



# Welcome to LANDESK Workspaces

LANDESK Workspaces is the new application for installing software and launching district websites. Here is link to view video on how to use Workspaces

<https://youtu.be/UIAvPvli7z4>

To access LANDESK Workspaces, simply double-click the LANDESK Workspaces icon located on the desktop.

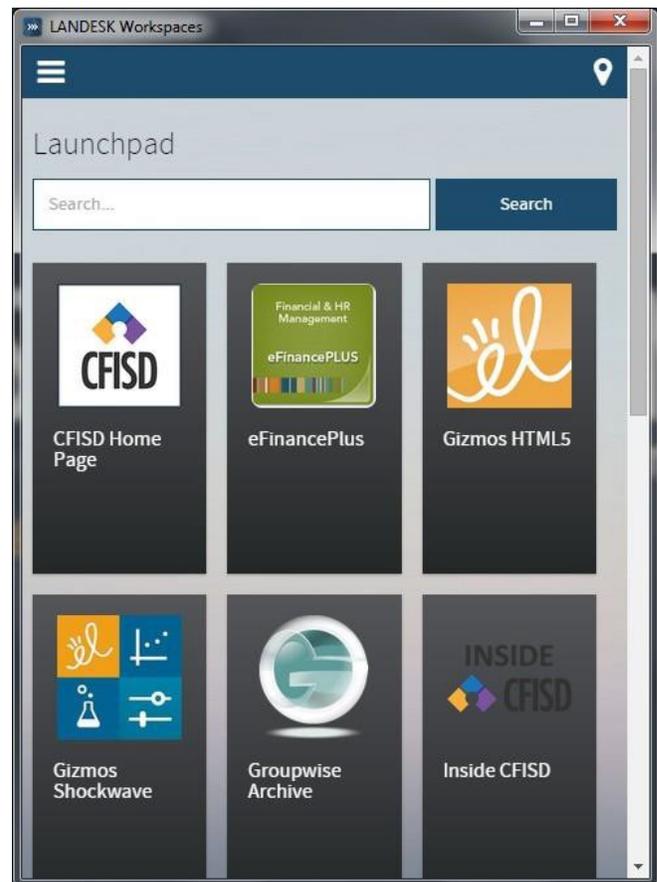


## Launchpad

While LANDESK Workspaces is similar to the ZEN window, there are some functionality changes overall.

When the window opens, you will be taken to the Launchpad. The Launchpad contains links that open in an Internet browser. It also contains drive mappings, such as the Map Global Drive option.

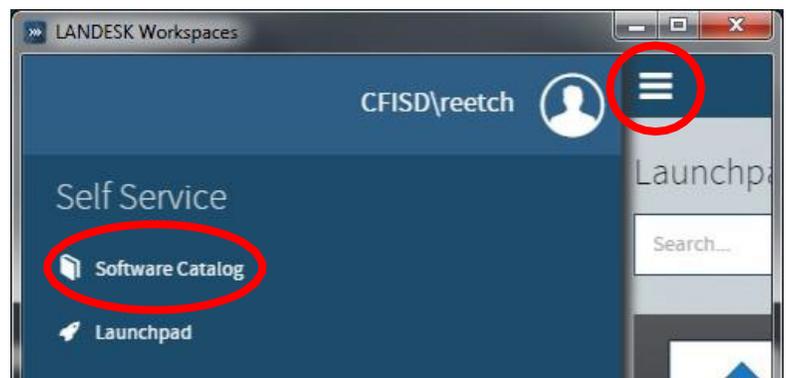
- 1) Scroll down using the scrollbar to the right to view available links.
- 2) To launch a link, simply click the icon for that link. An Internet browser will open and take you to the correct URL for the website.



## Software Catalog

Another important area of LANDESK Workspaces is the Software Catalog. This catalog includes software that does not come pre-installed on the computer.

- 1) To access the Software Catalog, click the three horizontal lines in the top left corner of LANDESK Workspaces.
- 2) Click Software Catalog.

