

Horizon Workspace User's Guide

Horizon Workspace 1.8

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About the Horizon Workspace User Guide

The VMware® Horizon Workspace™ User's Guide provides information about using Horizon Workspace including Horizon Files in the Workspace user portal on the Web, on Windows and Mac computers, and on Android and Apple mobile devices.

This information is intended for users who have Horizon Workspace accounts setup for them by their Horizon Workspace system administrator.

Getting Started with Horizon Workspace

With Horizon Workspace, you can use your computer and mobile devices to securely access company applications and data. Your company's IT department creates a Horizon Workspace account for you and sets you up with the applications you need for work.

You can access your Workspace user portal from a Web browser, and you can download Horizon Workspace to your laptop, other computers, and Android or Apple mobile devices.

If the Horizon Files application is enabled, when you install Horizon Workspace for Windows or Horizon Workspace for Mac on your desktop computers, a Horizon folder is created. Folders and files you add to the Horizon folder are synchronized to your Workspace account and to any other device that is configured with Horizon Workspace. You can access your files from anywhere and at any time.

To begin working in Horizon Workspace across your devices, install the Horizon Workspace application on your devices.

Horizon Workspace Feature List by Device

The table lists the main features available in Horizon Workspace. Not all features are available on all devices.

Table 1: Horizon Workspace Features Available by Device

Function	Web User Portal	Desktop	iOS iPad / iPhone	Android tablet / Phone
Access to my files content	X	X From the Horizon Folder	X	X
Upload files	X	X Using the native file system	X	X
View version number	X		X	X

Table 1: Horizon Workspace Features Available by Device

Function	Web User Portal	Desktop	iOS iPad / iPhone	Android tablet / Phone
Preview	X	X Using the native file system	X	X
Access to History	X		X	
Favorites (Offline)	X		X	X
Notification	X		X	X
Create a Share	X		X	X
Create Public Share	X		X	X
Show Ignored Shares	X		X	X
Sync latest file	X	X	X	X
View Files Offline		X	X	X
Settings				
Change Profile picture	X			
Unlink Device	X	X	X	X
View Quota	X	X	X	X
Applications				
Web Apps	X		X	X
VMware ThinApp		X On computers running Windows OS		
VMware View Desktops	X		X	X
Horizon Mail				X On VMware-Ready devices with Switch

System Requirements

The following types of devices can be used to access Horizon Workspace.

Computers and operating systems	<ul style="list-style-type: none"> • Apple Mac OS X 10.7 or later <hr/> <ul style="list-style-type: none"> • Microsoft Windows XP SP3 32-bit • Microsoft Windows XP SP2 64-bit • Windows Vista 32- and 64-bit • Windows 7 SP1 32- and 64-bit • Windows 8 Pro and Enterprise 32- and 64-bit <p>You must have administrator privileges on your computer to install Horizon Workspace on your desktop.</p> <p>NOTE: Before Horizon Workspace can be installed, Internet Explorer 8 or later must be installed on computers running the Windows operating system.</p> <p><i>Viewing Horizon Workspace pages with Internet Explorer 8 might not display all elements on the page correctly. For best viewing upgrade to a newer version.</i></p>
Mobile devices	<ul style="list-style-type: none"> • Apple iOS 6.0 or later with Apple iPad® 2 or later, iPad Mini, and Apple iPhone® 4 or later • Android™ OS v2.3, 4.0, 4.1 • VMware-Ready devices* <p>*To see the list of VMware-Ready devices, go to www.vmware.com/files/pdf/VMware-ready-devices.pdf.</p>
Horizon Workspace for Windows network interface requirement	<p>If your company's network is set up behind a firewall, when working in Horizon Workspace on Horizon Workspace for Windows, disable all Internet connections on your computer other than the connection to your internal corporate network. This will make sure you can always connect to the Horizon Workspace server.</p>

You can view your Horizon Workspace user portal and your Web applications from any of these browsers.

- Mozilla Firefox (latest)
- Google Chrome (latest)
- Safari (latest)
- Internet Explorer 9 or later

If you use Internet Explorer to open Horizon View in a browser with Horizon HTML Access, the browser must be version IE 9 or later.

NOTE: *Viewing Horizon Workspace pages with Internet Explorer 8 might not display all elements on the page correctly. For best viewing upgrade to a newer version.*

Sign In to Your Account

Verify that you know the Horizon Workspace URL. Typically, you administrator sends you a welcome email with this information. You sign-in to your Horizon Workspace user portal to access your apps. You stay signed in until your session expires or you quit the application.

-
1. To sign in to your account, open a browser window and type the Horizon Workspace URL.
 2. Type your user name.
 3. Type your password.
 4. Click **Sign in**.

Sign Out of Your Account

When you are finished working in your Horizon Workspace user portal in the browser, you should sign out to prevent other users from viewing your account.

-
1. Click the down arrow next to your name.
 2. Click **Sign out**.
 3. Close the browser.


Working In Your Horizon Workspace User Portal

Horizon Workspace is a corporate workspace that makes it easy for you to access your organizations files and applications. The Horizon Workspace user portal provides secure access to applications that your organization enables for your use, and when the Horizon Files app is enabled, you have secure access to your data.

From the Horizon Workspace My Apps page, you can securely access these applications without reentering your sign-in credentials.

Add Applications to Your My Apps Page

You can manage which applications appear in your My Apps page. Applications that are available are listed in the App Center.

1. On your My Apps page, click **App Center**.
2. If you want to see specific types of apps, select the category from the column on the left.
3. To see a description of the app, select the app and click the  icon.
4. Click **Add App** to add the app to your My Apps page.

If the app does not have licensing requirements, it is added to our account and is labeled as New in your My Apps page. Apps that require the administrator to enable for your use are labeled as Pending.

When you open some applications the first time, you might need to register the application to activate the license your organization reserved for you. After the applications are registered you can launch them from your Workspace user portal My Apps page.

Remove Applications

Applications on your My Apps page that you do not use can be removed. When you remove an application from the My Apps page, it is still available in the App Center.

1. On your My Apps page, point to the application to remove.
2. Click the **X** in the right corner to remove the app.

The application is removed from the My Apps page.

NOTE: *If you reinstall an app that you previously removed on your computer or mobile device, clear your browser's cookies and cache before reinstalling the app. If you do not, when you launch the app, it might not open.*

Organize Your My Apps Page

When you are working in the Horizon Workspace user portal from your computer, you can drag and drop the icons on your My Apps page to rearrange the apps.

1. Select an application to move and drag and drop it to the new location on the page.

Using the Files Application

When you install the Horizon Files application, you can access files that you saved to your Horizon Workspace account on any device, from anywhere, and share these files with others.

When you install Horizon Workspace for Windows or Horizon Workspace for Mac on your desktop computers, a Horizon folder is created. Folders and files you add to the Horizon folder are synchronized to your Workspace account and to any other device that has the Files app installed.

Using ThinApp Packages On Computers Running Windows

When you install Horizon Workspace on a computer running the Windows OS, VMware® ThinApp® packages that you are entitled to appear on your My Apps page. ThinApp packages are Windows applications that are packaged as virtual applications. When you sign in to your Horizon Workspace account, these applications are synchronized to your Windows computer.

This synchronization creates **Desktop** and **Start** menu shortcuts, file-type associations, and an entry in **Add/Remove Programs**.

Accessing Citrix Published Applications From Your My Apps Page

Citrix published applications that are enabled for your use can be launched from your Horizon Workspace desktop and mobile devices. The user name and password you use to sign into Horizon Workspace is used to authenticate you on these apps.

You must have Citrix Receiver installed to use Citrix published applications. Ask your system administrator for information about downloading the Citrix Receiver.

Accessing View Desktops

When VMware® Horizon View™ desktop is enabled for your use, you can launch your Horizon View desktop directly from the your Horizon Workspace user portal. If the Horizon View Client software is installed on your computer, you can open your View desktop directly or if the View Client is not installed, you can choose to open the View desktop in a Web browser.

The Horizon View Client offers more features and better performance than viewing your desktop in a Web browser. For example, with the Horizon View Client software, sound is available when you watch videos. Sound is not available when your desktop is launched from a Web browser.

NOTE: *If you use Internet Explorer to access Horizon View from a Web browser, Internet Explorer must be version IE 9 or later.*

When you access your Horizon View desktop, you are not working in your Horizon Workspace account.

Change Your View Access Preference

To start working in your View desktop from Horizon Workspace, you can select to open the View Client on your computer or launch the View desktop in a browser.

By default your View desktop is configured to open in the View Client. If you do not have the View Client installed, you can change the default to open View in a browser.

