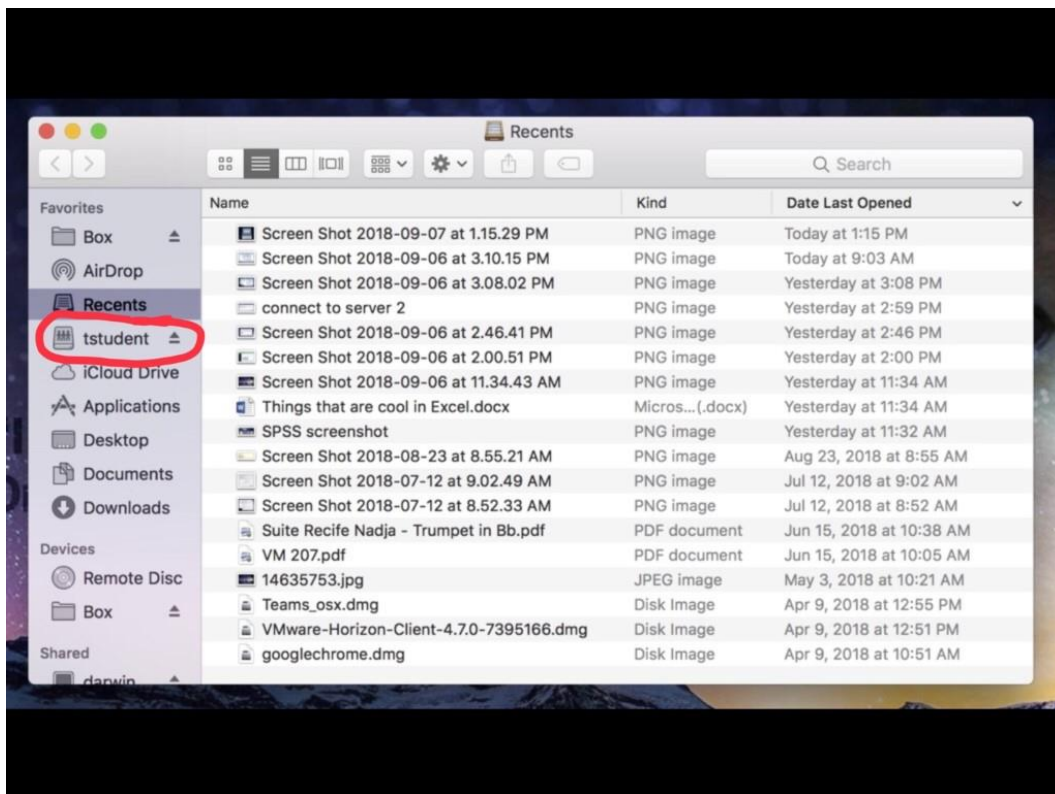
5. Hit Connect. You may be prompted a couple of times saying you are connecting to Darwin, and it may ask what folder you want ("Users" is the only option, so choose that). At some point, it will prompt for credentials.
 - Choose the "Registered User" radio button.
 - Name: your Goucher username
 - Password: Your Goucher password
 - Saving to keychain is optional
6. Hit Connect. Your Darwin folder should now appear (it will show your username on the top of the Finder window).

Next, we are going to add your Darwin drive to your Favorites list on Finder for easier access.

7. Make sure the **Finder** menu is showing in the top left corner (either by clicking on Finder in your dock or clicking on your desktop background anywhere). Click on the Finder menu, and choose **Preferences**.
8. On the General tab on the window that comes up, make sure that the “Connected Servers” checkbox is checked underneath “Show these items on the desktop”. This will have your Darwin drive show up on your desktop (may look something like this, with your username on it):



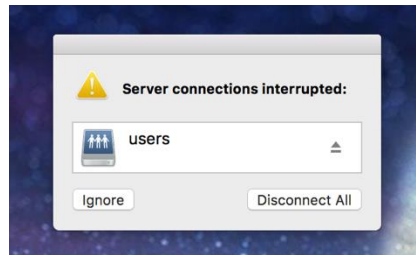
9. Now, open a Finder window if you don't have one open already (You can also click the **File** menu and choose “New Finder Window”).
10. Click on your Darwin drive icon that's on your desktop, and drag it into the Favorites list section located on the left side of the Finder window. It will look like the following screenshot:



From here on out, if you want to re-access your Darwin drive, just open Finder and click on that entry in the Favorites list on the left side.

