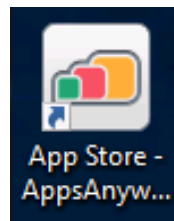


# USING APPSANYWHERE

AppsAnywhere is a method of installing and running software on your PC on demand. This means that you will have immediate access to a greater range of software from wherever you are within the University whenever you want it.

## LOGGING IN

In computer rooms, double click on the desktop icon

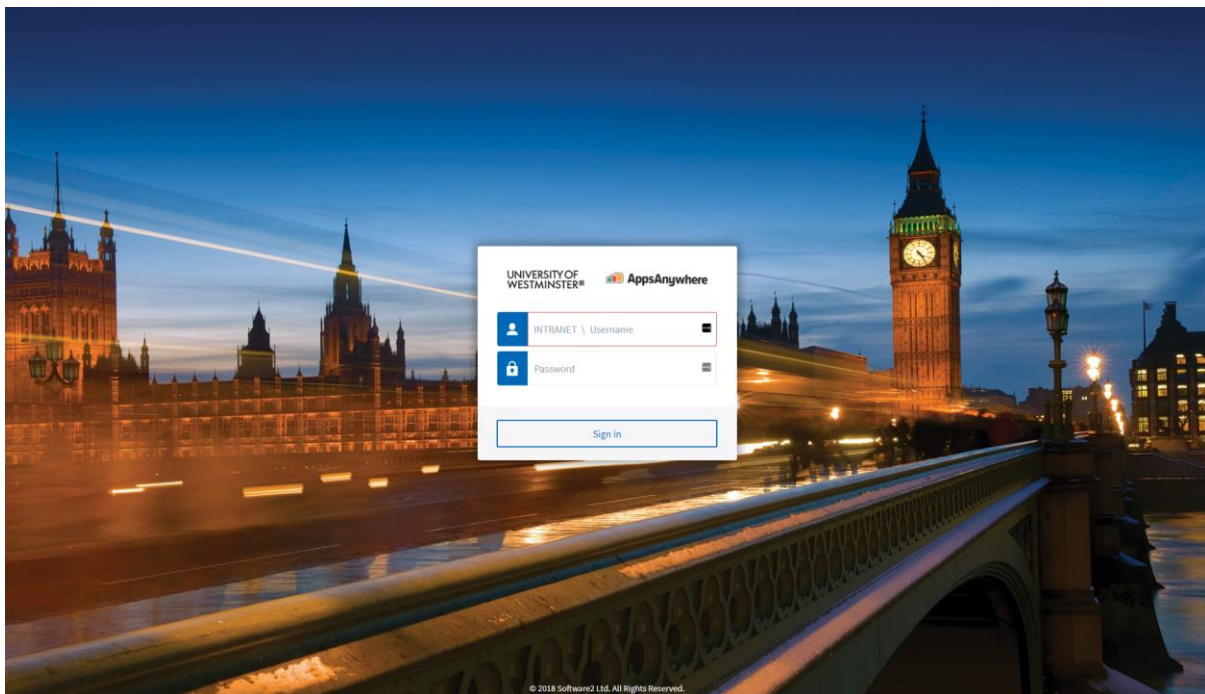


This will take you to the AppsAnywhere portal

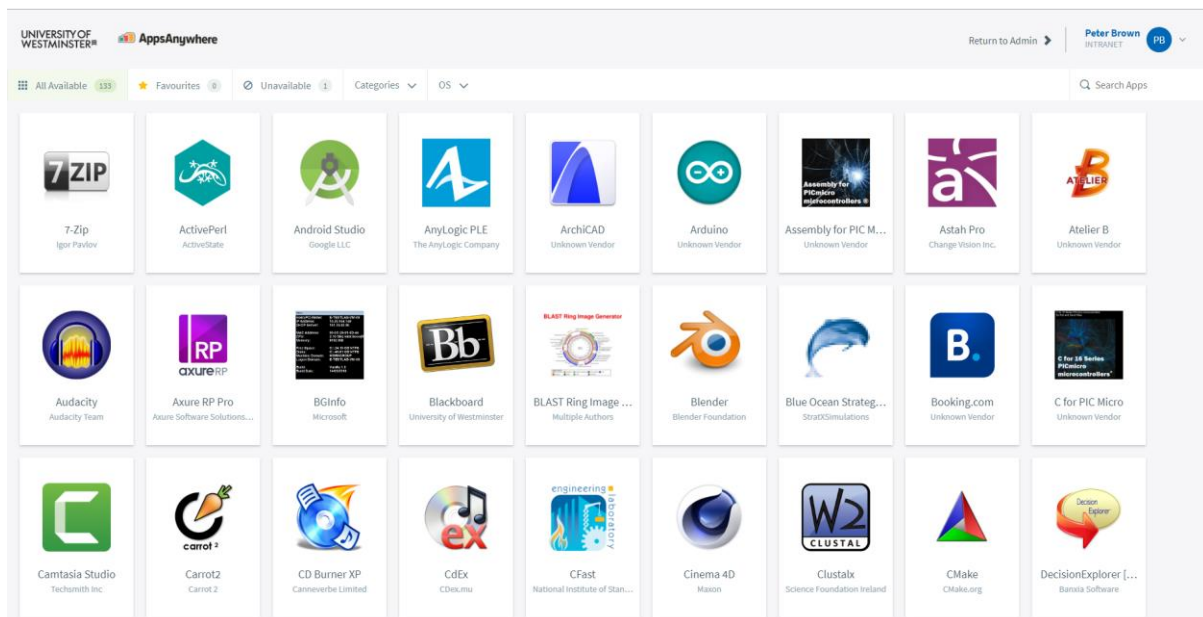
Alternatively, open up your favourite browser and go to:

<https://appsanywhere.westminster.ac.uk>

You will be taken to a login page where you will need to sign in with your normal University credentials.