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1. On your Workspace My Apps page on the Web, click the down arrow next to your name and select **Preferences**.
 2. To always open View Desktops in a browser, select **Browser**.
 3. Click **Save**.

Working In Horizon Files from Your Desktop


When the Files app is enabled, you can install Horizon Workspace for Windows or Horizon Workspace for Mac on your desktop computers. A Horizon folder is created on your computer and folders and files you add to the Horizon folder are synced to your Horizon Workspace account. You can access your files from anywhere and at any time.

Installing Horizon Workspace on Desktop Computers

Verify that your computer meets the software and hardware requirements before you install the application on your computer. You must have administrator privileges to install Horizon Workspace. If you do not, contact your system administrator.

Before installing Horizon Workspace on a computer running a Windows operating system, make sure that Internet Explorer 8 or later is installed.

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1. On your computer, open a browser and type the Horizon Workspace web address, your user name, and password to sign in to your Horizon Workspace user portal.
 2. Click the down arrow next to your name and select **Download**.
 3. Click the appropriate device **Download...** link and save the installer to your computer.
 4. Double-click the downloaded file to install the application.
 5. Enter the Horizon Workspace Web address.
 6. Type your user name, and password.

After the installation and configuration is finished, the Horizon icon  appears on your system tray or menu bar and a Horizon folder is created. Files and folders in your Horizon Workspace account synchronize to your Horizon Folder.

You can click the Horizon icon and select to open your Horizon user portal in the Web browser or the Horizon folder on your desktop.

NOTE: Viewing Horizon Workspace pages with Internet Explorer 8 might not display all elements on the page correctly. For best viewing upgrade to a newer version.

Accessing Your Horizon Folder

The Horizon folder is where you keep files and folders on your computer that synchronize to your Workspace account.

1. Click the **Horizon** icon  on your system tray or menu bar.
2. Click **Open Horizon folder**.

Your Horizon folder opens on your desktop.


Managing Files and Folders

You can manage files in Horizon folder just as you manage other files on your desktop. You can create new folders in your Horizon folder and add files to the folders. The folders synchronize with your Workspace account when you are connected to the Internet. When files are synchronizing, you can view the sync status in the Horizon Settings menu on your system tray or menu bar.

If your Workspace account has a storage quota, consider which files on your computer to add to your Horizon folder as files you add to your Horizon folder are counted against your quota. Files and folders that you work in frequently and want to access from anywhere or want to share with others are the type of files to save in your Horizon folder. To see your quota, click Options in the Horizon icon on your system tray or menu bar.

Add Files to Your Horizon Folder

Adding files to your Horizon folder is the quickest way to add files to your account and to make those files available from any device.

1. Click the **Horizon** icon  on your system tray or menu bar and select **Open Horizon folder**.
2. Copy and paste, move, or drag files and folders into your Horizon folder.


Delete Files or Folders

Deleting a file or folder from your Horizon folder removes the item from your account and updates your quota.

1. Right-click the file or folder to delete.
2. Select **Delete** from the menu.

Recover Deleted Items


You can recover deleted items from the Horizon History Web page in the Files app.

-
1. Click the **Horizon** icon  on your system tray or menu bar and select **Open Horizon Web page**.
 2. Click the **Files** app on your My Apps page.
 3. Go to the **History** page.
 4. In the **Refine** column, select **delete** to see only deleted items.
 5. Select the item to recover.
 6. Click **Undelete**.

If you delete a folder with files, the History page only shows the folder that was deleted, not the files in the folder.

You cannot retrieve a deleted item indefinitely. Your company sets the policy for when deleted items are no longer available.

Changing Your Horizon Workspace Desktop Options


In the Workspace desktop menu, available from your system tray or menu bar , you can see if files in your Horizon folder are successfully synchronized to your Horizon account.

The Options (Windows) or Preferences (Mac) dialog box shows your user ID and server information, your Horizon Workspace account quota, and how many files and folders are in your account.

The location of your folder is also displayed.

Change Your Horizon Folder Location

You can change the location of your Horizon Folder from the **Horizon** Options menu.


1. On the system tray or menu bar click the **Horizon** icon .
2. Click **Options**.
3. Click **Change**.
4. Select the new location for the folder or create a new folder.
5. Click **OK**.

On computers running Windows, when you move a Horizon folder, the directory path to the Horizon folder is always named Horizon. If the path you choose does not contain a folder named Horizon, Horizon is added to the end of the path. For example, if you selected `MyStuff` to be the destination of your Horizon folder, the final path would be

`C:\example\MyStuff\Horizon`.

Exit Horizon Workspace on Your Desktop


You can close Files on your desktop. Closing the app removes the Horizon icon from your system tray or menu bar and files are not synchronized.

1. On your system tray or menu bar, click the **Horizon** icon .
2. Click **Exit or Quit**.

The application restarts when you restart your computer. To reopen the application without restarting, go to the application's folder on your computer. For Mac computers, this is in the Applications folder; for Windows computers, this is All Programs > VMware folder.

Unlink from Your Workspace Account

When you unlink from your Workspace account, the Horizon folder no longer synchronizes with your account. The files and folders are not removed from your computer.

1. On the system tray or menu bar click the **Horizon** icon .
2. Click **Options**.
3. Click **Unlink this computer**.
4. Click **OK**.

To relink to your account, click the Horizon icon on your system tray or menu bar and sign in.

Working with Files in Web Browsers

When you use the Horizon Files application, you can access files that you saved to your Horizon Workspace account on any device, from anywhere, and share these files with others.

When you work in the files application on the Web, you manage your files and folders from the following pages:

- The **My Files** page is where you access your files and folders. This is your main navigation point. From the My Files page, you can upload or download files, share or stop sharing, or rename, move or delete your files and folders, including shared files if you have permission. When you select a file, the document previews in the right pane. You can collaborate on a file by leaving a comment or starting a conversation, which eliminates the need for email.
- The **Favorites** page displays files that you marked as a favorite. Files that are marked as favorites can be viewed offline on your mobile devices.
- The **History** page shows all activity that has happened to your files. This history includes when a file was last updated, who made the change, the version, and what activity took place. You can filter history to show specific activities and you can recover files that you deleted.

Managing Files and Folders

The My Files page is where you can see and manage all of the files and folders in your Workspace account. You can upload files and add new folders. These files are accessible across all devices you configured to synchronize with your account.

Your Workspace account has a storage quota, therefore consider which files on your computer to upload to your account. Files and folders that you work in frequently and want to access from anywhere or want to share with others are the type of files to save in the Horizon folder on your desktop. You can see your quota from the Horizon Settings page, found by clicking the down-arrow next to your name.

Add a File to Your Account on the Web

When you are working in your Workspace account on the Web, you can upload files directly to your account.

1. On the **My Files** page, click the down arrow in the My Files heading row and select **Upload**.

2. Select one or more files to upload and click **Open**.

TIP: You can drag one or more files from your computer to your Horizon folder or directly to your My Files page on the Web. You must have write access to the file to drag it into your account.

Create a New Folder

You can create a new folder in the My Files page or within other folders in My Files.

1. On the **My Files** page, navigate to where you want to add the new folder.
2. In the folder heading, click the down arrow and select **New folder**. A folder is added.
3. Type the new folder name and press **Enter**.

Drag Files to the My Files Page

You can drag a single file or multiple files from your computer to your My Files page.

NOTE: You cannot drag a folder into the My Files page, but you can drag a folder to your Horizon folder.

1. Select the files on your computer and drag them into the My Files navigation pane.

Move a File or Folder

You can move a file into a folder, or move a folder into another folder. For shared folders, you must have edit permissions to move a folder.

1. On the **My Files** page, select a file or folder to move.
2. Click the down arrow and select **Move**.
3. Click the destination folder for the file or folder.

Rename a File

You can change the name of any file in your account. You must have edit permissions to rename a shared file. A file cannot have the same name as another file within the same folder.

NOTE: When you change the name, the name of shared files in other users' accounts remain unchanged.

1. On the **My Files** page, select the file to rename.
2. Click the down arrow and select **Rename**.
3. Type the new name and press **Enter**.

Rename a Folder

You can rename a folder, including a shared folder. You must have edit permissions to rename a shared folder.

1. On the **My Files** page, select the folder to rename.
2. Click the down arrow and select **Rename**.
3. Type the new name and press **Enter**.

NOTE: When you change the name, the name of shared folders in other users' accounts remain unchanged.

Delete Files and Folders

Deleting a file or folder from your Horizon folder on any device removes it from all of your devices. The deleted files or folders are removed from your account and your account quota is updated. The History page shows the deletion. If you delete a folder that contains files, the History page shows only the folder that was deleted, not the files in the folder.