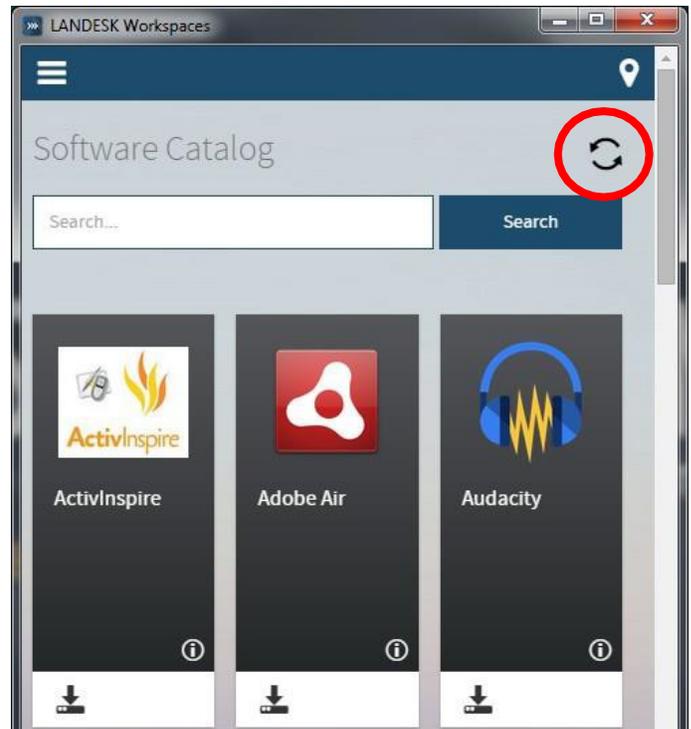


## Refresh Button

There are several things to notice about the Software Catalog.

First, there is a Refresh button (two arrows in a circle) on the right side. If you have made a request for new software in the Software Catalog and have been informed it is available, click this Refresh button in order to access the new software package.

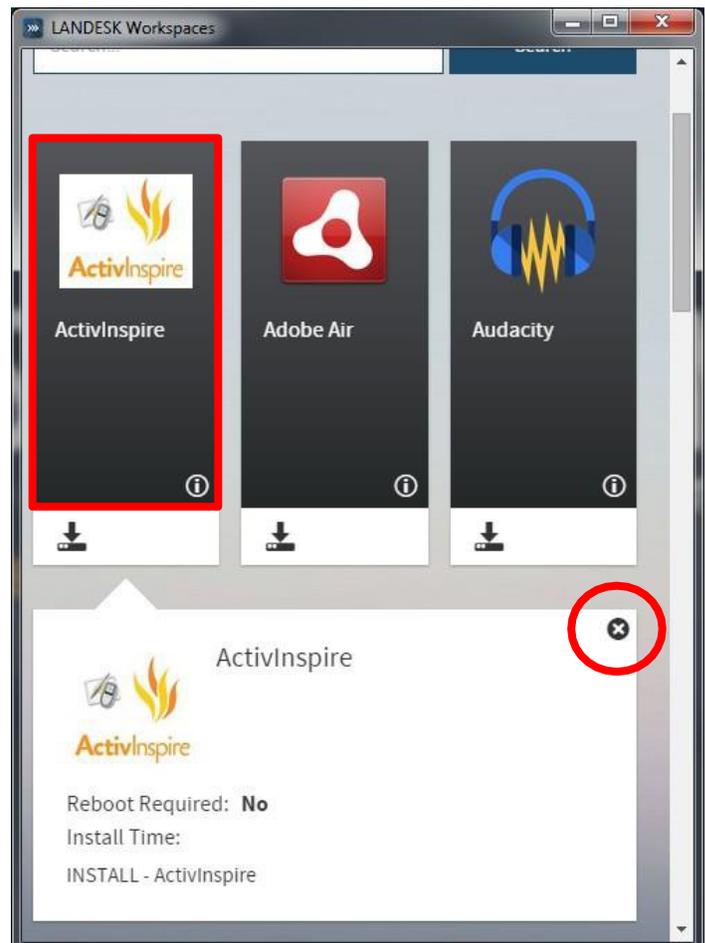
There is also a Search feature, which will be covered later in this document.