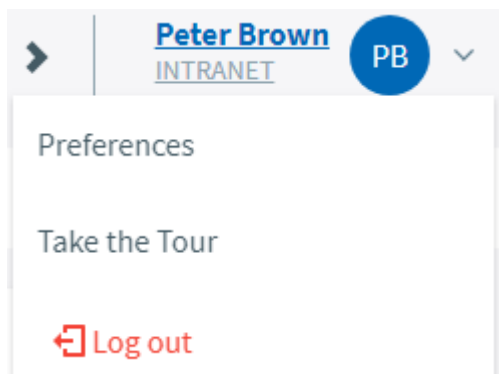


Once you have logged in, you will be presented with all the University applications



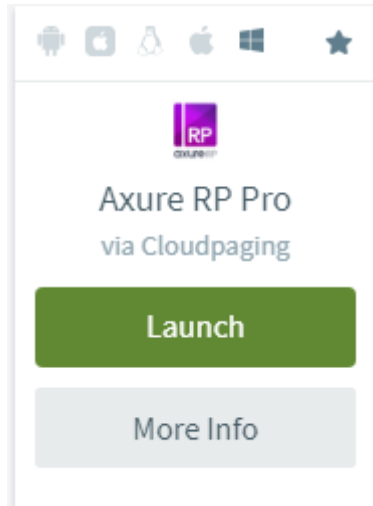
## TAKING THE TOUR

There is a brief tutorial available on how to use AppsAnywhere. To run it, hover your mouse over the down chevron at the top right hand corner of the screen and then click on Take the Tour.



## RUNNING AN APPLICATION

To run an application, move your mouse over the application you want to run and click on Launch. The More Info button will give you more information about the application you are about to run.