1. On the **My Files** page, select a file or folder to delete.
2. Click the down arrow and select **Delete**.

Recover Deleted Files or Folders

You can recover a deleted item from the Files History page. When you recover an item, it is returned to its original location. If you are recovering a deleted folder, the folder and all of its contents are restored.

If you deleted a folder that contained files, the History page shows only the folder that was deleted, not the files in the folder. You cannot retrieve a deleted file indefinitely. Your company sets the policy for when deleted items are not available. When the undelete link is not displayed, you cannot retrieve a deleted item.

1. On the **History** page, find the file or folder you want to recover.
2. If you do not see the item, go to the **Filter by activity type** section and in the Refine pane select **delete** to find all files and folders that have been deleted.
3. Next to the item you are restoring, click **Undelete**.

The file or folder and its contents are restored.

Previewing Your Files

You can select a file to view in the preview pane. When you are preview a file, you can change the version that you are viewing, add comments, and mark the file as a favorite.

If a file cannot be previewed, you can download the file to your computer and use a native application that the file was created in to view the file.

Working with Files Offline

You can mark your important files to quickly retrieve them when you are offline, this is similar to bookmarking a file. The Favorites page lists items that you marked as a favorite. On your mobile devices, these files are labeled as Offline. You can access offline files even without an Internet connection.

Mark a File for Offline Access

You can mark a file as a favorite, which adds the file to the Favorites page for quick access. You cannot mark folders as favorites.

-
1. On the **My Files** page, select a file to mark as a favorite.
 2. Click the down arrow and select **Favorite**.

The file is added to your favorites list.

You can mark a file as a favorite when previewing the file. Click the star in the menu bar to select the file as a favorite.

Unmark a File as a Favorite

Unmarking a file as a favorite removes the file from the Favorites page.

-
1. On the **Favorites** page, select the file to remove from your favorites list.
 2. Click the down arrow and select **Not Favorite**.

The file is removed from the list.

You can unmark a file as a favorite when previewing the file. Click the star in the menu bar to deselect the file.

Using Comments for Discussions

With the Comments feature, you can keep notes, have a discussion, or give feedback about files in your account.

You can add comments to a shared file, and others can view and respond to these comments while viewing the document. Comments appear in the panel to the right of the previewed file.

Deleted comments are listed in the History page.

Add a Comment

You can view, add, or respond to a comment associated with a previewed file. When you add a comment, the action is logged in your History page.

1. Select a file to preview.
2. Click **Comments** in the menu bar.
3. Enter a comment in the **add a comment** text field.
4. Click **Add Comment**.

The comment is added to the file. You cannot edit the comment after you click Add Comment.

Delete a Comment

When you delete a comment, the action is logged in your History page.

1. Select the comment to delete.
2. Click the **x** next to your name in the comment.

The comment is deleted.

Viewing History of Activity in Your Workspace

When you are working in Files from a browser, you can view the changes that you made to your folders and files on the History page.

The History page displays all activities performed with files in your account, including shared files. You can see who changed a file and when it was changed.

You can search the History page to find the following types of history records:

- Files marked as favorites
- Share requests that you ignored
- Latest version of files
- Shares that have had activity
- Files that had comments added
- Files and folders that were renamed
- Files and folders that were deleted

The History page shows when a file or folder is deleted and an undelete link displays to let you recover deleted items. When the undelete link is not shown, you cannot retrieve a deleted file. Your system administrator sets the deletion policy.

Change to a Previous Version of a File

When files in your Files folders are modified and saved, the new version of the file replaces the older version. When you preview a file, the menu bar displays the version number of the file. You can select an older version to view and you can make an older version the current version.

Only the current version of a file is counted against your quota even though you can access previous versions.

-
1. When previewing a file with multiple version, in the preview menu bar, click the down arrow next to Version and select the older version to preview.
 2. Click **make this the latest version**.

This version become the current version and the version number is incremented. There is no record in the History page that the current version was a previous version.

Filter Your History List

You can filter your History page by activity type, such as when a comment is made or a file is shared. The filter can display for all files and folders in your account, or for items marked as favorites only.

-
1. Open the **History** page.
 2. In the **Refine** pane of the History page, select the activity type to display.

Searching in Files

Searching in My Files lets you find files, including files that are shared with you in your My Files folders. You can search for a file name, a word in a file, or a file type.

Search Rules

- If you search for a word or phrase, each word in that phrase must be an exact match. Spelling variants are not allowed. For example, if you search for bananas, files with banana are not a match.
- You can use the asterisk * as a wild card after a prefix when you do not remember the complete name. For example, if you search for do*, it returns items with the word dog, door, donut, and so on.
- Searches are not case sensitive. South, south, and SOUTH produce the same results.

Search for Files


You can search all the folders by file names, by a word or a phrase, or by file type. To search all folders in your Workspace account, you must be on the My Files page.

-
1. On the **My Files** page, in the search field enter the search criteria.
 2. Press **Enter**.

A list of files matching your search criteria displays.

Synchronizing Files and Folders

Files and folders that are added to your Workspace account are synced to computers where you created your Horizon Folder. You can access these items when you are not signed into your Workspace account on a browser. When you connect to the Internet, changes you made to the files when working in the Horizon folder are synced to your Workspace account.

When you are syncing files, you can view the sync status from the Horizon icon  that appears on your system tray or menu bar.

View Devices You Sync

The devices you sync with your Horizon Workspace account appear in the Settings menu with the last sync date and time.

-
1. On the My Files page, click the down arrow next to your name.
 2. Select **Settings**.

Devices you linked to your Horizon Workspace account are listed.

Sharing Files and Folders with Other Users

You can share folders with other users in your organization and with external users. You can send a link to share a file as view-only with anyone. Shared folders make it easy for groups of people to work together on the same files. You can share from the Files page in your browser and from your Android or iOS device. You cannot share files directly from your Horizon folder on your computer.

When you share folders, all files and folders within the folder are shared. You assign access permissions to a folder. Users you share with receive email notification with a link to the shared folder. Users that you share a folder with that do not have a Horizon account are given a link to create a guest account. When users accept the share request, the shared folder displays in their My Files page, just as it does in yours. When you make changes to files in the folder, the changes are synchronized immediately between the shared folders.

You can create a link to a file and share that link with anyone. The recipient does not need a Horizon account or password to view a publicly shared file.

You can stop sharing files and folders at any time. When you stop sharing a folder, it is removed from the user's My Files page. When you stop sharing a file with the public, the link stops working.

NOTE: You can share a file with the public as view only. To give someone access permissions to edit a file, the file must be in a folder that is shared with users.

Access Permissions

You can set different levels of access permissions to folders that you share

- **View.** Read-only access to a folder. Users you share with can preview the content in Horizon Workspace and download files to their desktop. They cannot upload files or edit files in the folder.
- **View and edit.** Read and write access to a folder. Users you share with can view, download, edit, move, delete, and add new files to the shared folder.
- **View, edit, and share.** Total permission to manage the shared folder and its content. This permission level gives the member the same rights as the owner. They can view, download, edit, move, delete, add new files, share the folder with others, and revoke access to the shared folder.

Sharing Files

You can share folders and files from your Horizon Workspace account from a browser. When you create a shared folder, the folder icon changes in to a buddy icon.

Items that are shared with you do not count against your quota.

Share Folders with Other Users

When you share a folder, the content of the folder is shared. Users with whom you share can access and work on the files based on the permissions you grant.

Note: You can create a URL link to a file and share the file with the public. To give someone specific access permissions, the file must be in a folder that is shared with the user.

You can also share a folder with people who do not have a Horizon Workspace account. When you share a folder with them they are asked to create a name and password to sign in to a temporary Workspace account. They see only the folders that are shared with them.

-
1. On the **My Files** page, select the folder you want to share.
 2. Click the down arrow and select **Share**.
 3. Type user email addresses in the appropriate permission fields.
 4. (**Optional**). Edit the email message that is sent with the invitation.
 5. Click **Share**.

An email message is sent to each of the addressees inviting them to share the folder.

View Information about Shared Folders

You can see who is sharing a folder and which access permissions is set for them.

-
1. On the **My Files** page, select a folder that you shared.
 2. Click the down arrow and select **Share Info**.
 3. Click the down arrow next to **This Folder is shared** to expand the row and see who is sharing the folder.

Change Permissions Granted to a Shared Folder

To change permissions for a shared folder, you must first revoke the existing permissions and then recreate the share with new permissions.

-
1. On the **My Files** page, select the folder to change access.
 2. Click the down arrow and select **Share Info**.

3. Click the down arrow next to **This folder is shared** and delete the user name.
4. Type the user's email address in the appropriate permissions field.
5. (Optional) Edit the email message to alert them that their access permissions changed.
6. Click **Share**.

An email message is sent to the addressees inviting them to share the folder with the new permissions.