## Information Window

Each software has an information window available. There are two ways to access this:

- 1) icon has a small (i) in the bottom right corner. When it is clicked, a dropdown of the software opens and gives information regarding the software package.
- 2) This information will also display if you simply click the gray area of the software icon.
- 3) To exit out of this information box, click the X in the upper right corner of the information box or click the gray area of the software icon.



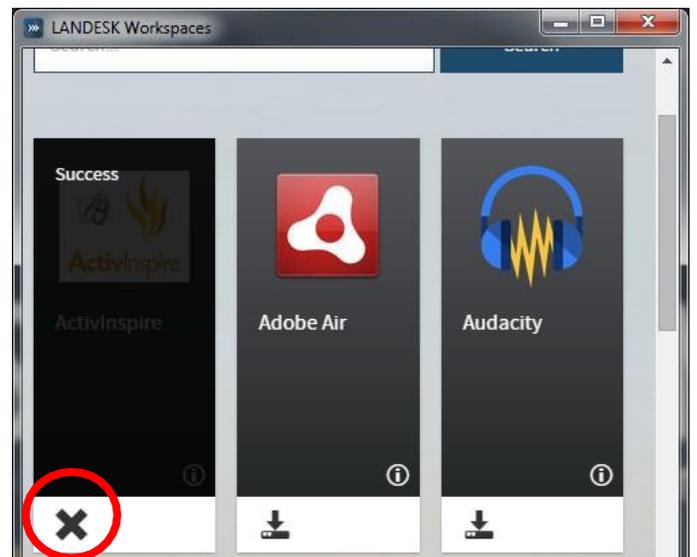
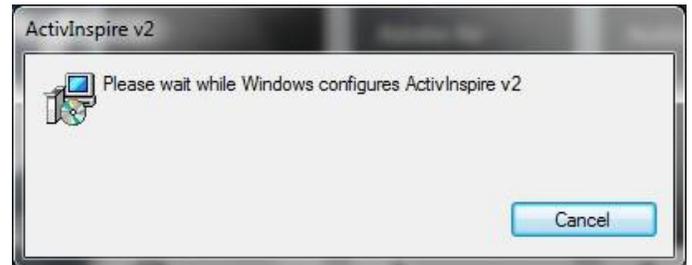
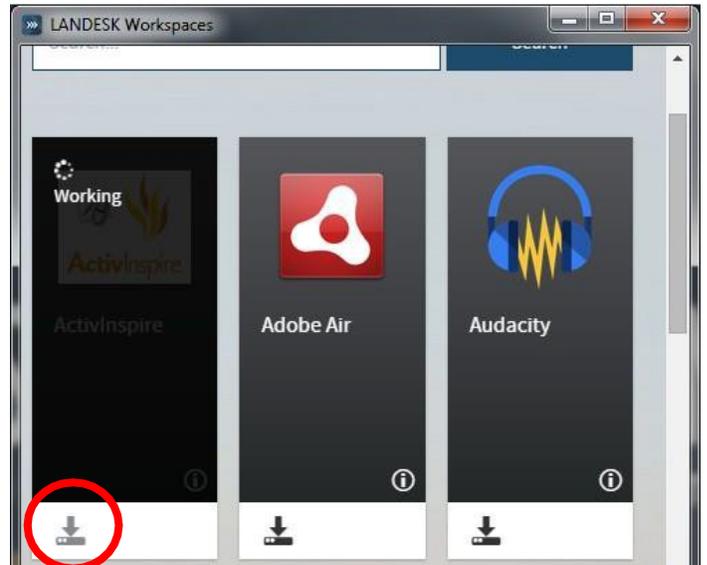
## Installing Software

To install a piece of software, click the down arrow located at the bottom of the software's icon. Messages will appear on the icon that can include "Working", "Downloading", and "Installing" during the installation process.

Several windows may appear during installation of the software. Please allow these windows to run in order to complete the software installation.