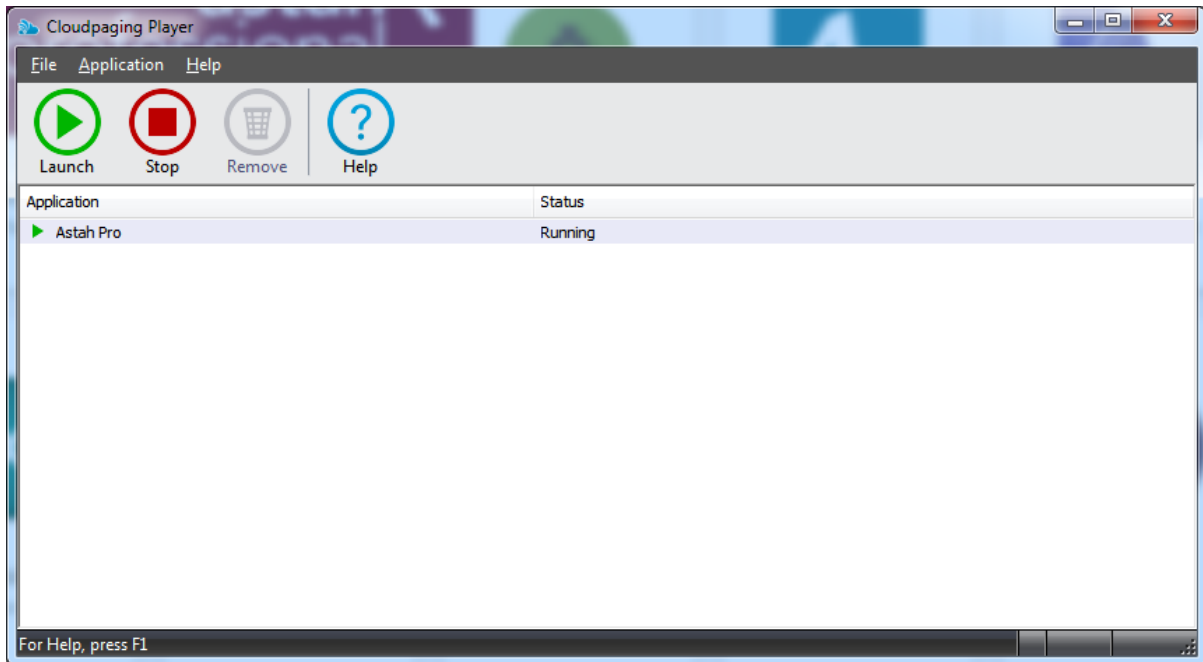


Some software may not be available to you due to license restrictions. You can read about this further by clicking on the **More Info** button for the application.