Revoke Access to a Shared Folder

When working in the Workspace account from a browser, you can stop sharing files and folders at any time. You cannot do this from the Horizon folder on your desktop. When you stop sharing a folder, it is removed from the user's Files page.

-
1. On the **My Files** page, select the folder for which you want to stop sharing.
 2. Click the down arrow and select **Share info**.

To revoke access to a specific user	Click the arrow in the yellow section of the dialog box to see a list of users that are sharing this folder. Click the x next to the email address you want to remove
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To revoke access to everyone

Select **Stop Sharing**.

The shared folder is removed from the user's workspace, and the user receives an email notification.

Delete Shared Folders

Anyone that has view, edit and share permissions can delete a shared folder. When you delete a folder that is shared with others, the folder is also removed from the other users' workspaces.

-
1. Select the shared file or folder to delete.
 2. Click the down arrow and select **Delete**.

If a folder that is shared with you is deleted, you can retrieve it from the History page.

NOTE: If you had view, edit, and share permissions on the folder you retrieve, an invitation is automatically sent to all users that were sharing the folder. If a user no longer wants to use a shared folder, the user should select to leave the shared folder instead of deleting the folder. Then the folder is removed only from that user's Workspace account.

Share a File with the Public

You can create a link to a file and share that URL link with anyone. Viewers can not edit a publicly shared file. The recipient does not need a Horizon account or password to view the file.

1. On the **My Files** page, select the file to share.
2. Click the down arrow and select **Share Publicly**.
3. Copy the URL link and click **Close**.
4. Send the URL link by email to people with whom you want to share the file.

Stop Sharing Public Files

From Files in the browser, you can stop sharing a file publicly.

1. On the **My Files** page, select the file you are sharing publicly.
2. Click the down arrow and select **Share Publicly**.
3. Click **Stop Sharing**.
4. Click **OK** to confirm you want to stop sharing the file.

The URL link you sent to share the file no longer works.

Accepting an Invitation to Share a Folder

When someone shares a folder with you, you receive an email notification with a link to sign in to your Workspace account and accept the share. When you sign in to your Workspace account in a browser if you have an invitation to share a folder, a notification link displays in the header bar. You can accept the share or you can ignore it for now.

If you do not have a Workspace account and someone shares a folder with you, when you click the share link a temporary account is set up for you and a Welcome page asks you to create a password.

After you accept the invitation, the folder syncs to your Workspace account.

Accept an Invitation to Share a Folder

You can accept a share notification from your Workspace account in a browser or mobile device. When you receive an email notification about the share, clicking the link in the message opens Files page.

1. On the **My Files** page, click the share notification link in the header.
2. Select **Add to My Files**.

The folder is added to your Files My Files page and the content of the folder is synced to your Horizon folder.

Accept an Invitation as a Guest

If you share a folder with someone that does not have a Horizon account, they receive an email with information about the shared folder. When they accept the invitation, a guest Workspace account is created.

-
1. To accept the invitation as a guest, click the link in the email message. This takes you to the sign in page.
 2. Click **Sign in as a Guest User** link.
 3. In the Welcome page that appears, create a password.

Ignore an Invitation to Share a Folder

If you do not want to accept a share, you can ignore it.

-
1. On the **My Files** page, click the share notification link in the header.
 2. Select **Ignore**.

The share request is ignored and information indicating that you ignored the invitation is added to your History page. You can go to the History page at a later time and accept the ignored share invitation.

Accept an Ignored Invitation to Share a Folder

You can accept a share invitation that you previously ignored.

-
1. On the **History** page, search for ignored invitations.
 2. In the Refine pane, select the filter activity **ignored share request**.
 3. Find the ignored share invitation and select **accept**.

The shared folder is added to your My Files page.

View Your Permissions

You can see what type of access permissions were granted to you to work in a shared folder.

-
1. On the **My Files** page, select the shared folder.
 2. Click the down arrow and select **Share Info**.

3. Click the down arrow next to **This Folder is shared** to see the access permissions granted to you.

Rename or Move a Shared Folder

You can rename or move a folder that is shared. The folder remains shared. When you change the name, the name of shared files in other users' accounts remain unchanged.


Leave a Shared Folder

If you no longer wants to use a shared folder, you can select to leave the shared folder instead of deleting the folder. By leaving a shared folder, the folder is only removed from your Workspace account. If you delete the shared folder, it is deleted from all shared user accounts.

-
1. On the **My Files** page, select the folder that is shared with you.
 2. Click the down arrow and select **Leave Share**.

Viewing and Changing Your Settings

You can change your picture, view your Workspace account files quota and view devices that are linked to your Horizon Workspace account from the Settings menu.

- The Settings menu on the Horizon Workspace My Files page is accessible from the down arrow by your name.
- The Settings menu for Horizon Workspace on your desktop is accessible by clicking the Horizon icon  on the system tray or menu bar.
- The Settings gear icon on your mobile devices is located at the bottom of the Workspace Files page.

Managing Your Account Quota

A files storage quota is configured for your Horizon Workspace account. Once your account reaches the storage limit, you cannot upload new files to your account. You can see your quota and how much has been used from the My Files Settings page in the browser and from your devices' Horizon Workspace Settings page.

Only your current version of a file is counted against your quota. You can access previous versions, but they do not count against your quota. Folders shared with you also do not count against your quota.

When you reach your quota, you can delete files from your account to regain storage space or request a larger quota from your administrator.

Change Your Picture

Change your picture from the Settings menu on the browser. This picture displays when adding comments to a file.

1. In the **My Files** header bar, click the down arrow next to your name and select **Settings**.
2. Click **Change Picture**.
3. Navigate to the new picture (.jpg,.png, etc.) and click **Open** to upload your picture.

Unlink Your Devices from Horizon Workspace

You can unlink devices from your My Files Settings page. This action disables the device from accessing your account.

1. In the **My Files** page header bar, click the down arrow next to your name and select **Settings**.
2. In the **Devices** section select the device you want to unlink from your Horizon account and click **Unlink**.
3. In the Unlink this computer box that displays, click **OK**.

The device is immediately disabled from your Horizon account and files no longer sync with your account. You must re-enter your account information on your device to re-link with your Horizon Workspace account.

Using Horizon Files on an iOS Device


You can sign in to your Horizon Workspace account from a browser on your device. Your Workspace user portal displays the applications that are enabled for you.

Your administrator can entitle you to mobile applications that exist in the Apple App Store. You see which applications are recommended for your use in your Workspace user portal. When you select an application that is listed there, you are automatically sent to the Apple App Store to download and install the application. The application icon appears on your devices display screen. You can launch the application directly from the screen.

NOTE: To open the Workspace portal in your browser make sure that the pop up blocker is turned off in Safari. You can see this setting in the iOS Settings Safari screen.

Install Horizon Files on your iOS Device

You download the Files app from your Horizon Workspace account on the Web.

1. On your device, open a browser and type the Horizon Workspace web address, your user name, and password to sign in to your Horizon Workspace user portal.
2. Tap the **Settings**  icon on the left of the page.
3. In the Settings page, tap **Download**.
4. In the screen that appears, tap **Download Horizon for iPad**.
5. Tap the iOS icon and tap Install.
6. On your Home screen tap **Files** to open the app and configure the Files URL, your name and password.

When the Files for iOS application is installed, you can securely access files that you saved to your Horizon Workspace account and share these files with others.

Managing Files and Folders

In the Horizon Files for iOS app, you can view and manage files and folders in your account. You can upload files and add new folders. You can share folders, post and reply to comments about your files, track file versions, and view files when you do not have an Internet connection. Files in your workspace are accessible across all devices set up to synchronize with your Workspace account.

Create New Folders

You can create a new folder on the My Files screen or within other folders.

1. From the **My Files** screen, navigate to where you want to create the new folder.
2. Tap the **plus icon (+)** and select **New Folder**.
3. Type the name for the new folder and tap **OK**.

Upload Files

You can select to upload photos to your Workspace account. Uploaded files sync to your Horizon Workspace on your computer and mobile devices and to folders shared with others.

1. From the **My Files** screen, navigate to the folder where you want to upload an item.
2. Tap the **plus icon (+)** and select **Upload**.
3. Select the items to upload and tap **OK**.

Move a File or Folder

You can move files into a folder and move a folder into another folder. For shared folders, you must have edit permission to move a folder.

1. Navigate to the folder or file to move.
2. Tap **Edit**.
3. Select the item to move. You can select more than one item at a time.
4. At the bottom of the navigation pane, tap **Move**.
5. Select the destination folder and tap **Move**.

Rename a File

To rename a file including shared files, you must have permission to edit the file.

