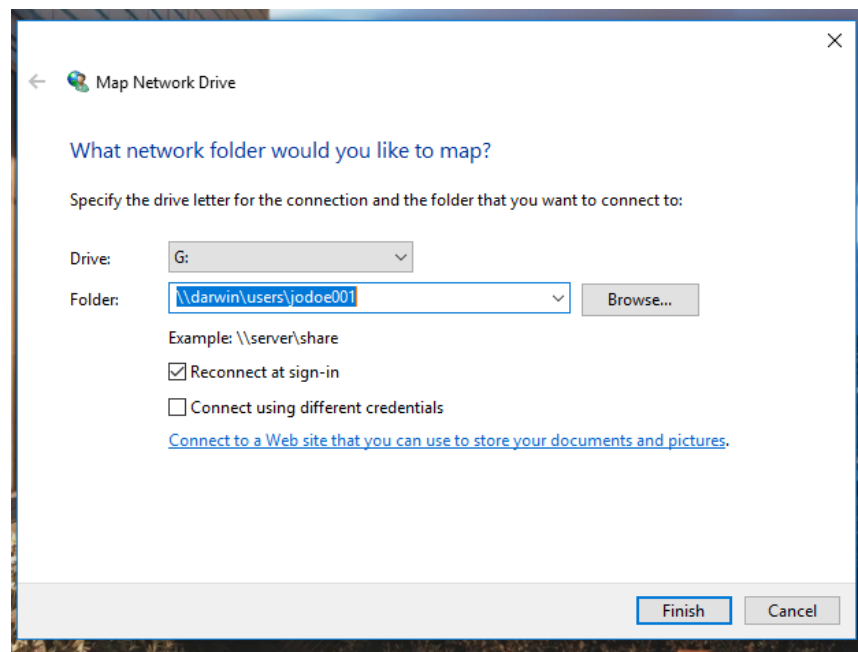# Step 1: Adding Darwin to your computer

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. Open your Start Menu and click "Computer" (or "My Computer").
   - For Windows 10, it'll be the File Explorer button (looks like a file folder, by default it is located on your Taskbar).
2. Using the left-side pane, navigate to "This PC". You need to be on the window that shows your drives listed (e.g. your local C: drive, your CD/DVD D: drive, etc.)
3. On the toolbar at the top of the window, click the button labeled "Map network drive".
   - On Windows 10: It'll be under the "Computer" tab that's listed at the top, next to "File".
4. Under Drive, you can choose a drive letter that is not already in use (it does not matter).
5. In the folder path, type the following:

   \\darwin\users\username [for example: \\darwin\users\jodoe001
   - Make sure you are using backslashes (the slash button located just above your Enter key)
   - Replace "username" with your Goucher username

   The window should look like this:

6. Hit "Finish". If it prompts for credentials, type in your Goucher username and password.
   - If you are off-campus, you need to type in the following into the username field:

     GCADMIN\username (for example, **GCADMIN\jodoe001**)

        If (for whatever reason) it doesn't allow you to change the username, choose the "Use Another Account" option.

      - **Windows 10**: This will be under the "More choices" link at the bottom of this window.

If it works correctly, your drive will be mapped under the drive letter you chose. You can come back to it at any time by going back to your File Explorer and finding your Darwin drive, listed under "This PC".

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.
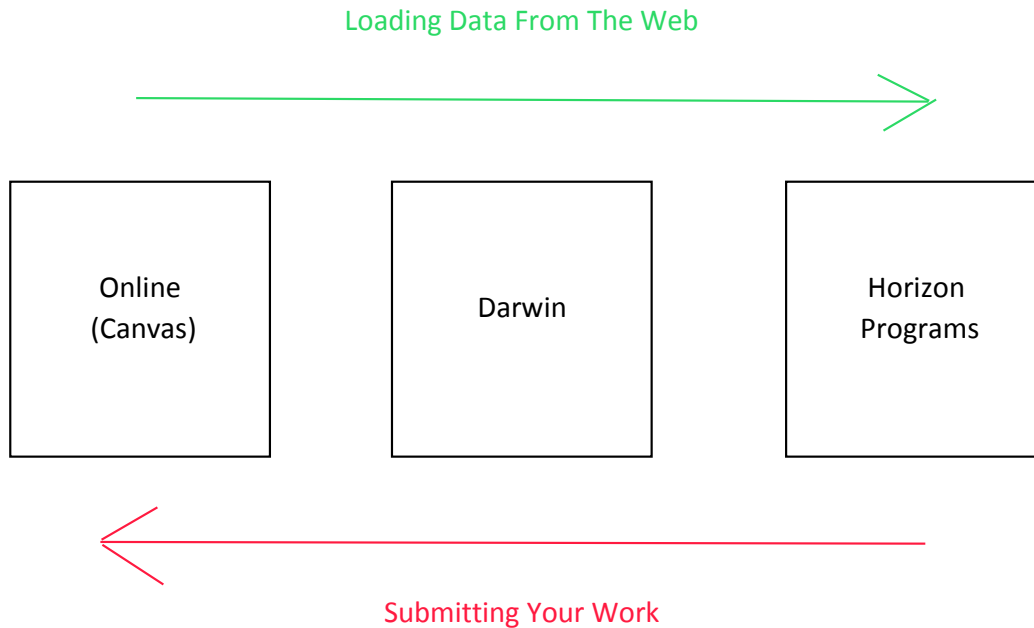
1. Open a browser on your computer and go to https://myapps.goucher.edu.
2. Download and install the "VMWare Horizon Client" on your computer.
3. After downloading and installing the Horizon client, you are presented with this screen (below). Enter myapps.goucher.edu to continue.

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:

Loading Data From The Web

→

| Online (Canvas) | Darwin | Horizon Programs |

←

Submitting Your Work

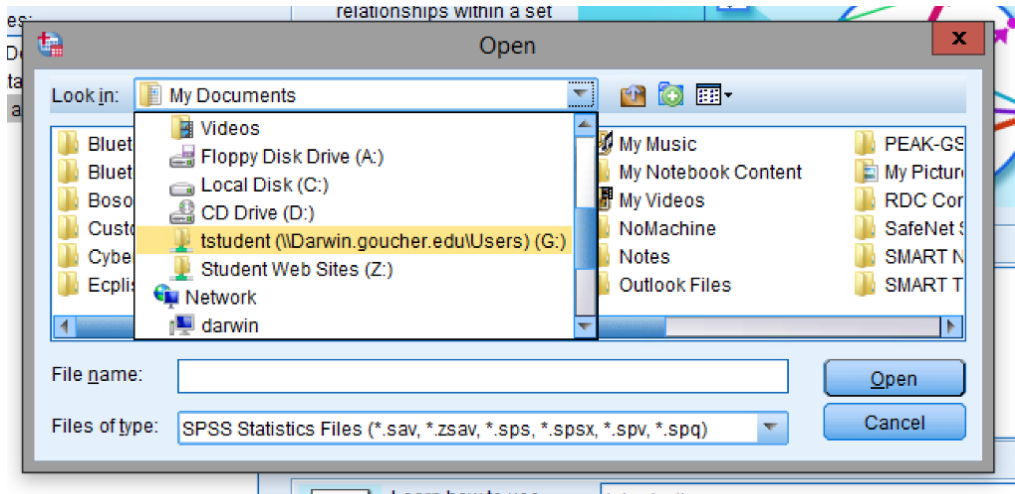## Transferring Between the Internet (Canvas) and Darwin

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:

Windows

In the file window, locate the mapped drive that you set up for Darwin (under the drive letter that you chose when completing **Step 1**, e.g. G: drive).

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.