Either a desktop icon or a Start Menu icon will be available for each piece of software installed. **Unlike the ZEN window, software does not directly launch from the LANDESK Workspaces Software Catalog.**

Once the software has successfully installed, the icon for the software in the LANDESK Workspaces Software Catalog will be grayed out with a "Success" message. To remove this software from the Software Catalog (so as not to take up space), click the X at the bottom of the icon, or use the Refresh button (two arrows in a circle on the right side) to fully refresh Workspaces and remove the installed software from the catalog.

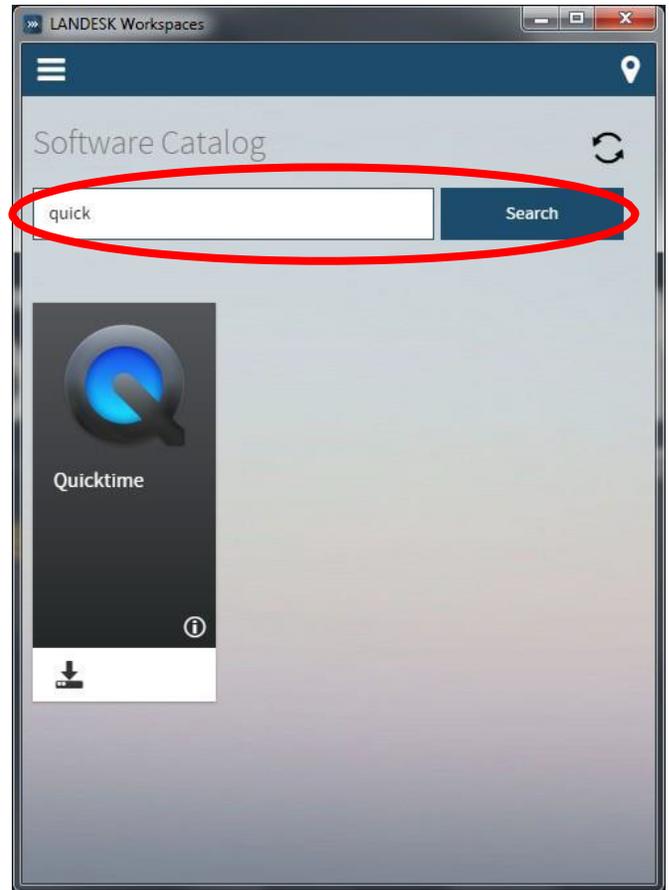


## Search Feature

The Search function is a nice feature available in both the Software Catalog and Launchpad of Workspaces. If there are a lot of icons available in your Workspaces, this can become very handy.

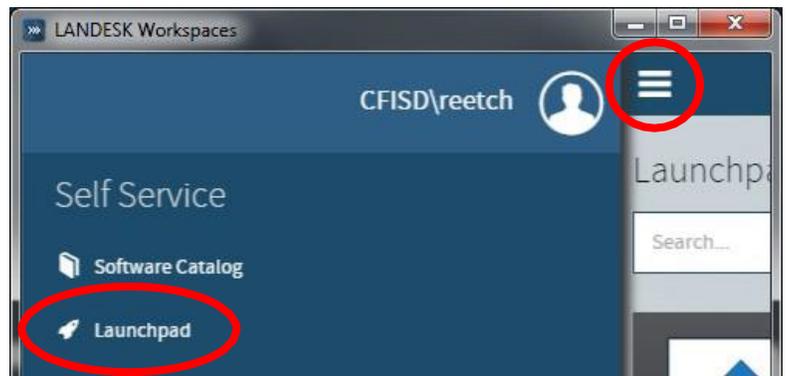
- 1) To use the Search feature, simply type the full or a partial name of the software you need. In the case to the right, the keyword “quick” was entered in the Search textbox
- 2) When the Search button is pressed, the Search results appear with the QuickTime software icon.

Once you are done with the software and need to see the entire Software Catalog or Launchpad again, simply clear out the Search text box and click the Search button again. All items will return.



## Returning to Launchpad

- 1) To move back to the Launchpad, click the three horizontal lines in the top left corner of LANDESK Workspaces.
- 2) Click Launchpad.



This has been your introduction to LANDESK Workspaces. As usual, contact your campus technician or the Customer Care Center by entering a Technology Service Request if you have any questions or issues. The Customer Care Center is also available at 281-897-4357.