

Welcome To Desktop as a Service (DaaS)



What is included?

- Why DaaS?
- Performance Dependencies
- DaaS Network Recommendations
- How to set up DaaS
- Teams Set up
 - Internal Calling



Why DaaS?

- Any Device ~> Any Time ~> Any Place
- Supports cloud-first vision of Digital Transformation
- Low latency to cloud applications (e.g., 8 ms roundtrip to AWS 2.0)
- Enhanced **security controls** and assured update/patch delivery
- Rapid provisioning (e.g., PC delivered in hours versus days/weeks)
- Rapid PC break/fix solution
- Cloud resiliency
- Flexibility to better align specifications to user personas (Future State)
- Currently there are two versions of DaaS (MyDesktop and My-Desktop).
 Know Your Desktop and to understand what is available is to know the
 desktop you are assigned. Go to your VMware Workspace ONE Catalog
 which is locate at https://fnma.vmwareidentity.com.

Use Cases:

Employees

- Preference for BYOD
- Resiliency/Short-Term Use

Contractors / Consultants / MSPs

- Eliminates Need to Carry Employer & Fannie
 Mae PC
- Eliminates Logistics in Shipping Physical PCs

Targeted Personas

 Enables PCs Deployed with Targeted Tools (Future State)

Performance Dependencies

DaaS is a graphical representation only of the FM Windows OS hosted in the cloud (Microsoft Azure). No file content or data is exchanged with the personal device. Therefore, a solid home network is critical for an acceptable DaaS user experience.

The most common causes of performance issues:



Home Wi-Fi – poor signal strength or too many users



Personal PC – multiple applications running in the background taxing CPU/Mem, improper audio device selected or not configured, multiple users logged on simultaneously



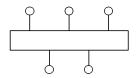
ISP – slow or poor performance



Teams audio issues – wrong audio device selected on vendor laptop or personal pc; mic/headset not properly configured



MS Teams Feature Set – Not all features are available in the MS VDI Teams offering for any VDI vendor. Out of VMware/FM control. Improvements keep coming



Home LAN – outdated equipment, user unaware of what is connected, **bad network** cables causing errors, etc.



Vendor supplied Laptop – firewall settings, **conflicting VPN clients**, older hardware



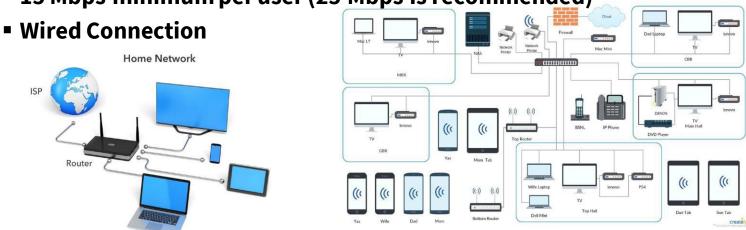
DaaS Network Recommendations

- Strong Home Network
- Two main Requirements
 - How are you using the Internet?
 - How many are using the Internet?
 - People and things

Internet Bandwidth vs. Speed

 Think about the internet like a road and the data like the cars on the road. Internet speed is the speed at which the cars can travel, and Bandwidth is the number of lanes they have.

■ 15 Mbps minimum per user (25 Mbps is recommended)



Concurrent Users	Concurrent Devices	Minimum Bandwidth	High Usage Bandwidth
1-2	<10	25 Mbps	100 Mbps
2-4	10 – 30	100 Mbps	300 Mbps
5+	30+	300 Mbps	1 Gbps

Horizon DaaS- Setting Up Your Desktop

The below chart provides guidance on the OS requirements needed to set up the VMware Horizon client