Some notes:

- If, for any reason, you disconnect from GoucherWIFI (laptop lid closed, sudden change of networks, etc.), you may see the following error message:



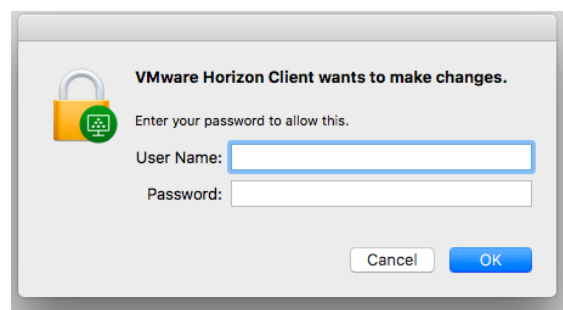
You do not need to touch this message at all (unless you are completely done with your work). If you do have a temporary connection disruption, simply get your computer back on GoucherWIFI, and this message will go away after a little bit.

- If you completely disconnect from Darwin for any reason (Computer died, you disconnected the drive yourself, etc.), go back to the "Go" menu, click on "Connect to Server", and simply double-click the Darwin address that we saved at the beginning.
 - If you didn't save it, then start back at the beginning.
- You shouldn't need to worry about adjusting the entry in your Favorites list for any reason (unless you are completely done with it). If you do wish to remove it, you can hold the Control button, click on it, and choose "Remove from Sidebar".

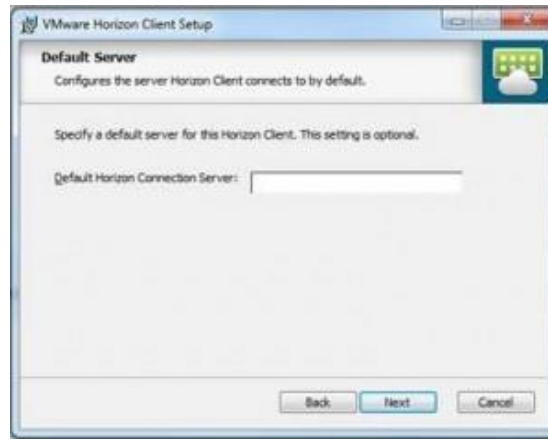
Step 2: Opening Horizon

Note: If you already have Horizon downloaded and set up, you can skip this step. Just open Horizon, log in, and launch your program.

1. Open a browser on your computer and go to <https://myapps.goucher.edu>.
2. Download and install the "VMWare Horizon Client" on your computer.
 - a. Note: If the following dialog box comes up, it is asking for the username and password you use to unlock your computer, not your Goucher account credentials.



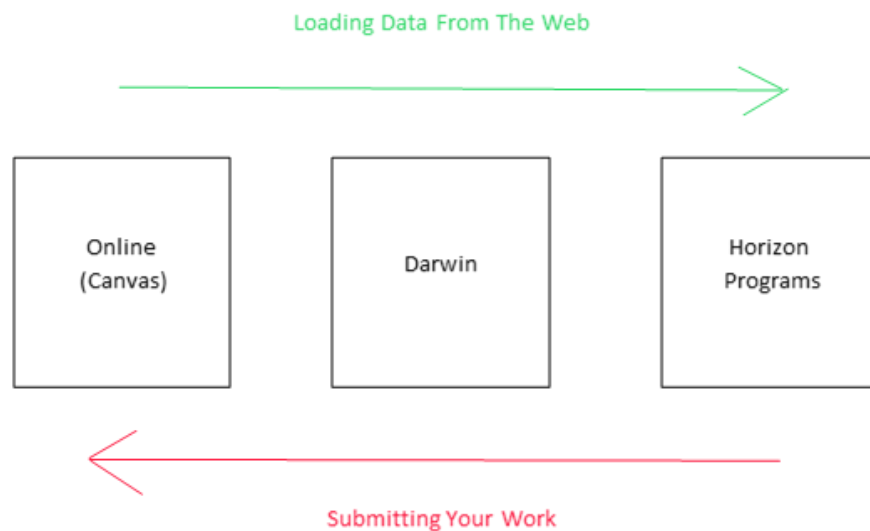
3. After downloading and installing the Horizon client, you are presented with this screen (below). Enter myapps.goucher.edu to continue.



