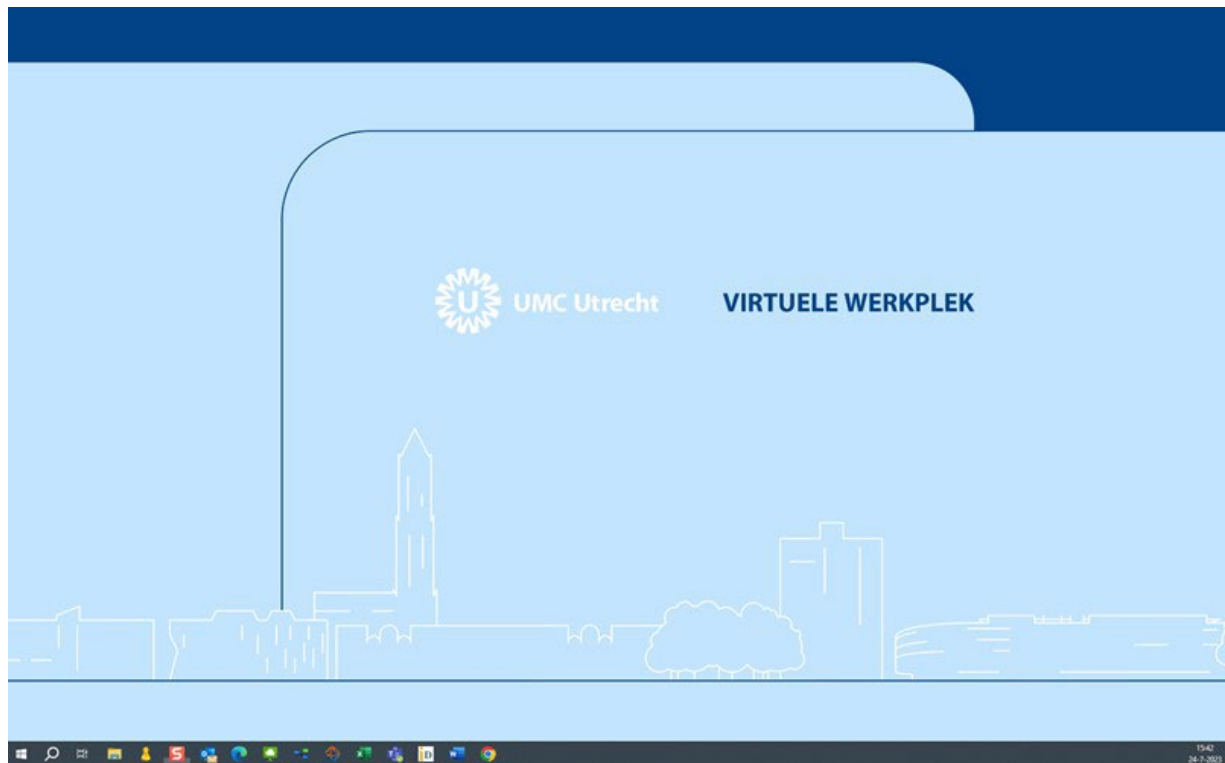


## The Virtuele Werkplek (Virtual Workspace)

This is a step by step manual how to get into the Virtuele Werkplek from your own personal computer.



### Step 1:

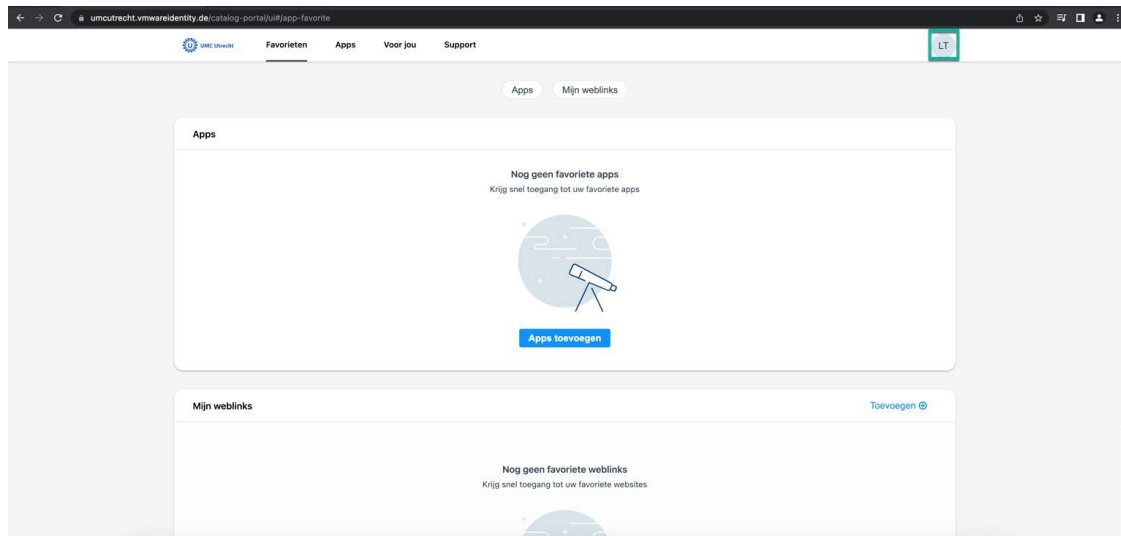
Make sure you have an MFA token to work from home. You can find the manual on how to connect it with your smartphone [here](#).

