

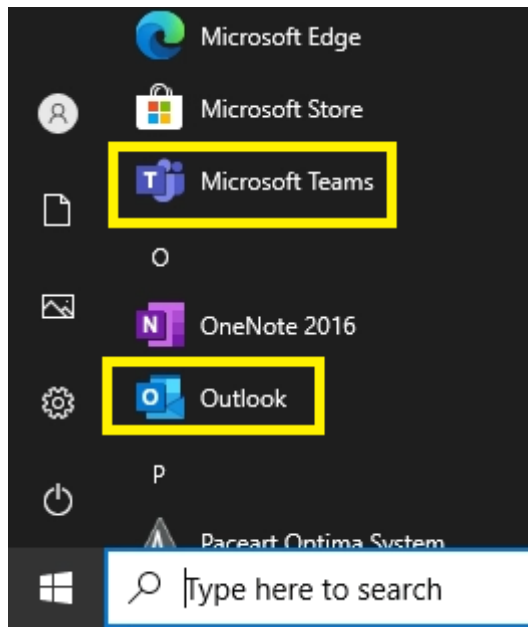
Clinical Technology Communications

User Experience and Personalization within VDI

Location(s):	Intended audience(s):	Effective Date:	Impact:
All Ballad Facilities	VDI Users	04/04/2022	LOW
<p>Summary: On Monday, April 4, IT began rolling out required Windows updates to VDI sessions. As part of these planned updates, it was determined that users should be able to control their own desktop experience and decide which icons they wanted to pin to their taskbar. See below for more information on navigating this new experience.</p>			



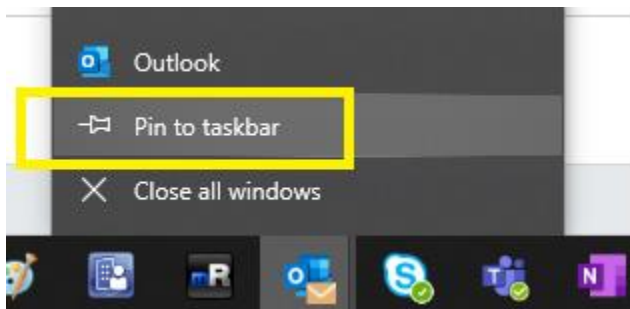
Knowledge



Finding your applications:

- There is no longer a Microsoft Office Folder. All Microsoft applications are in the applications list alphabetically.
- If you don't see what you're looking for, try checking by vendor name as well.

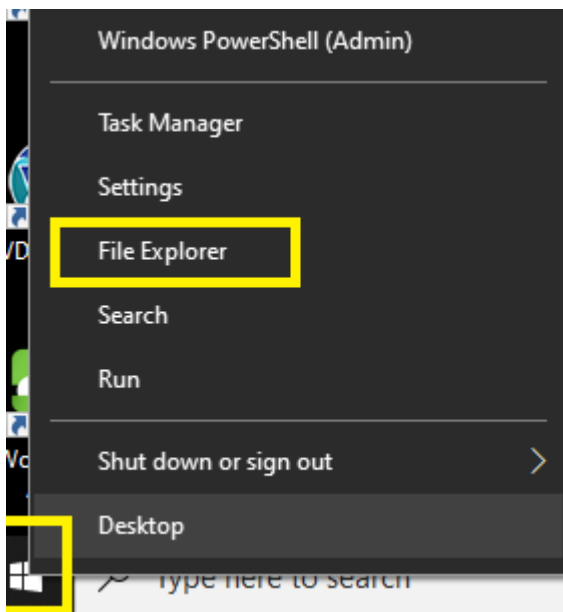
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Pinning an application to your taskbar:

Find the application in the application list and launch it. Once the icon appears on the taskbar, right click on it, and select ***Pin to taskbar***.

To remove, right click on it again and select ***Unpin from taskbar***.



To access your files:

Right click on the Windows icon and select File Explorer from the list. If you'd like this on your task bar, click on the icon once it's launched and select Pin to taskbar.