

Logging off or Disconnecting from Workspace or COSA Desktop.....	2
How to Disconnect from Virtual COSA Desktop Without Logging off.....	2
Logoff and Disconnect from Virtual CoSA Desktop Options .....	3
How to Disconnect from Application in Workspace .....	4

LOGGING OFF OR DISCONNECTING FROM WORKSPACE OR COSA DESKTOP

*THE PROVISIONS OF COSA'S ADMINISTRATIVE DIRECTIVES 7.4A: ACCEPTABLE USE OF INFORMATION TECHNOLOGY IS APPLICABLE TO COSA VIRTUAL DESKTOPS AND WORKSPACE.*

Recommended best practice is to logoff your virtual COSA Desktop when your work is done.

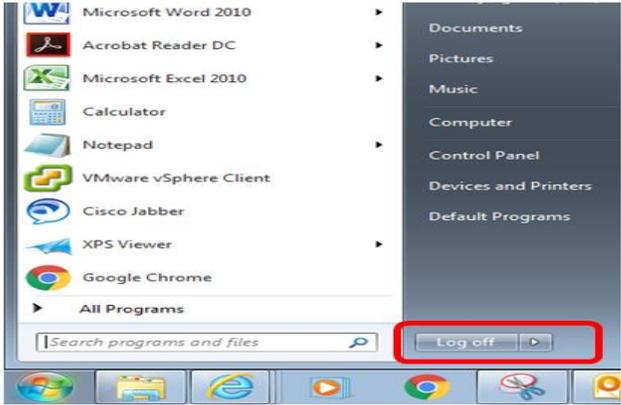
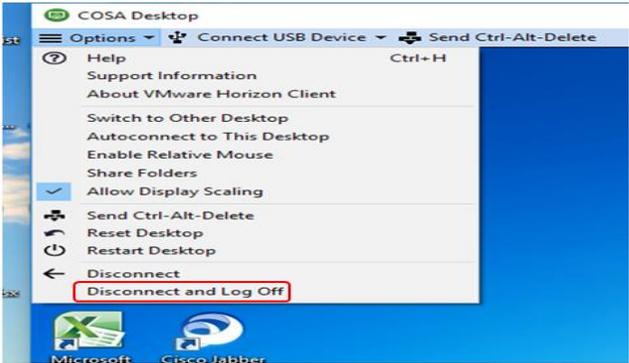
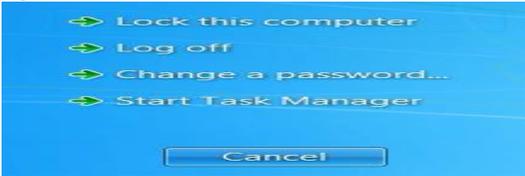
One of the provisions of AD 7.4A is to log off at the end of your work day. If you only disconnect from the virtual COSA desktop without logging off, applications in the desktop and session will remain open and active.

*Note:* The Windows key combination Ctrl+Alt+Del is not supported in remote desktops. Therefore, to use the equivalent of pressing Ctrl+Alt+Del, click the **Send Ctrl+Alt+Delete** button in the top menu bar of your virtual COSA Desktop. Alternatively, in most cases, you can press **Ctrl+Alt+Insert** from keyboard.