DaaS Hardware and OS requirements

Horizon Client	Hardware requirement	OS level
Mindows	Models: All x86 or x86-64 Memory: At least 1 GB of RAM Note: Microsoft Surface devices may not perform well with DaaS due to hardware limitations	Windows 10 and Windows 11
Mac	Memory: At least 4 GB of RAM	macOS High Sierra (10.13) macOS Catalina (10.15) running on a 64-bit Intel- based Mac macOS Big Sur (11) macOS Monterey (12) macOS Ventura
Apple iOS	The iOS device on which you install the Horizon Client, and the peripherals it uses must meet certain system requirements.	iOS 13.x iOS 14.x iOS 15.x iPadOS 13.x iPadOS 14.x iPadOS 15.x
Android		Android 5.0 (Lollipop) or later
64-bit x 86-based, 32- bit x 86-based, 64-bit ARM-based, and Google Play store devices	Note: Due to the high number of varying platforms, there may be other versions not listed that may be required. Please refer to the <u>VMware downloads page</u> for more details.	
Chrome	N/A	Chrome OS 75 or later



Welcome to Fannie Mae

The below instructions will help ensure a successful setup of your Fannie Mae Virtual laptop. If you have any questions or concerns during the install process, **join us every Tuesday at 10am ET for a DaaS onboarding workshop**. You can proceed with the setup of your virtual laptop at any point on or after your **official start date** with Fannie Mae using these instructions.

Microsoft Teams meeting

Join on your computer or mobile app

Clickhere to join the meeting

Join with a videoconferencing device

fnma@m.webex.com

Video Conference ID: 118 372 322 5

<u>Alternate VTC instructions</u>

Or call in (audio only)

<u>+1 443-529-0385,,130415098#</u> United States, Baltimore

Phone Conference ID: 130 415 098# Find a local number | Reset PIN

IMPORTANT: This call may be recorded by Fannie Mae for business purposes. By participating in a recorded call, you consent to being recorded. If you do not wish to be recorded, do not participate in the call.

Learn More | Meeting options

What is needed:

- 1. User ID and Temporary Password provided by your **Fannie Mae POC overseeing your work**.
- 2. Contractor ID and Pin provided by your Fannie Mae POC overseeing your work.
- 3. Request **two** Bypass codes from the CSC **(844-752-1234, Option 2)** to connect to VMware Horizon. **(Note: The codes expires when used 1 time(s) or in 60 minutes.)**
- 4. Chrome browser or Internet Explorer must be installed on your personalor vendor provided device . The Edge browser is not recommended.
- 5. Review the enclosed <u>DaaS hardware requirements</u>, this describes the VMware Horizon client needed for your device
- 6. Follow the 10 steps to completely setup your virtual DaaS machine..

Tips:

- 1. We recommend to save documents to your OneDrive or SharePoint
- 2. Always use the Log off button to exit DaaS from your personal device
- 3. Join the Virtual Desktop Learning Community to hear about How to tips and ask questions

The below process will connect you to Fannie Mae's network for the first time to complete your Virtual PC set up

 Click the link below to start the download. https://my.vmware.com/en/web/vmware/downloads/

info/slug/desktop end user computing/vmware horizon clients/horizon 8

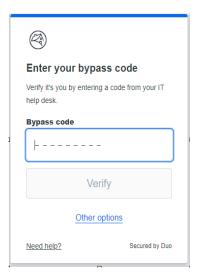
a. Select any version between 2206 and 2212.1



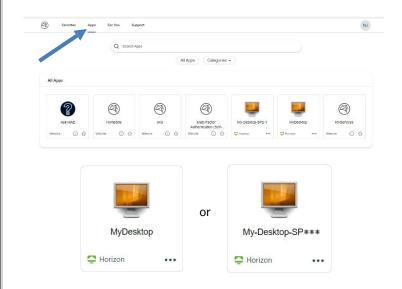
- b. Look under Product and go to Windows, Mac, etc. and click **Go to Downloads** on the right- hand side
- c. Select any version **between 2206 and 2212.1 Note:** *DO NOT select most recent version 2303, since it is not compatible with our environment currently.*
- d. Select Download Now
- Go to the following link: https://fnma.vmwareidentity.com
 enter your LDAP UserID and Password, click Sign In



3. Insert first Bypass code from the CSC (844-752-1234, Option 2). Reminder: Expires when used 1 time(s) or in 60 minutes.