1. Tap the folder with the file to rename.
2. Tap **Edit**, and select the file.
3. At the bottom of the navigation pane, tap **Rename**.
4. Type the new name for the item. The file cannot have the same name as another file in the folder.
5. Tap **OK**.

Rename a Folder

You can rename folders, including shared folders. You must have permission to edit the folder to rename a shared folder.

1. From any of your folders in **My Files**, tap **Edit**.
2. Select the folder you want to rename.
3. At the bottom of the navigation pane, tap **Rename**.
4. Type the new name for the folder and tap **OK**.

Delete a File or Folder

Deleted items are removed from your account and the action is recorded in the History page. If you delete a folder, the content in the folder is also deleted. Your account quota is updated.

1. From any of your folders in **My Files**, tap **Edit**.
2. Select the item to delete. You can select more than one item at a time.
3. At the bottom of the navigation pane, tap **Delete**.

Previewing Files

When you select a file, the file displays in the preview pane. When a file is being previewed, at the top of the preview pane you can view information such as the file name, file size, and version number. You can also use the icons to perform such actions as marking the file for offline viewing, and sharing the file publicly. On the iPad, you can tap the full-screen mode icon to enlarge or minimize the file preview pane.

Previewed files are cached locally. They can be viewed when you do not have a network connection.

Seeing Your Workspace Account History

You can view the changes that are made to your folders and files in the History screen. The History screen displays all activities performed with files in your account, including shared files.

You can search the History screen to find the specific types of activity on files and folders in your Workspace account. For example, you can select **all files and folders** and **new version** to see who changed a file and when it was changed.

History shows when a file or folder is deleted and an undelete link displays to let you recover deleted items. When the undelete link is not shown, you cannot retrieve a deleted file. Your system administrator sets the deletion policy.

Filter Your History List

You can filter your History by activity type, such as when a comment is made or a file is shared. The filter can display for all files and folders in your account.

1. On the Files screen, tap **History**.
2. To see a specific activity type, tap the Search icon to open the **Filter History** screen.
3. Select the type of activity to display.

Recover Deleted Files or Folders

You can recover a deleted item from the Files History screen. When you recover an item, it is returned to its original location. If you are recovering a deleted folder, the folder and all of its content are restored.

If you deleted a folder that contained files, History shows only the folder that was deleted, not the files in the folder. You cannot retrieve a deleted item indefinitely. Your company sets the policy for when deleted items are not available. When the undelete link is not displayed, you cannot retrieve a deleted item.

1. On the Files screen, tap **History**.
2. To search for deleted items, tap the Search icon.
3. Tap **Delete**
4. Next to the item you are restoring, tap **Undelete**.

The file or the folder and its contents are restored.

Viewing Previous Versions of a File

When files in your Files folders are modified, the new version of the file replaces the older version. When you preview a file, the menu bar displays the version number of the file. You can select to view an older version of the file.

1. When previewing a file with multiple versions, in the preview menu bar, tap the down arrow next to version and select an older version to preview.

Previewing an older version of a file does not change the current version. You can make an older version the current version from your Workspace Files app on the Web.

Viewing Files Offline

You can mark files to preview when you are not connected to the Internet. The Offline screen lists items that you marked for offline viewing.


Mark Files to View Offline

Marking a file to view when you are not connected to the Internet adds the file to your Offline list for quick access. You cannot mark folders for offline viewing.

-
1. Open a file in the preview pane.
 2. To save it for offline viewing, tap the **Pin** icon.

Remove a File in the Offline List

You remove the pin to remove a file from your Offline list and then remove it from your cache.

-
1. From the **Files** screen, tap **Offline**.
 2. Select the file you want to remove from the list.
 3. Tap the **Pin** icon to deselect the file.
 4. Tap Settings  and in the File Previews section, tap **Clear File Preview**.
 5. Tap **OK**.

Sharing Folders and Files

From your mobile device you can share folders that you added to your Horizon Files account with others in your organization and with external users. When you share a folder, you assign the user access permissions to the folder. If you share a folder that includes other folders and files, the files and other folders in the folder are shared.

NOTE: *You can only share a folder within a folder if the top level folder has not been shared.*

You can share a file as a view-only link. You send the URL to the recipient and the recipient clicks the link to view the file. The recipient does not need a Horizon account or password to view this file.

You can stop sharing folders and files at any time. When you stop sharing, the item is removed from the user's My Files screen.

Access Permissions

You can set different levels of access permissions to folders that you share

- **View.** Read-only access to a folder. Users you share with can preview the content in Horizon Workspace and download files to their desktop. They cannot upload files or edit files in the folder.
- **View and edit.** Read and write access to a folder. Users you share with can view, download, edit, move, delete, and add new files to the shared folder.
- **View, edit, and share.** Total permission to manage the shared folder and its content. This permission level gives the member the same rights as the owner. They can view, download, edit, move, delete, add new files, share the folder with others, and revoke access to the shared folder.

Share a Folder

When you share a folder, the content of the folder is shared. Those you share with can access and work in the files based on the permissions you grant. When the invitee accepts the share, the shared folder is added to their My Files screen.

1. In the **My Files** screen, tap **Edit** and select the folder to share.
2. At the bottom of the navigation pane, tap **Share**.
3. In the **Users** text box, type the email address.
4. Select the permission level for this person.
5. (Optional) In **Email to User** text box, edit the message that is sent to the users.
6. Tap **Invite**.

An email message is sent inviting them to share the folder and a notification is added to their Horizon account.

Share a File

When you share a file, you can give out the URL link to the file. Anyone who has the URL can view the file. The link to the share can be disabled if you want to stop the share.

1. In a folder on your **My Files** screen, select a file that you want to share. The file appears in the Preview pane.
2. Tap the share icon in the Preview pane and select either **Email Link** or **Copy Link**. The URL is created.
3. Tap the share icon again.

To immediately send an email

Select **Email Link** to open an email message. The URL link is in the body of the message.

To copy and paste the URL link in another application

Select **Copy Link**. Open an app and paste the link.

View Information About Shared Folders

You can see who is sharing a folder and which access permission is set.

1. In a folder on your **My Files** screen, tap **Edit** and select a shared folder.
2. At the bottom of the navigation pane, tap **Share**.

The dialog box lists the users that share the folder and their access permission.

Stop Sharing Folders

You can stop sharing folders you shared.

1. In a folder on your **My Files** screen, tap **Edit** and select the folder to stop sharing.
2. At the bottom of the navigation pane, tap **Share**.
3. Tap **Stop Sharing** and then tap **OK**.

Stop Sharing Files

You can select to stop sharing a link to a file. When you stop sharing a file, the URL link you sent to share the file no longer works.

1. In the **My Files** screen, select a file you are sharing with others.
2. At the bottom of the navigation pane, tap **Stop Sharing**.

Change Access Permissions

You can change access permission assigned to an individual.

1. In the **My Files** screen, tap **Edit** and select a shared folder.
2. At the bottom of the navigation pane, tap **Share**.
3. Tap the user name to change.
4. The screen that appears shows the access assigned. Tap the new access permission row and tap **Done**.

Accepting an Invitation to Share a Folder

When someone shares a Horizon folder with you, you receive an email notification with a link to sign in to your Horizon account and accept the share. When you sign in to your Files account, a notification appears on your device.

If you do not have a Horizon account and someone shares a folder with you, when you click on the share link a temporary Horizon account is set up for you. A Welcome screen displays asking you to create a password.

Accept an Invitation to Share a Folder

When you receive an invitation to share a folder, you are notified by an email and a notification appears on your device. After accepting the share, the newly shared folder displays in your My Files screen.

1. On the **Files** menu, tap **Notifications**. Share notifications are listed with information about the share and who sent the invitation.
2. Select the share you want to accept and tap **Add to My Files**.

Ignore an Invitation to Share a Folder

If you do not want to accept a share, you can select to ignore it.

1. On the **Files** screen, tap **Notifications**.
2. Tap the share you want to ignore and tap **Decline Invitation**. If you received more than one share notification, you can tap the menu and select to accept or decline all invitations.

Accept an Ignored Invitation to Share a Folder

If you want to accept a share invitation that you previously ignored, you can go to the Files Settings screen to accept the ignored invitation. The shared folder is added to your My Files screen.

1. On the **Files** screen, tap **Settings**.
2. In the **Invitations** section, tap **Show Ignored Invitations**.
3. Select the share you want to accept and tap **Add to My Files**.

Leave a Shared Folder

You can leave a shared folder that someone has shared with you. When you leave the share, you no longer can access the folder.

1. In the **My Files** screen, tap **Edit**.
2. Select the folder from which you want to leave the share.
3. Tap **Share**.