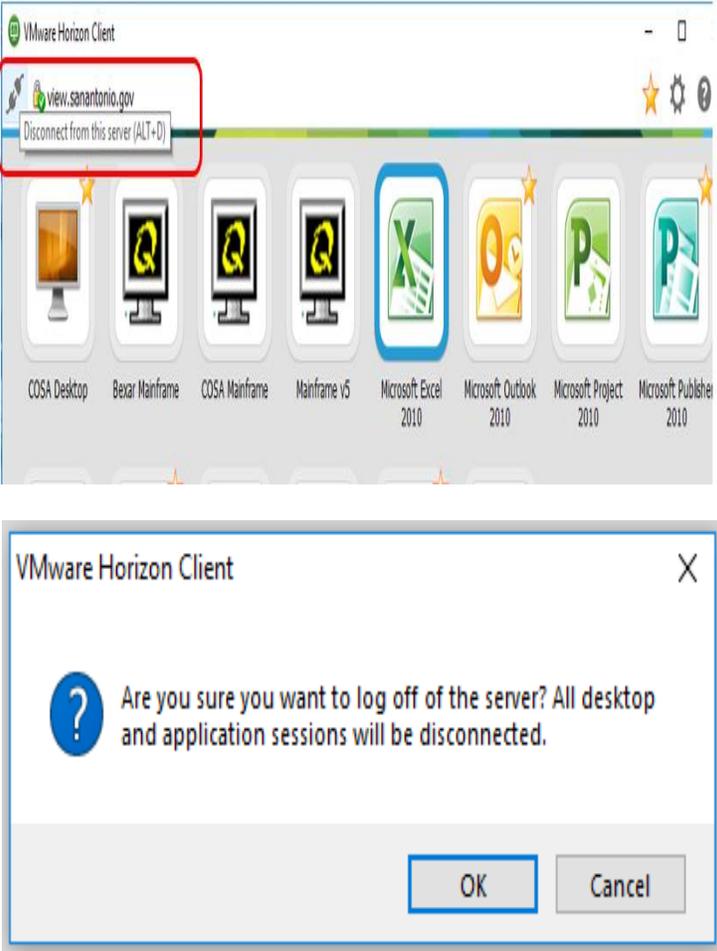
HOW TO DISCONNECT FROM VIRTUAL COSA DESKTOP WITHOUT LOGGING OFF

<p>From the virtual COSA Desktop window</p>	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"><li>▪ Click the <b>Close button</b> in the corner of the Desktop window.</li><li>▪ Select <b>Options &gt; Disconnect</b> from the menu bar in the desktop window.</li></ul>  <p>The screenshot shows the COSA Desktop interface. At the top, there is a menu bar with 'Options', 'Connect USB Device', and 'Send Ctrl-Alt-Delete'. The 'Options' menu is open, displaying a list of actions: Help (Ctrl+H), Support Information, About VMware Horizon Client, Switch to Other Desktop, Autoconnect to This Desktop, Enable Relative Mouse, Share Folders, Allow Display Scaling (checked), Send Ctrl-Alt-Delete, Reset Desktop, Restart Desktop, Disconnect (highlighted with a red box), and Disconnect and Log Off. The desktop background is blue with icons for Microsoft Excel and Google Chrome visible at the bottom.</p>
<p>From the Desktop and application selector window</p>	<p>In the upper-left corner of the desktop and application selector window, click the <b>Disconnect from this server</b> icon and click <b>OK</b> in the warning dialog box.</p>

LOGOFF AND DISCONNECT FROM VIRTUAL COSA DESKTOP OPTIONS

Options	Actions
<p><b>From within the Desktop</b></p>	<p>From your virtual COSA Desktop, use the Windows <b>START</b> menu to <b>Log Off</b></p> 
<p><b>From the top Menu Bar</b></p>	<p>Select <b>Options &gt; Disconnect and Log Off</b>.</p>  <p><i>Note: If you use this procedure, files that are open on the remote desktop will be closed without being saved first.</i></p>
<p><b>From the Menu Bar</b></p>	<ol style="list-style-type: none"> <li>1. Click - <b>Send Ctrl-Alt-Delete</b> and click <b>Log off</b></li> </ol>  <ol style="list-style-type: none"> <li>2. Click <b>Log off</b></li> </ol> 

HOW TO DISCONNECT FROM APPLICATION IN WORKSPACE

Options	Actions
<p><b>Disconnect from Application but not the Workspace or view.sanantonio.gov</b></p>	<p>Quit the application in the usual manner; by clicking the <b>Close</b> button in the corner of the application window.</p>
<p><b>Disconnect from the published application and the server</b></p>	<p>In the upper-left corner of the application selector window, Click <b>Disconnect from this server</b> icon and click <b>OK</b> in the warning dialog box.</p> 
<p><b>Close the application selector window, but leave the published application running</b></p>	<p>Click the Close button. The application selector window closes.</p>