- 4. Click **Verify**. Authentication completes and VMware Workspace ONE Customer Portal opens
- VMware Workspace ONE Catalog will open.
 The page may open on the Favorites tab, click on the Apps Tab. Locate your DaaS desktop Icon and click on the picture. This will automatically launch from the client.



Tip: Click on the ••• to bookmark the icon for future reference.



6. Enter your Fannie Mae Password and click on **Sign** In.



7. The first time you open your DaaS desktop, add a **check mark** in the box and click on **Open VMware Horizon Client.**



8. FM's warning login appears, click OK.



- 9. You will see the welcome page with your name on it. There may be a black screen for some time as it connects.
- 10. As your DaaS desktop loads you will see the Welcome window popup. When your desktop loads, you will see the Horizon Client Menu Bar at the top of your desktop.



DaaS desktop is ready to use after the internet connection window disappears and Teams Launches

Quick Tips:

- No ZPA or Citrix NetScaler is needed. Connection to DaaS is through the internet.
- 2. You should log off your MyDesktop DaaS at the end of each business day.
- 3. You should log off your My-Desktop DaaS at the end of each business week.
- We recommend to save documents to your OneDrive or SharePoint
- 5. Always use the Log Off icon to shut down the DaaS Virtual Desktop



Alternate Connection If you are unable to install the VMware Horizon Client (Pages 8 - 9)

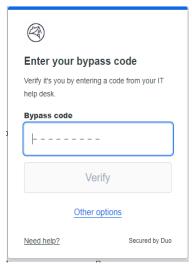
You can use the following alternate method to access your DaaS machine. It is highly **recommended to install the VMware Horizon Client** as soon as possible, this will ensure the best virtual DaaS experience.

 Use the following URL to access Fannie Mae's DaaS from your browser. http://fnma.vmwareidentity.com/

 Process your DUO, Multi-Factor Authentication request (this is the initial one-time process).
 enter your LDAP UserID and Password, click Sign In



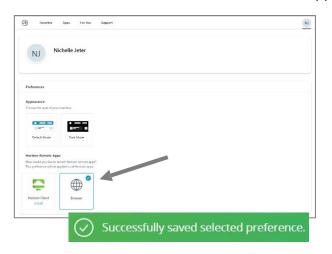
3. Insert first Bypass code from the CSC (844-752-1234, Option 2). Reminder: Expires when used 1 time(s) or in 60 minutes.



 Click **Verify** and Authentication completes, and VMware Workspace ONE Customer Portal opens. From the Customer Portal, click on your initials in the upper right-hand corner and select Account



6. Select **Browser** under Horizon Remote Apps



7. Select the **Apps tab** at the top of the catalog page and click on the Desktop Icon assigned to you.



Horizon DaaS-Setting Up Your Desktop

8. Enter your Fannie Mae Password and click on **Sign In**.



9. FM's warning login appears, click **OK**.



- 10. You will see the welcome page with your name on it. There may be a black screen for some time as it connects.
- As your DaaS desktop loads you will see the Welcome window popup. When your desktop loads, you will see DaaS Session Launched as Browser.



Note: Select No



DaaS desktop is ready to use after the internet connection window disappears and Teams Launches

Quick Tips:

- 1. No ZPA or Citrix NetScaler is needed. Connection to DaaS is through the internet.
- 2. You should log off your MyDesktop DaaS at the end of each business day.
- 3. You should log off your My-Desktop DaaS at the end of each business week.
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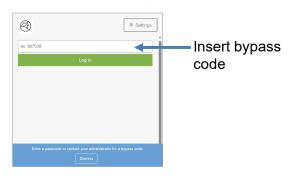
Complete DUO Multifactor Authentication (MFA) – Activate Preferences for Smart Phone

Install the **Duo Mobile** app on your smart phone using **Play Store** or **App store**, **search for DUO Mobile** and **install**.

Open Chrome browser or Internet Explorer, and from HomeSite, click **Useful Links** and select → **Multi-factor Authentication Self-Service Portal (DUO)**

3. Insert second Bypass code from the CSC (844-752-1234, Option 2). Reminder: Expires when used 1 time(s) or in 60 minutes.

