When using the VMware View Client for Mac to run Identity Finder against your email and M drive for the first time you will need to download and install the client from www.ccsu.edu/its/downloads.

1. The VMware View Client is located in the Applications folder. Click to open.

2. The first time you run the client on a computer you will need to set up the server. To set up the server click the plus sign.
   
   If the server is already set up double click on the desktop.ccsu.edu icon and go to step 4.

3. In the Hostname box enter desktop.ccsu.edu and click Continue.

4. Enter your Blue Net account username and password, verify that the domain is set to ccsu_comp_srv, and click Continue.

5. Double click on the IDFinder icon.

6. The application will automatically log you in if you are running it on a computer connected to the campus network. When the OK button comes up click OK. You will then be presented with a Preparing your desktop message.

7. At the Microsoft Outlook 2010 Startup screen click Next.

8. At the Account Configuration screen click Next.

9. At the Add New Account screen click Next.

10. When your e-mail account has been successfully configured click Finish.

11. At the User Name screen click OK.

12. Minimize your Inbox and double click on the Identity Finder icon. Enter run as the password and click OK.
13. When your password has been successfully set click OK.

14. At the Identity Finder Update screen click OK.

15. Identity Finder has been configured to search your email and M: drive. Click Start to begin a search.

16. When the search has finished process the results as you normally would.

17. When you are ready to log off of the virtual desktop click on the Start button and click Log off.