

Horizon Workspace Client for Android User Guide

Horizon Workspace 1.0

vmware[®]

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Managing Your Android Device

VMware Horizon Workspace

VMware Horizon™ Workspace is an integrated hub that provides secure access to your personal and shared folders and files and applications. The first time you access Horizon Workspace is through the Horizon Workspace Web Client from your browser. When you sign in to the Web client, depending on your set up, you see the following application tabs in the header.

- **Files.** Files saved in your Horizon folder on your computers, on your Android and iOS mobile devices, and on the Horizon Web Client are synced between all devices and can be shared with others.
- **Applications.** Applications that are enabled for your use can be accessed from the Applications tab from the Horizon Web Client or from your mobile devices.
- **Computers.** VMware Horizon View desktops your system administrator has enabled can be accessed from the Computers tab in the Horizon Web Client or from your iOS devices. You can open your desktops with either View, if it is installed, or in a web browser window using Horizon HTML Access.

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

System Requirements

Approved Android™ mobile device:

- Android™ OS v2.3 with HTC EVO™ 4G, HTC Incredible™, Motorola Droid 2, Motorola Droid X, Samsung Galaxy S®, Samsung Galaxy S II
- Android OS v4.x with Samsung Galaxy S II, Samsung Galaxy S III
- Android OS v2.2 with HTC EVO 4G, Motorola Droid, Samsung Galaxy S, Samsung Galaxy S II
- Android OS V3.x with Motorola Xoom

Sign in to your Horizon Account

To access your Horizon account you must sign in to be authenticated.

1. Tap the Horizon icon.
 2. Enter your **Horizon server** authentication information. Tap **Connect**.
 3. Enter your **Username** and **Password**. Tap **Sign in**.
-

RESULT:

Horizon Workspace authenticates and synchronizes.

Managing files and folders

The Files page is where you can see and manage all of your files and folders. You can upload files and add new folders. You can drag and drop files into your account using the Horizon folder or Horizon Web Client. These files are accessible across all of your devices you have set up to sync with your account.

Create a new folder

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

1. In My Files, navigate to where you want to add the new folder.
 2. From the menu bar or menu, tap the **New folder** icon (which is a folder with a plus sign).
 3. Enter the new folder name and tap **OK**.
-

Add a file

When you upload files from your Android device, you open the application where you can access the file such as in Camera roll or Gallery. You then use the Android menu to upload the file to your Horizon account.

***TIP:** You can drag and drop one or more files from your computer to your Horizon folder or Horizon Web Client. You must have write access to the file to drag and drop it into your account.*

1. From your Android device, select a file to upload.
 2. Tap the **Menu** and select **Share**.
 3. Select the **Workspace** icon from the list of available applications and the file is uploaded to your Horizon account.
-

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. In My Files, 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 for where you want to move the item and tap **Move**. The item is moved.
-

Rename a file

To rename a file, you must have edit permissions. A file cannot have the same name as another file in a folder.

***TIP:** When you rename a file, you cannot change the file extension.*

1. In My Files, touch and hold the file you want to rename.
 2. From the menu tap **Rename**.
 3. Enter the new name for the item and tap **OK**.
-

Rename a folder

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

1. In My Files, touch and hold the folder you want to rename.
 2. From the menu, tap **Rename**.
 3. Enter the new name for the folder and tap **OK**.
-

Delete a file or folder

Deleted items are removed from your account and action is recorded in the History page in the Horizon Web Client. Your account quota is updated to show the item has been removed from your overall account quota. If you delete a folder, all of the contents in the folder are also deleted. You can recover a file or folder from the History page using the undelete button. When un-deleting a folder, all contents of the folder are restored.

1. In My Files, touch and hold the item you want to delete.
 2. From the menu, tap **Delete**.
 3. Tap **OK** to confirm the deletion.
-

Previewing files

Select a file in My Files and the file displays in a preview pane. When a file is being previewed, you can tap Information to view the name of the file, file size, version, permissions, and when the last change took place. You can also use the menu to perform such actions as sending the file or 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. You can tap the star icon to select or deselect the file as a favorite.

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.

Working with Favorite files

You can mark your favorite and important files to quickly retrieve them, similar to bookmarking a file. The Favorites page lists items that you have marked as a favorite. When a change is made to a favorite file, you receive a notification. On your mobile devices you can access your favorite files at anytime, even without an Internet connection.

Mark a file as a favorite

Marking a file as a favorite adds the file to your Favorites list for quick access. You cannot mark folders as favorites, only files.

1. In My Files, touch and hold the file you want to mark as a favorite.
 2. From the menu select **Favorite**, or tap the **star icon** and the file is added to your favorites list.
-

Unmark a file as a favorite on your Android phone

Unmarking a file as a favorite removes the file from the Favorites list. When you sync your device, the file you have deselected as a favorite is removed from your local device storage.

1. From the My Files menu, select **Favorites**.
 2. Select the file you want to remove as a favorite. The file previews.
 3. From the menu, select **Not Favorite**. The file is removed from your Favorites list.
-

Unmark a file as a favorite on your Android pad

Unmarking a file as a favorite removes the file from the Favorites list. When you sync your device, the file you have deselected as a favorite is removed from your local device storage.