Multi-Factor Authentication



2. Click on the **blue gear** box icon and click **Activate Duo Mobile**

Multi-Factor
Authentication

Settings

My Settings & Devices

Generic Smartphone



3. Click on the appropriate type of smart phone, click **Continue**



4. Click I have Duo Mobile



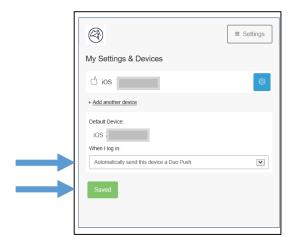
A **QR Code** will appear on your computer screen. Open your **Duo Mobile** application: tap +button and scan the QR code/barcode. (*Hold device camera to screen*)

Alternatively, you can use the emailed link option.

5. Click **Continue** once the green check mark appears.



6. The screen below will display this is your confirmation you've set your authentication preference to push Confirm Automatically send this device a Duo Push is noted



Click Save to continue, and click Finish Enrollment

Step 2: Changing your Fannie Mae password

The below process **MUST** be completed within the **first 7 days** of receiving your temporary login or you will be locked out of Fannie Mae's applications

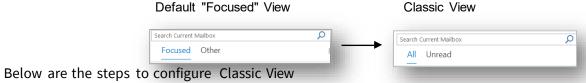
- 1. Launch the Microsoft Edge browser from the task bar. Your default home page will be **HomeSite**.
- 2. In the address bar, type **FM.identitynow.com** (do not type https://)
- 3. Login to **IdentityNow** using your Fannie Mae credentials (from the 1-pager print-out)
- 4. Create your 6 security questions. All answers must be at least 4 characters long.
- 5. Select My Passwords and then select Update.
- 6. Create a new password aligned with the following complexity requirements:
 - is exactly 8 characters long
 - contains an Uppercase letter
 - contains a Lowercase letter
 - · contains a number ranging from 1-0
 - contains at least one of the following special characters:

- 8. Once submitted you must wait to receive an Account Updated message on the web page.
- 9. Proceed by locking your computer using the following keyboard combination: 👯 +L
- 10. Unlock your laptop using your new password
- 11. Please shred / destroy / cut up the 1-pager print-out with your old Fannie Mae credentials.

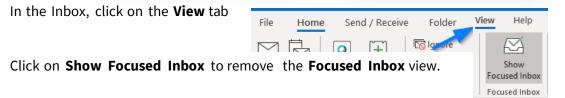
Step 3. Configure Outlook for emails

Note: Email retention in DaaS is set to 90 days. To find older mail, perform a search in All Folders.

- Open **Outlook**, and confirm your user ID (LDAP)@fanniemae.com > Click **Connect**
- Click **OK** on the message **Account setup is complete** 2.
- Outlook may take up to 20 minutes to complete the setup **Note:** Updating the different folders will appear on the bottom of the screen to indicate the process. You can continue working in Outlook during the setup.
- Recommend you create your email signatures
 - Ι. Open the Microsoft Edge browser, and from HomeSite, under Other Resources and select **Brand Center**.
 - II. Under the Use Our Brand section, go to email guidelines and click email signature
 - III. Look at the guidance and make sure to read each of the following sections on the page:
 - a. Signature for "new messages"
 - b. Signature for "Replies/forwards"
 - c. Signature Misuse
 - d. Do not use personal slogans.
 - e. At a glance signature do's and don'ts
 - How to update your signature in Outlook quickly and easily
- 5. How to adjust your view settings as needed.
 - The Focused Inbox (Focused / Other) is the default view. You can also use the Classic ١. **View** (All / Unread)



- - In the Inbox, click on the View tab



Step 4. Setting up OneDrive

OneDrive connects you to all your O365 files so you can share and work together from anywhere while protecting your work. Not only does is it offer secure storage and easy access to your work files from anywhere, but you can also work seamlessly across all your devices.

NOTE: By default, your OneDrive files are viewable only to you unless you share your files with others.

