A guide to accessing & using Loyola Workspace from a computer

Accessing Loyola Workspace

1. Open a web browser and navigate to https://workspace.loyola.edu
2. Login using your Loyola username and password
   a. If you are a secure-user, you may be prompted for your DUO two-factor authentication

Using Loyola Workspace

Launching a Program

1. Right-click an application and click the drop-down arrow next to “OPEN” to choose how you wish it to run.
   a. If you have VMWare Horizon Client Installed, select “… in Horizon Client”
   b. If you do not have VMWare Horizon Client installed, select “… in Browser”
2. Depending on your choice, the application will load inside the web browser you are using, or via the Horizon View application installed on your machine.

Setting up Favorites

1. Right-click an application.
2. Click the “star” icon.
3. On the home screen, drop-down the menu next to “Show”.
4. Select “Favorites”.
5. You should now see just those apps you have indicated are favorites using the star.