4. Scroll down and tap **Leave**. You are removed from the share.

Managing Files Settings

The Files for iOS Settings screen displays information about your Workspace account, including the version of Files for iOS your device is running, your account information, and files storage quota information.

Manage Your Account Quota

The quota for your Files account is a storage limit for files saved in your account. Once you reach the limit, you cannot upload new files to your account. You can see your quota and how much you used from the Settings screen.

Only your latest version of a file is counted against your quota. Even though you can access previous versions, they do not count against your quota. Folders shared with you also do not count against your quota.

When you reach your quota, you can delete files from your account to regain storage space.

Check Your Storage Usage

The Settings screen displays your account quota and the amount of space you used.

1. On the **Files** screen, tap **Settings**.
2. Scroll to the **Account** section to view your quota usage and account quota limit.

Unlink Your Device

Unlinking your device from your Horizon Workspace account removes all account information from your device, including cached data.

1. On the **Files** screen, tap **Settings**.
2. Tap **Unlink from Horizon**.
3. Tap **OK**.

To sync your device again, re-enter your account information.

Using Search

Use the Search feature to find files and folders in your Workspace account.

1. On the **My Files** navigation pane, swipe down to display the Search text box.

2. In the **Search** text box, type all or part of a word you are searching for and tap **Search** on your keyboard.

Your account is searched and the results display items that match your search criteria.


Using Horizon Files for Android

You can sign in to your Horizon Workspace account from a browser on your device. Your Workspace user portal displays the applications that are enabled for you.

Your administrator can entitle you to mobile applications that exist in the Google Play store. You see which applications are recommended for your use in your Workspace user portal. When you select an application that is listed there, you are automatically sent to Google Play to download and install the application. The application icon appears on your device's display screen. You can launch the application directly from the screen.

Install Files on Your Android Device

You download the Files app from your Horizon Workspace account on the Web.

1. On your device, open a browser and type the Horizon Workspace web address, your user name, and password to sign in to your Horizon Workspace user portal.
2. Tap the **Settings**  icon on the left of the page.
3. In the Settings page, tap **Download**.
4. In the screen that appears, tap **Download Horizon for Android**.
5. Go to the device downloads screen and tap the downloaded Files app to install it.
6. Tap the **Files** icon to open the app and configure the Files URL, your name and password.

Files Menu Navigation Tips

The Menu drop-down options change based on where you are in the Files app and how you access an item.

- When you open the Files screen, the main menu in the upper-right corner of the screen can be used to go to the Offline screen to see the files you marked to view when you are offline, the Notifications screen to see requests to share an item with you, or to the Settings screen to see your quota or make changes to your Files settings.
- When you tap and hold on a folder, the options in the menu in the upper-right corner of the screen are share, rename, move, or delete.
- When you tap a folder, the options in the menu on the folder row are share, rename, move, or delete.

- When you tap a file, the options in the menu on the file row are to make the file available offline, open, send, send link, rename, move, or delete the file.

Managing Files and Folders

In the Files for Android app, you can view and manage files and folders in your Workspace account. You can upload files and add new folders. You can share folders, post and reply to comments about your files, and view files when you do not have an Internet connection. Files in your workspace are accessible across all devices set up to synchronize with your Workspace account.

Create New Folders

You can create a new folder at the Horizon Files level or within another Files folder.

1. From the Files screen, navigate to where you want to add the new folder.
2. Tap the **plus icon (+)** and select **New Folder**.
3. Type the new folder name and tap **OK**.

Upload Files to Your Workspace

You can upload files from your device. When you upload files from your Android device, you open the application where you can access the file to upload. You then use that apps menu to upload the file to your account. Uploaded files sync to your Horizon Files on your computer and mobile devices and to folders shared with others.

1. Open the application on your device that has the file to upload and select the file.
2. Tap the **Share** icon.
3. In the list of available apps, tap **VMware Horizon Files**.
4. Select the destination folder.
5. Tap **Upload**.

Move Files or Folders

You can move a file into a folder and move a folder into another folder. For shared folders, you must have edit permissions to move a folder.

1. Touch and hold the item you want to move. You can select more than one item.
2. From the menu, tap **Move**.
3. Select the destination and tap **Move**.

Rename Files

To rename a file, you must have permission to edit the file.

1. Touch and hold the file you want to rename.
2. From the menu, tap **Rename**.
3. Type the new name for the item. A file cannot have the same name as another file in a folder.
4. Tap **OK**.

Rename Folders

You can rename folders, including shared folders. You must have permission to edit the file to rename a shared folder.

1. Touch and hold the folder you want to rename.
2. From the menu, tap **Rename**.
3. Type the new name for the folder.
4. Tap **OK**.

Delete Files or Folders

Deleted items are removed from your account. Your account quota is updated.

1. Touch and hold the item you want to delete.
2. From the menu, tap **Delete**.
3. Tap **OK** to confirm the deletion.

You can recover a deleted file or folder from the Horizon Files History page when viewing your Horizon Files account on the Web.

Previewing Files

When you select a file, the file displays in the preview screen. When a file is being previewed, you can scroll left to see the Information screen that shows file information such as version and share permissions. Scroll right to see the Comments screen. You can use the menu on the preview pane header to perform such actions as sending the file or a link to the file to someone, stop sharing the file, locating the file's parent folder if it has one, renaming, moving, or deleting the file.

Previewed files are cached locally. They can be viewed when you do not have a network connection.

NOTE: Most files can be previewed, but some file types cannot. If a file cannot be previewed, you can download the file to your computer and use a native application to view the file.

Viewing Files Offline

You can mark files to preview when you are not connected to the Internet. The Offline screen lists items that you marked for offline viewing.

Mark Files to View Offline

Marking a file to view when you are not connected to the Internet adds the file to your Offline list for quick access. You cannot mark folders for offline viewing.

-
1. Touch and hold the file you want to mark for offline viewing.
 2. To save it for offline viewing, tap the **Pin** icon.

Remove a File in the Offline List

You remove the pin to remove a file from your Offline list.

-
1. In the Offline screen, tap the file you want to remove from the list.
 2. Tap the **Pin** icon to deselect the file.

The file is removed from your Offline list.

Sharing Folders and Files

From your mobile device you can share folders that you added to your Horizon Files account with others in your organization and with external users. When you share a folder, you assign user access permissions to the folder. If you share a folder that includes other folders and files, the files and other folders in the folder are shared.

NOTE: You can only share a folder within a folder if the top level folder has not been shared.

You can send a file as an attachment or send a link to a file. The recipient opens the attachment or clicks the link they received to view the file. The recipient does not need a Horizon account or password to view this file.

You can stop sharing a folder and files at any time. When you stop sharing, the item is removed from the user's My Files page.

Access Permissions

You can set different levels of access permissions to folders that you share

- **View.** Read-only access to a folder. Users you share with can preview the content in Horizon Workspace and download files to their desktop. They cannot upload files or edit files in the folder.
- **View and edit.** Read and write access to a folder. Users you share with can view, download, edit, move, delete, and add new files to the shared folder.
- **View, edit, and share.** Total permission to manage the shared folder and its content. This permission level gives the member the same rights as the owner. They can view, download, edit, move, delete, add new files, share the folder with others, and revoke access to the shared folder.

Share a Folder

When you share a folder, the content of the folder is shared. Those you share with can access and work on the files based on the permissions you grant. When the invitee accepts the share, the shared folder is added to their Files page.

-
1. Touch and hold the folder you want to share.
 2. From the menu tap **Share**.
 3. Type the email address for the person.
 4. Tap **Can view this folder** and select the permissions level you want to give this user.
 5. Tap **OK**.

An email message is sent inviting them to share the folder and a notification is added to their Horizon Files page.

Stop Sharing Folders

You can stop sharing folders you shared by removing their permissions.

-
1. Touch and hold the folder you are sharing and from which you want to remove a person from the share.
 2. From the menu, tap **Share**.
 3. Tap the user name whom you want to revoke access and select **None**.

Share a File as a Link

When you share a file as a link, you can send the file as an attachment or give out the URL link to the file. Anyone who has the URL can view the file. The link to the share can be disabled if you want to stop the share.

-
1. Touch and hold the file you want to share.
 2. From the menu tap **Send** or **Send Link**.

3. Select the application you want to use to send the file as an attachment or send a link to the file.

NOTE: Tap the device's **Back** button to navigate back to the Horizon application. If the Back button does not return you to the Horizon application, you must use the Home button and relaunch the application.

Stop Sharing Files

You can select to stop sharing a link to a file. When you stop sharing a file, the URL link you sent to share the file no longer works.

1. Touch and hold the file you are sharing publicly.
2. From the menu, select **Stop sharing**.

Accepting Invitations to Share Folders

When someone shares a folder with you, you receive a notification about the shared folder and the option to accept or decline the share.