How to get to OneDrive in Office365

You will receive a screen that indicate you need to sign into OneDrive. Enter <u>UserID@Fanniemae.com</u> <u>and</u>

Password. Once sign in is completed, you will see a blue cloud on your systray located on the bottom right-hand side on your computer. This indicates your OneDrive is now completed.

From HomeSite:

- 1. Go to HomeSite.
- 2. Click the **OneDrive** link at the top right of the page.
 - a. If you see the Office 365 sign-in page, <u>click here</u> for instructions on how to sign-in.



From any Office 365 page:

- 1. Go to an Office 365 page, such as https://www.office.com/. If you see the Office 365 sign-in page, click here for instructions on how to sign in.
- 2. Click the app launcher at the top left of the screen.
- 3. Select the OneDrive tile.



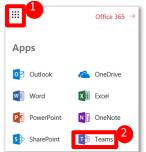
Step 5. Welcome to Microsoft Teams

Team is your primarily application for chats, internal calling and meetings

To access the Desktop, click on the Microsoft Teams icon



or



Open in any **browser**, go to **HomeSite**

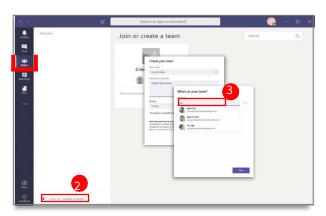
- 1. Go to App Launcher
- 2. Select Teams

Getting Started

Edit your profile and settings by clicking on profile icon(top right)



- 2 View the video to adjust your notifications
- 2. Join or Create a Team



3. Add members to new teams

TEAM CAPABILITY:

- -Up to 100 owners
- -Unlimited co-owners
- -5,000 members
- -1,000 Teams Meetings

Chat Up Your Team

Use chat for: Private Chat (1:1 or group) OR Team Chat

CHATCAPABILITY: Chats are persistent; up to 20 people per private group chat.

New Private Chat

- Click **New Chat** icon(next to search)
- Enter name of person or people> Type msg.

Reply to an Existing Chat

- 1. From the Teams section, click **Reply** under a thread
- 2. Compose a message >Press **Enter**
- Note: To Add people click i lon.
- **BEST PRACTICES:** Use @mention to flag an individual, team or channel.

Key Chat Commands

Making Internal Call in Teams

Start a call from a chat in Teams

You can launch calls a group chats:

- 1. From your chat list, tap New chat in the header and enter a name or names.
- 2. From a chat, tap Video call or Audio call. The person you're calling can answer from their desktop or mobile app.

Note: External Calling is currently not available

How to Join a Meeting in Teams

How to Start or Join a Teams Meeting
All the Ways to Join a Teams Meeting
Meet in a Channel

Roles in a Teams Meeting

Meet Now - Turn a Chat Into a Meeting

Customize Your Teams Background



Sharing Content During a Meeting

Teams provides the capabilities needed to run an effective meeting. Keep members engaged and

productive for a successful online meeting.

Take Meeting Notes

Use Live Captions in a Teams Meeting

Sharing Content During a Meeting

Show PowerPoint Slides in a Meeting

Use Whiteboard in a Teams Meeting

Multitasking in a Teams Meeting

Share content Screen Window Window Microsoft Whiteboard Collaborate on a writeboard PowerPoint ① Van Arsdel Quarterly Sales Q3 Vision Sales Analysis Report

Teams Log In Tip



After each Monthly Patching cycle, you will have to log back into Teams.



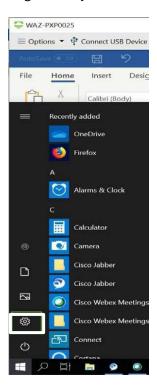
No need to log back in unless you are issued a new desktop.

Step 6: DaaS Setup for Webcam and Microphones

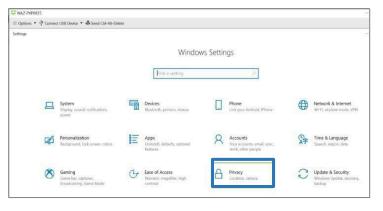
Follow the below step to setup your Video and Microphone show in Webex or Teams Meetings. It is recommended to use headset and not laptop speaker as audio.