1. From the My Files menu, select **Favorites**.
 2. Touch and hold the file you want to remove as a favorite.
 3. Tap the **star icon** to de-select the file as a favorite. The file is removed from your Favorites list.
-

Sharing folders and files

You can share folders you have added to your Horizon account with others in your organization and with external users. You assign access permissions to the folder and share all the files contained within the folder, or share a folder within a folder.

Users you share with receive an 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 Horizon account.

When users accept the share request, the shared folder displays in their My Files page, just as it does in yours. Changes made to the files in the shared folder are synced immediately between the folders.

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 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** is read-only access to a folder. Users 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** is read and write access to a folder. Users can view, download, edit, move, delete files, and add new files to the shared folder.
- **View, edit, and share** is full permission to manage the shared folder and its content. Users have full read and write access to the folder. They can view, download, edit, move, delete files, and add new files to the shared folder. In addition, they can share the folder with others and revoke access to the shared folder. This permission level gives the user the same rights as the owner.

Share a file

When you share a file, 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.

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1. In My Files, 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. You are launched into the application you select to share the file.

ADDITIONAL INFORMATION: Select the **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 folders

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

1. In My Files, touch and hold the folder you are sharing and from which you want to remove a person from the share.
 2. Tap **Share**.
 3. Tap the person who you want to revoke sharing access and select **None** for their sharing permissions. This removes their access to the share.
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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**.
-

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 My Files page.

1. In My Files, touch and hold the folder you want to share.
 2. From the menu tap **Share**.
 3. Enter the email address for the person or group you want to share the folder with.
 4. Select the permissions for the shared folder.
 5. Tap **OK**. An email message is sent to the addressee inviting them to share the folder.
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Accepting an invitation to share a folder

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

If you do not have a Horizon account and someone shares a folder with you, you will receive an email with information about the shared folder. When you accept the share, a temporary Horizon account is set up for you and a Welcome page displays asking you to create a password.

After you accept the invitation, you can view the permissions you have to work in the shared folder by selecting the folder and in the menu select Share info.

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 page.

1. From the My Files menu, select **Notifications**. If you have 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 have more than one share notification, you can tap the Menu and select to accept or decline all invitations.
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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 My Files menu, tap **Notifications**.
 2. Tap the share you want to ignore and tap **Decline Invitation**. If you have more than one share notification, you can tap the Menu and select to accept or decline all invitations.
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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 the Horizon Web Client, go to the **History** page.
 2. Find the ignored share invitation and select **accept**.
-

RESULT:

The shared folder is added to your My 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 have access to the folder.

1. In My Files, 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.
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Synchronizing files and folders between devices

Files and folders that are added to your account are automatically synced to any device where you have Horizon Workspace installed. You can access these items directly from your computer when you are not signed into Horizon Web Client. When you connect to the Internet, changes you made to the files when working in Horizon for Windows or Mac folder are automatically synced to your Web client account.

Managing your Settings

The Settings page displays information about your Horizon account, including server and user account information, file quota and document cache size, the Horizon Workspace version your device is running, and copyright and privacy policy information. You can also set security information such as using a passcode and auto-lock, and enable logging and reporting to send diagnostic data to your system administrator.

Managing your account quota

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

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 or request a larger quota from your system administrator.

Check your quota usage

The Settings page displays your account quota and the amount of space you have used. Contact your system administrator if you need to increase your quota.

1. From My Files, tap the menu icon and select **Settings**.
 2. On the Settings page under Files, your quota is listed.
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Set a security passcode

If you want to use a security passcode for your device, enable the Security passcode. The security passcode locks your Horizon account after a specified period of inactivity, with a default auto-lock of five minutes. When you want to access your Horizon account again, just enter your passcode. This feature ensures your account is secure if your device is lost or stolen, rather than keeping your account accessible at all times.

A security passcode is optional unless required by your system administrator.

1. From the My Files menu, select **Settings**.
 2. Scroll to the General section and tap **Security passcode**.
 3. Enter a passcode and tap **OK**. The passcode must be at least four digits.
 4. Re-enter the passcode and tap **Confirm**.
 5. Optional: To change your auto-lock setting from the default of five minutes, tap **Lockout duration**. The lockout duration can be from one minute to 30 minutes. This is the amount of time your device can remain inactive before requiring a passcode. When you tap the duration amount, the radio button enables the selected time and the dialog closes. If you want to select a different amount of time, tap Lockout duration again and the dialog opens allowing you to change your selection.
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Change your security passcode

If you have an existing security passcode, you can change the passcode. A security passcode is optional unless required by your system administrator.

1. From the My Files menu, select **Settings**.
 2. Scroll to the General section and tap **Change passcode**.
 3. Enter your existing passcode and tap **OK**.
 4. Enter a new passcode and tap **OK**.
 5. Re-enter your new passcode and tap **Confirm**.
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Unlink your device

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

1. From the My Files 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.
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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, 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.
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Working in the Applications page

The Applications page displays applications that have been enabled for your use. From this page, you can securely access these applications without reentering your sign in credentials.

You can access your Web applications from any device.

Add an application

Applications that have been enabled are listed in the Application page. You can manage which applications are shown, and select to add applications to your device.

1. In the Applications page, tap the menu and select **Add application**.
 2. Select an application to add. For applications downloaded from Google Play or the Internet, they are installed on your device just as any other application.
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