Accept an Invitation to Share a Folder

When you receive an invitation to share a folder, you are notified by an email and a notification appears on your device. After accepting the share, the newly shared folder displays in your Horizon Files page.

1. From the menu, select **Notifications**. If you received a share notification, it is listed with information about the share, who it is from, and the permissions that are being granted to you for this folder.
2. Touch and hold the share notification and select to either accept or decline the invitation. If you received more than one share notification, you can tap the menu and select to accept or decline all invitations.

Ignore an Invitation to Share a Folder

If you do not want to accept a share, you can select to ignore it.

1. From the Files menu, tap **Notifications**.
2. Tap the share you want to ignore and tap **Decline Invitation**. If you received more than one share notification, you can tap the Menu and select to accept or decline all invitations.

Accept an Ignored Invitation to Share a Folder

If you want to accept a share invitation that you previously ignored, you can go to the History page in the Horizon Web client and select to accept the invitation.

1. In Horizon Files on your browser, go to the **History** page.
2. Find the ignored share invitation and select **accept**.

The shared folder is added to your Files page, just as any other share.

Leave a Shared Folder

You can leave a shared folder that someone has shared with you. When you leave the share, you no longer can access to the folder.

1. Touch and hold the folder from which you want to leave the share.
2. From the menu tap **Leave share**. You are removed from the share.

Managing Your File Settings

The Files for Android Settings screen displays information about your Files account, including the version of Files for Android your device is running, your account information, and files storage quota information.

Manage Your Account Quota

The quota for your Files account is a storage limit for files saved in your account. Once you reach the limit, you cannot upload new files to your account. You can see your quota and how much you used from the Settings screen.

Only your latest version of a file is counted against your quota. Folders shared with you also do not count against your quota.

When you reach your quota, you can delete files from your account to regain storage space.

Check Your Storage Usage

The Settings screen displays your account quota and the amount of space you used.

1. Tap the menu icon and select **Settings**.
2. Scroll to the Files section to view your quota.

Unlink Your Device

Unlink your device from your Workspace account. This action removes all account information from your device, including cached data. In order to sync your device again, you re-enter your account information.

1. From the menu, select **Settings**.
2. Scroll to the Account section and tap **Unlink device**.
3. Tap **Unlink** to confirm you want to unlink the device from your account.

Using Search

Using the Search feature is a quick and easy way to search your files and folders for an item.

1. From the menu bar or menu tap the **Search icon**, which is a magnifying glass.
2. In the search bar, type all or part of a word you are searching for and tap the **Search icon** on your keyboard. Your account is searched and the results display items that match your search criteria.

Using VMware-Ready Devices with Horizon Workspace

Your VMware-Ready Android smartphone has built-in capability to run a virtualized operating system. In this virtualized OS you can run your corporate applications. Your personal information, applications and data are completely separate from your managed corporate information.

To manage your corporate workspace from your device, install the VMware Horizon Workspace Switch application from Google Play. When Switch is set up, you can securely access the corporate applications that your system administrator entitles to you.

If your system administrator requires you to use a VPN to sign in, install the appropriate VPN client application from Google Play and create a connection using the VPN connection settings provided by your system administrator.

System Requirements

- VMware-Ready Android device
- Device must not be rooted

You can see the list of VMware-Ready smart-phones on the following Web site:
www.vmware.com/files/pdf/VMware-ready-devices.pdf.

To verify that your device is a VMware-Ready device, select Settings > Apps > All Apps and scroll down the list to find the VMware-Ready application.

Download and Configure Horizon Workspace Switch

Download the Horizon Workspace Switch app to access the virtual operating system.

1. From the VMware-Ready device, go to Google Play and install the Switch application.
2. Tap the Switch application and in the **Set Up VMware Switch** screen enter the information that your system administrator provided, including server name, server type and your name and password.
3. Accept the terms of use and tap **Next**. The Switch application begins downloading your workspace.

4. When the download is complete, tap the Switch application icon to complete the workspace setup.
5. Follow the screen prompts which include setting up a password (passcode) specifically for accessing the Switch application.

Turn Off Horizon Workspace Switch

The Workspace Switch application runs in the background. If you need to turn it off, you can close the application from the home screen Menu > Power Off or from your devices Settings > Applications screen.

Configure Email

When the Switch workspace opens the first time, you are prompted to enter your corporate email account credentials.

1. Enter your email address and password. Tap **Next**.
2. The server address is displayed, if it is not correct you can change it.
3. Complete the email set up.

After configuring your email, the installation of your corporate workspace is ready to use. You can switch between your corporate workspace and personal phone by touching the Switch icon.

NOTE: When you change your password for your company's email, you must update the password on your device otherwise your email does not sync to your device. Go to Settings > Accounts and tap Password. Add the new password.

Using Horizon Mail

Horizon Mail allows you to access your email, calendar, contacts, and task list from your Switch workspace.

The following are some general usage guidelines to help you start using Horizon Mail on your device.

- To read a message, tap an email.
- To read messages as a conversation thread, open the first message and swipe left to see the next message.
- To select all messages in a conversation, swipe right.
- To access Calendar or Contacts from the Inbox view, tap on Inbox to see a menu of apps.
- To customize the Horizon Mail toolbar, in Inbox tap Menu > Toolbar and select apps to appear on the toolbar.

- To resynchronize your Inbox, tap Menu > Refresh.
- To create an appointment from your Inbox tap Menu > Invite.
- To manage your Horizon Mail settings, in Inbox tap Menu > Settings.

Customizing Horizon Mail on Your Device

Following are some of the features you can customize in Horizon Mail. In the Inbox view go to Menu > Settings to make these changes.

- **Specify how many days of past email history to keep on your device.** The default is three days. Setting too large a value can potentially slow down some operations if a lot of email messages are stored on your device.
- **Turn off Push.** The default setting is that Push is on and any new emails or changes to your account are downloaded to your device. You can set a time interval when your email is updated.
- **Notifications.** Set how you want to be notified of message and appointments.

Add Shortcut Links to Toolbar

You can add icons to the Horizon Mail apps to the Mail toolbar.

1. In the Inbox view, tap **Menu > Toolbar**.
2. Select the apps to add to the toolbar.
3. Tap **OK**.

Add an Icon to Show the Number of Unread Messages

You can add the Mail Badge widget that displays the number of unread messages in your Inbox.

1. On your device Home screen tap **App Drawer** for My Apps and navigate to the **Widgets** tab.
2. Select the **Workspace Mail Badge** widget.

The widget displays over the Workspace Email icon.

Add Calendar and Contact Shortcuts on Your Device Home Screen

You can add Mail, Calendar, and Contacts shortcuts to the device home screen.

1. On your device Home screen tap **App Drawer** for My Apps and navigate to the **Widgets** tab.

2. Tap and hold the Workspace Calendar or Workspace Contacts widget.
3. Drag to the Home screen.

The widget displays on the Home screen shortcut row.

Change the Way Messages are Viewed

The Conversation view is the default view to display email messages. In the Conversation view your messages are grouped to make it easier to follow the thread of an email exchange. Conversations containing unread messages are shown in bold.

You can change conversation view to view email messages organized by the date a message is received.

-
1. In the Inbox view, tap **Menu > Settings**.
 2. Tap the **General** tab.
 3. In the **Mail Settings > Conversation Mode** row, deselect the check box.
 4. At the bottom of the screen, tap **Done**.

Messages are displayed by date.

Change the Frequency of New Email Delivery to Your Device

Email messages are pushed to your device as soon as they are received. You can change your settings to set up polling intervals or to turn automatic delivery off. If you turn off automatic delivery or set up polling intervals, to receive email messages immediately, swipe down on your Inbox screen.

-
1. In the Inbox view, tap **Menu > Settings**.
 2. In the **Advanced > Accounts** tab row, tap **Sync Settings**.
 3. In the **Frequency of email checking** screen, select the frequency.
 4. At the bottom of the screen, tap **Done**.

Configure the Time Span to View Email Messages on your Device

The number of days email messages are available on your device can be configured. The default is to save 3 days of email messages to your device. These messages can be viewed when your device is offline.

-
1. In the Inbox view, tap **Menu > Settings**.
 2. In the **Advanced > Accounts** tab row, tap **Sync Settings**.
 3. In the **Download Past Emails** screen, select the number of days to sync email to your device.

4. At the bottom of the screen, tap **Done**.

Set Up Alerts for New Email Messages

You can set up different alerts for new email notification.

1. In the Inbox view, tap **Menu > Settings**.
2. Tap the **General** tab.
3. In the **Mail Settings** section set up your email notifications.