When you click Launch, the "Starting your app" window is displayed

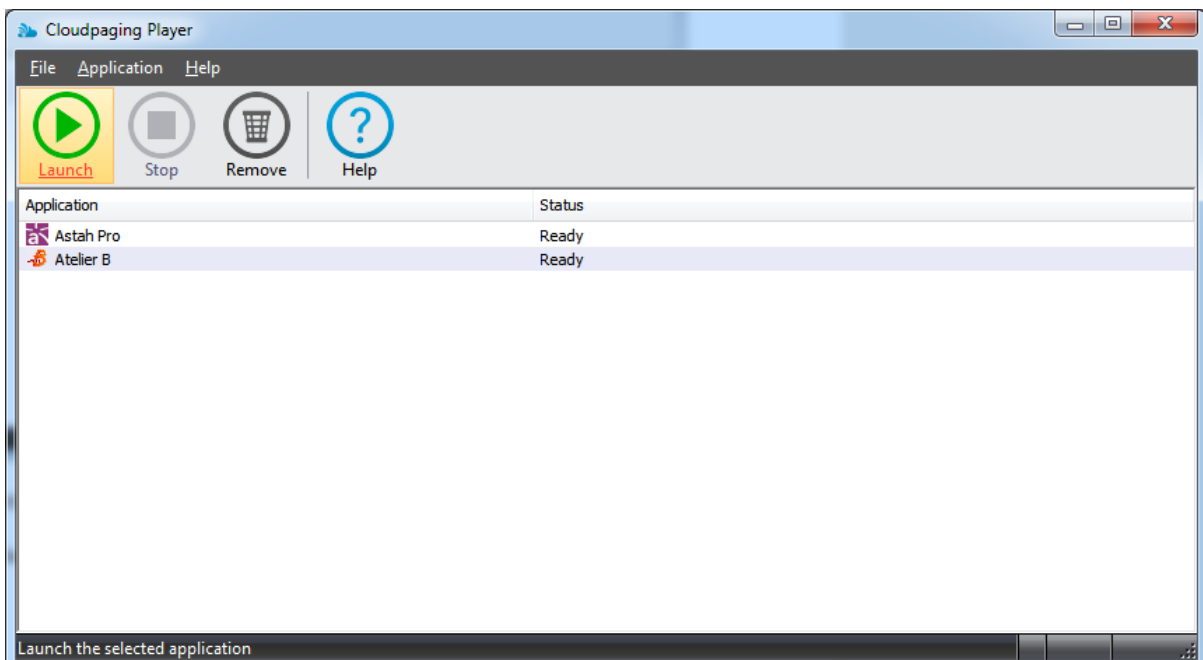


This will start the Cloudpaging player on this computer



When you launch an application for the first time, it will start caching to this computer whilst it is running.

In the future, on this computer, you will be able to launch the software directly from the Cloudpaging Player by selecting this application and clicking the Launch button



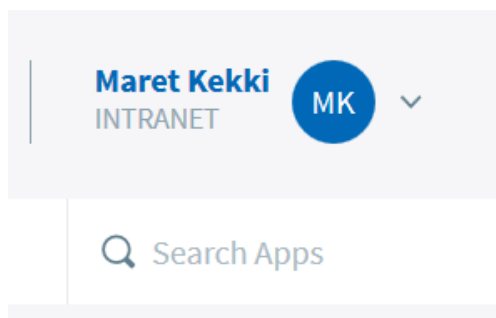
Once you have started an application for the first time, you will subsequently be able to launch it from the Start Menu.

If you use a different computer you will need to repeat the launch steps to use the application.

## FINDING YOUR APPLICATION USING SEARCH

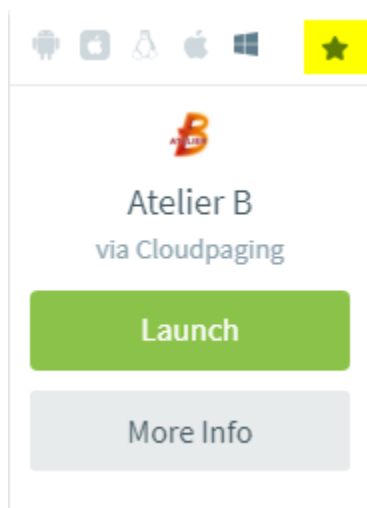
The AppsAnywhere portal has a search facility making it easier to find your application. Click on Search Apps in the top right hand corner of the screen and type in the name of the application you are looking for.

The search facility will start as soon as you have typed three characters. Both the application name and description are searched.



## USING FAVOURITES

You can use **Favourites** to quickly find the applications you most commonly use. To make an application a favourite, hover over the application and click on the star icon at the top right



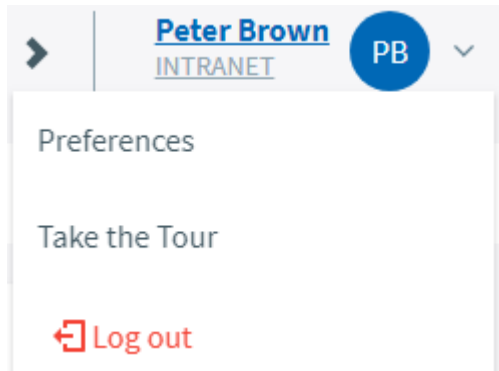
Then click on the **Favourites tab** to see your selection of applications



To remove an application from your favourites, click on the star icon again.

## CHANGING THE VIEW

AppsAnywhere allows you to view the Application Portal in three different ways. From the menu at the top right, click on **Preferences**



You can then select Simple Grid View (the default), Larger grid view which shows the descriptions of the applications as well as the icons and List View which shows all the applications as a list.

### Preferences

Layout

Simple Grid View

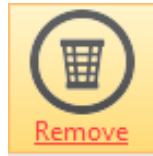
Show Tips

Save

Favourites and views are saved in your profile and are available wherever you log into the AppsAnywhere portal.

## REMOVING APPLICATIONS

To remove a piece of software from this computer, click on the remove icon within the Cloudpaging Player.



Once the software has been removed, you will need to select it from the AppsAnywhere Portal again if you want to re-run it.