Webcam Setup

- 1. On your personal desktop: Click on the Window icon
- 2. Navigate to System Settings



3. Click on Privacy Settings



4. Click on Camera on Camera under App Permission, turn Allow apps to access your camera & Allow desktop apps to access your camera to On



 After updating privacy setting, launch WebEx meeting on your DaaS desktop. Once opened, click the three dots, select speaker, microphone and camera and then verify USB Video Device VDI is an option.



6. You can stop your Video by clicking on the video icons.

Step 7: DaaS Setup for Webcam and Microphones-Cont'd

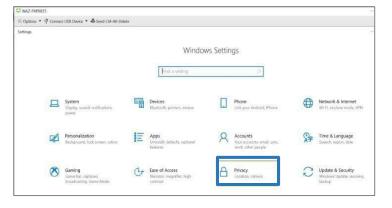
Follow the below step to setup your Video and Microphone show in Webex or Teams Meetings. It is recommended to use headset and not laptop speaker as audio.

Microphone Setup- Windows

- 1. On your personal desktop: Click on the Window icon
- 2. Navigate to System Settings



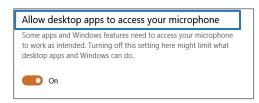
3. Click on Privacy Settings



4. Click on Microphone under App
Permission, turn Allow access to the microphone
on this device & Allow apps to access your
microphone to On



Stroll down for desktop apps settings



5. Close the Settings window

Microphone Setup- MAC

Apple icon> **system preferences** > security and privacy tab. Scroll down and select camera and give permissions to **horizon view app**, do the same for the Webcam.

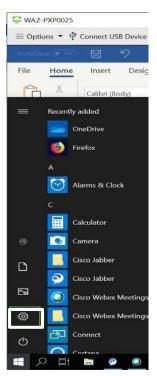
Horizon DaaS-Setting Up Your Desktop

DaaS Setup for Mouse Scroll

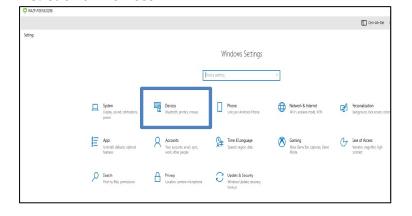
Follow the below step to setup your Mouse Scroll. Setup is only required on Windows.

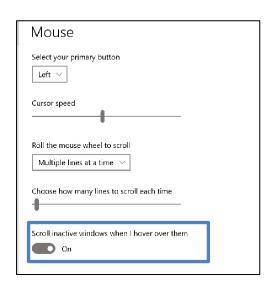
Mouse Scroll Setup - Windows

- 1. On your personal desktop: Click on the Window icon
- 2. Navigate to System Settings



3. Click on **Devices**





5. Close the Settings window

Software Delivery



MyDesktop delivers your software via a direct deployment as a virtual package. There is no Intelligent Hub on the virtual desktop

Note: Your software should arrive within 24 hours after approval of your MyServices Request.

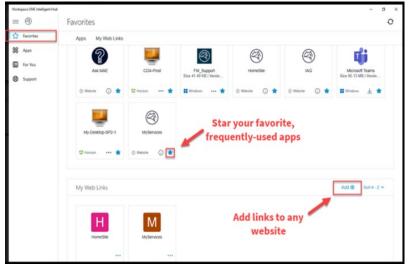


My-Desktop delivers your software via Intelligent Hub. This can take some time depending on the number of applications you use.

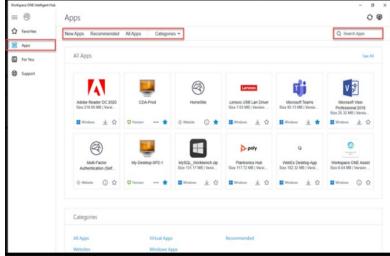
Note: Install one at a time.