### Step 2:

Open your browser and go to the website [mijnwerkplek.umcutrecht.nl](https://mijnwerkplek.umcutrecht.nl) and log in with your UMC credentials. Have the MFA token handy on your smartphone. On the smartphone, you will get a request that needs to be approved.

### Step 3:

Next, press on your initials at the top right and then click on "Account."



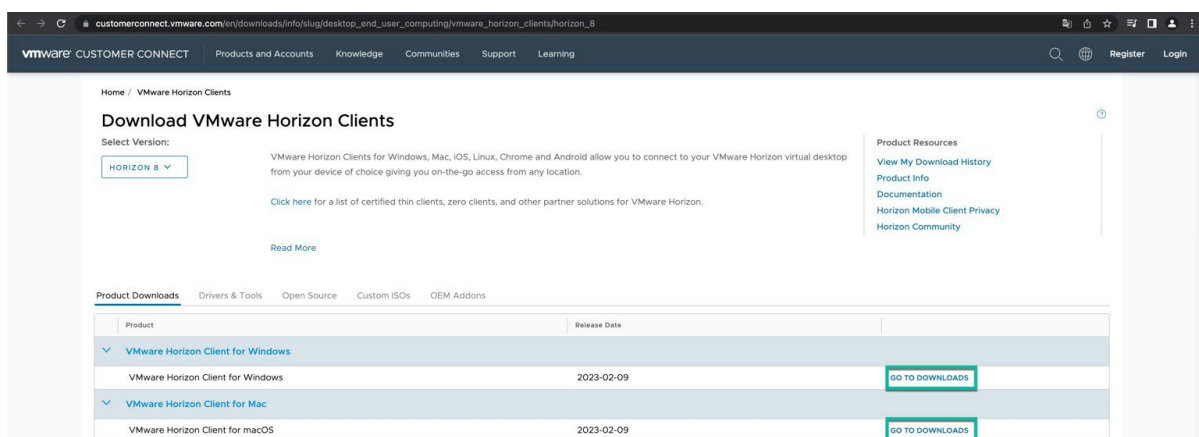
Then scroll down so you see the External Horizon apps. Next, click Horizon Client so that a check mark appears here.



**Note:** If this is not done, the Virtuele Werkplek will open in the browser. This results in the workstation frequently losing connection. Also, multiple screens cannot be used in this mode.

### Step 4:

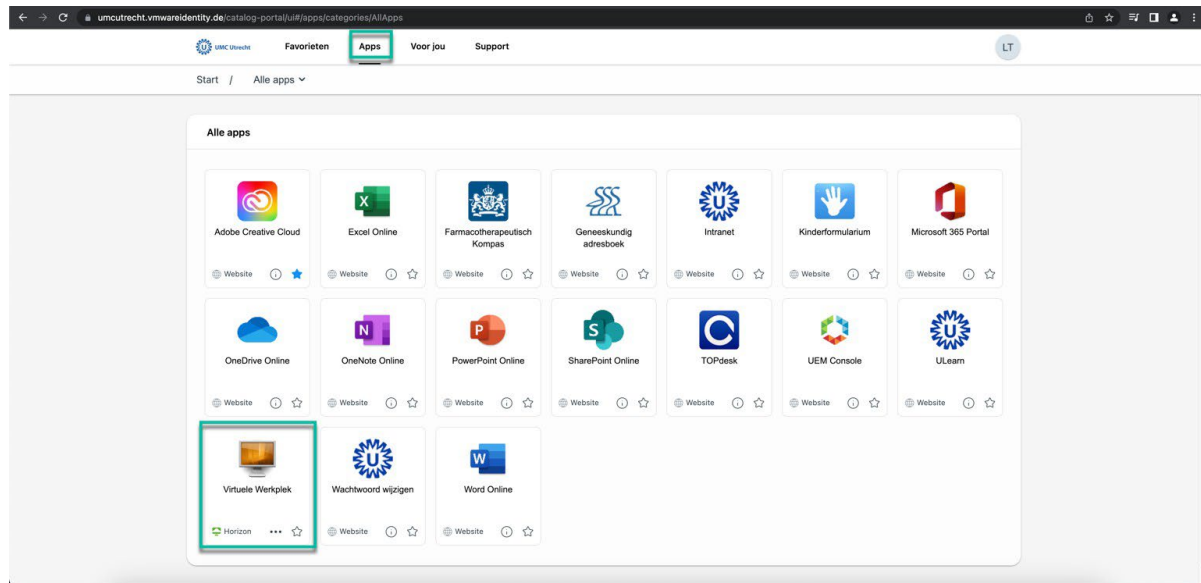
Click the text saying Install under the Horizon Client. When you do, you will be taken to VMware Horizon Client's official website and download page. Depending on whether you're using a Windows or macOS private computer, choose the appropriate download option.



When the installation is finished you will have to restart your computer.

**Step 5:**

Go to [mijnwerkplek.umcutrecht.nl](https://mijnwerkplek.umcutrecht.nl) again and log in with your UMC account. Then click on "Apps" and look for Virtuele Werkplek in all apps.

**Step 6:**

Click on the Virtuele Werkplek to start it up.

**Note:** If you have not set the Virtuele Werkplek to automatically launch through the Horizon Client, you can still launch it by clicking on the dots and choosing "Launch from client."

**Tip:** Click on the star once to put this app on the Bookmark (Favorieten) page.