4. Login with your Goucher username and password.
5. Double-click the desired program icon to launch.
6. Be patient as it may take some time to load completely.

Step 3: Handling Your Files

While working with programs on the Horizon client and files on your Darwin drive, take extra care of handling your files and saving your work. The most common operation you will probably do is download a sample data set or template from online (most likely Canvas), load it onto Horizon, work on it, and then re-upload your finished work to turn it in. Below is a diagram depicting the overall process flow:



Transferring Between the Internet (Canvas) and Darwin

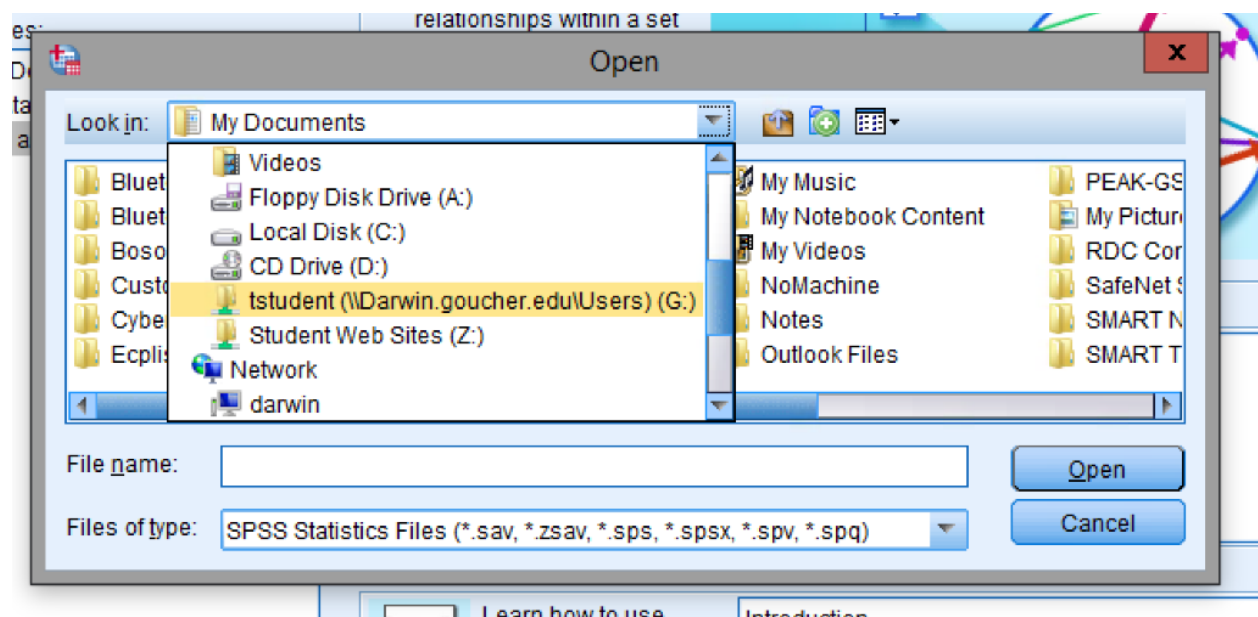
Whether you are downloading files from a website (e.g. Canvas) and working on them in Horizon, or submitting your finished work back to Canvas (or other online system), you will need to house the files on Darwin. Provided you followed the process in **Step 1** above, they should be located in the following places:

Mac

Click on the shortcut with your username on it from the Favorites list on the left side of the Finder window.

Loading/Saving files in Horizon

Whether you are on a Mac or a Windows computer, you are looking for the entry that is highlighted below. The following example is from the SPSS program:



Note: On some programs (like MATLAB and JMP), you will have to first expand “This PC” on the left side pane to find it.