- Launch the new Workspace ONE Intelligent Hub software application from the Windows Start menu, by searching for it using the Windows magnifying glass, or by double clicking the icon from your taskbar.
- 2. Navigate to **Apps** from the left-hand menu.
- 3. Search or browse for your MyServices-requested software.
- 4. Click the **Install** icon.

Reviewing Software and updates



Favorites: Add your favorite apps or websites to the Intelligent Hub app

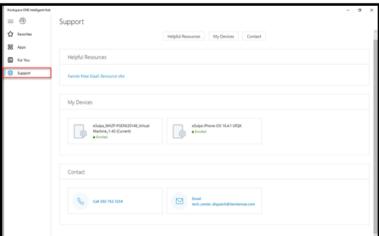


Apps: Search for apps, view apps by category, or see a list of all your apps

Pending Updates & Support







Support: View helpful resources, get information for your other Intelligent Hub-connected devices, or contact support personnel

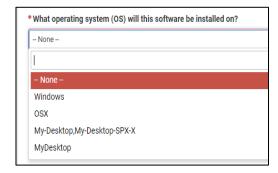
Additional Software

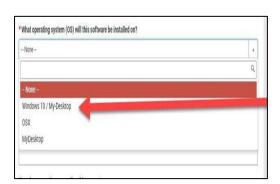
If you request additional applications on your virtual desktop, a <u>MyServices Software Installation</u> request must be submitted.

NOTE: Not all applications are available

To request additional software;

- 1. Go to Homesite > MyServices
- 2. In the search field, type **Software Installation**
- 3. Fill out request:
 - 1. Under What operating systems (OS) will this software be installed on?
 - 2. Select MyDesktop, My-Desktop, or My-Desktop-SPX-X finish form
 - 3. Select Order.





DaaS Log Off Best Practices

To maintain maximize resource functionality and execute maintenance processes:

- DaaS sessions will automatically disconnect after 12 hours (but not log off).
- To log back on, go to https://fnma.vmwareidentity.com/, authenticate, sign back in and relaunch

Your Desktop

Log Off



It is required with your desktop that you Log Off at the **end of your working session**, at minimum at the end of your day.

If the desktop is not logged off daily, this can cause a delay or inability to reconnect back to your desktop

Steps to log off

- From the DaaS desktop
- Double Click on the Log Off button.



My-Desktop-SP*** ♣ Horizon

Your desktop has a recommendation to **log off once per week**, and **reboot once per week**. We recommend that you do the log off mid-week at the end of your day, and reboot at the end of your work week at the end of your day.

This desktop will automatically log off after 7 consecutive days without a log off or reboot. It does not care what you are doing when that timer hits, it will reboot.

Steps to log off

- From the DaaS desktop
- Double Click on the Log Off button.



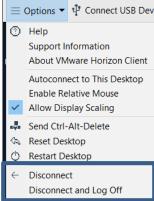
Steps to reboot

Click Start > Power > Restart

Disconnect

Do not use Disconnect or Disconnect and Log Off from the option pull down menu.

This action can cause a delay or inability to reconnect back to your desktop.



Your Desktop





Webex App

Not Available. Effective February 2021. **No Fannie Mae number are being assigned to new contractors** on the Webex app

Available and with limited functionality You can not schedule a Webex meeting, but you can join a Webex meeting.

Effective February 2021. No Fannie Mae number are being assigned to new contractors on the Webex app

Microsoft Teams

All meetings are now Microsoft Teams. Internal calling is available in **Microsoft Teams** and **external calling is done via your personal device or vendor provided phone**

Some users will not see virtual backgrounds or Teams meetings pop outs with their DaaS desktops. MS Teams and VMware are making changes. You have the ability to access the online version on Teams using a browser on the DaaS desktop to access those features

Webcam, Mic, and Monitors

Microphones - It is recommended to use a headset wired to their host device.

If you use your computer audio and your main audio it may echo, below are some items they can Minimize the echo:

- · Check the output of the speakers
- Check the host device & Microphone
- Balance the speakers output and microphone output if there is an echo. Everyone setting may be different.

For your Monitors, the setting is on your BYOD to adjust the display and double monitors