Setting	Description
Send Notification	When a new email message is received, the information is displayed in the Android's Notifications menu. This is set by default.
Alerts & notifications	You are notified by a sound or a vibration. If your volume is set to mute, you do not hear a sound.
Notification ringtone	If sound notification is enabled, you can set a specific ringtone as the alert.
Notification lights	You can set the color of the light that displays for new email notifications. This allows you to set different colors for different types of notifications.

4. At the bottom of the screen, tap **Done**.

Select Folders to Automatically Sync to Your Device

Your email Inbox, Contacts and Calendar folders are synchronized by default. You can select other email folders to synchronize to Horizon Mail.

1. In the Inbox view, tap the **Menu >Manage Folders**.
2. Touch and hold the folder you want to synchronize to your device.
3. Select **Automatic Sync**.

To turn off Automatic Sync for a folder, select Manual Sync.

Add an Email Signature to Your Device

The email signature you created for your email account is not synchronized to Horizon Mail on your device. You can create a signature that is added to email messages you send from your device.

1. In the Inbox view, tap **Menu > Settings**.
2. Tap the **General** tab.
3. In the **Mail Settings** section tap **Email Signature**.
4. Type the text you want to display as the signature in messages you send from your device.
5. Tap **OK**.

Use Out of Office Assistant

You can view the out of office message that you set up in your email account and you can change the details. You can also create a new out of office message.

1. In the Inbox view, tap **Menu > Settings** and go to the **General** tab, **Out Of Office Assistant** section, or in the Calendar view, tap **Menu** and select **Out of Office Assistant**.
2. In the screen that appears create a new out of office message or edit the information.
3. At the bottom of the screen, tap the **Save** icon.

The information is synchronized to your email account.

Managing Your Email

If your email is automatically pushed to your device, you always have the most recent email in your Inbox. If you set up your email to be delivered at specific intervals, you can check for new email manually by tapping the Refresh icon in the Inbox menu.

Read Messages

1. To read a message in the Conversation view, tap the conversation row to expand the message to see all conversations.
2. Tap a message to read.

Actions You Can Take When Reading a Message

When viewing a message you can do the following from the message menu:

- **Refresh** the conversation. If there are new messages, they are added to the conversation.
- **Mark** a message as **read** or **unread**
- **Move** a message to another folder
- **Reply** to the message

- **Forward** the message

When viewing a message, in the message footer you can tap the icons to do the following.

- **Reply, Reply All, or Forward** the message
- **Delete** the message
- **Move** the message
- Go up or down to read the next message

View Attachments to an Email Message

Messages that contain attachments display a paper clip next to the subject. The attachment displays at the end of the message. In order to open an attachment your device must have an app installed that supports the file type.

Upload Attachments to Horizon Files

Messages that contain attachments display a paper clip next to the subject. The attachment displays at the end of the message.

To upload a file to your Horizon Files account, you must be signed in to Horizon Files on your device.

-
1. To upload a file to Horizon Files for viewing, tap **Share**.
 2. In the **Share attachment using** screen, tap **VMware Horizon Files**.
 3. Select the folder where the file should be uploaded.
 4. Tap **Upload**.

Go to your Horizon Files app and open the file for preview.

Compose a Message

You can compose your email messages, add addresses from your contacts list or the company directory and add attachments.

If you are online when you tap Send, the message is immediately sent. If you are offline when you send your message, it is automatically sent when you are connected to the Internet the next time.

-
1. In Horizon Mail Inbox screen, tap the **plus sign (+)** icon.
 2. Address and write your message.
 3. To add attachments, tap the **paper clip** icon and navigate to the file to attach.
 4. Tap the **envelope** icon to send the message.

NOTE: If the file you want to attach is in your Horizon Files account, first go to Horizon Files; select the file to attach; tap Send and select email. The compose screen appears with the file attached.

Mark Multiple Messages to Move

You can move email messages in your Inbox to other folders, including to the Trash folder.

1. Touch and hold each messages you want to move. A check mark appears on the message row.
2. Add the message to the appropriate folder.

Mark a Conversation to Move

You can move email conversations in your Inbox to other folders, including to the Trash folder.

1. Tap a conversation to display all messages in the conversation.
2. Touch and hold the conversation row.
3. Tap **Select All**.
4. Add the messages to the appropriate folder.

Search Your Mail

A quick search and an advanced search are available from your Horizon Mail screen.

1. In Inbox view, tap the **Search icon**.
2. In the search bar, enter all or part of a word you are searching for and tap the **Search icon** on your keyboard.

Your account is searched and the results display items that match your search criteria.

Working in Calendar from Your Device

In the Horizon Mail calendar you can view your appointments and create appointments. Only the default calendar is synchronized to Horizon Mail.

Get started in Calendar.

- To go to the Calendar screen from the Inbox view, tap Inbox and select Calendar
- To quickly create a meeting from your Inbox, go to Menu > Invite.
- To create a meeting when in the Calendar app tap the plus (+) icon on the toolbar.

Change the Calendar View

You can set up the calendar view that displays when you open your calendar on your device.

1. In the Inbox screen, tap the menu and then tap **Settings**.
2. Tap the **General** tab.
3. In the **Calendar Settings** section, tap **Default View** and select either Day, Week, Month, or Agenda as the view. Agenda view displays a list of appointments by day.
4. Tap **Done**.

Set Up Appointment Alerts in Calendar

You can set up different alerts to receive about appointments schedule in your calendar.

1. In the Inbox view, tap **Menu > Settings**.
2. Tap the **General** tab.
3. In the **CALENDAR SETTINGS** section set up your notifications.

Setting	Description
Alerts & notifications	You are notified by a sound or a vibration. If your volume is set to mute, you do not hear a sound.
Notification ringtone	If sound notification is enabled, you can set a specific ringtone as the alert.
Notification lights	You can set the color of the light that displays for new calendar notifications. This allows you to set different colors for different types of notifications.

4. At the bottom of the screen, tap **Done**.

Create a New Event

You can add a new event in the following Horizon Mail screens:

- In the Inbox view by tapping the **Menu > Invite** link
- In the Calendar view by tapping the plus icon (+) on the toolbar
- On the Calendar screen by touching and holding a time on the screen

1. In the **New Invite** screen enter details about the event.
2. Enter attendee names, location, time span, and other details.
To use the scheduling tool to check the availability of attendees, tap the **Scheduling** icon on the toolbar.

3. To set this event up as a recurring, set the reminder notice, or mark the event as private, tap **Menu** and select **Show Options**.
4. To send the invitation tap the **Send** icon at the bottom of the Invite screen.

Change an Event

1. Select the event to change and tap the **Pencil** icon in the toolbar.
2. Make the changes.
3. Tap the **Send** icon at the bottom on the screen to send the changed information to attendees.

Delete an Event

1. Select the event to cancel.
2. In the Menu, tap **Delete**
3. In the **Delete event?** dialog, you can add a message before tapping Send.

Working in Your Contacts List

You can add, edit and delete members on your contact list from your Android device. Any changes you make are synchronized back to your email account's Contacts list.

Add a Contact to Your List

Contacts added to your list are added to your email account's Contact list.

1. On the Contacts screen, tap the **Plus** icon (+).
2. In the **New Contact** screen, type the new contact information and tap the **Save** icon.

Edit Contact Information

1. Select the contact to edit.
2. On the contact screen that appears tap the **Pencil** icon.
3. Make the changes on the **Edit Contact** screen and tap the **Save** icon.

Share a Contact

1. Tap the contact name.
2. Tap the Menu icon and tap **Share**.
3. Send the contact information from the compose email screen that appears.

Delete a Contact

1. Select the contact to delete.
2. Tap the Menu icon and tap **Delete**.
3. Tap **OK**.

Managing Tasks

You can see your task list, add new tasks, edit tasks, and delete tasks from the Horizon Mail Task screen. Tasks that you add or edit are synchronized with your email account.

Add a Task

1. In the Task view, tap the **plus** icon (+).
2. Enter the subject of the task and complete the other information including adding a start and start date, set the priority and add any details in the Message area.
3. Tap the **Save** icon at the bottom of the screen.

Edit a Task

1. In the Task view, tap the task to be edited.
2. Tap the **Pencil** icon and make the changes to the task.
3. Tap the **Save** icon at the bottom of the screen.

Delete a Task

1. In the Task view, tap the task to be deleted.
2. On the task screen that appears, tap the **Menu** icon.
3. Tap **Delete**.

4. Tap **OK**.

Working with Horizon Files

When the Horizon Files app is enabled for your use, you can view and manage files and folders in your workspace. You can upload files and add new folders. You can share folders, post and reply to comments about your files, and view files when you do not have an Internet connection.

See Using Horizon Files for Android on page 47 for a description of the Horizon Files features.

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