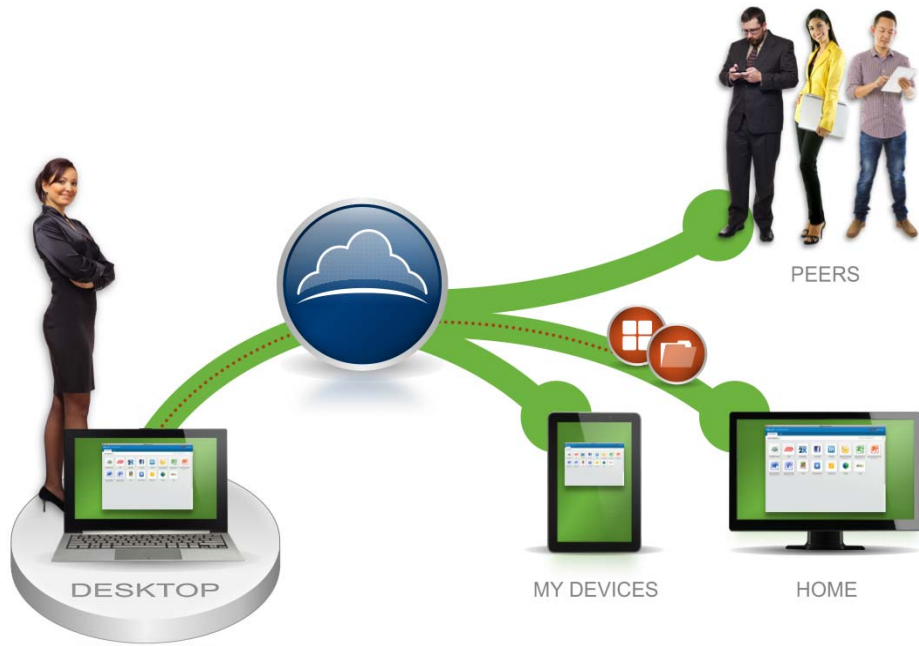


Getting Started in Your Horizon Workspace

VMware Horizon Workspace is an integrated hub to access your files and applications anywhere.

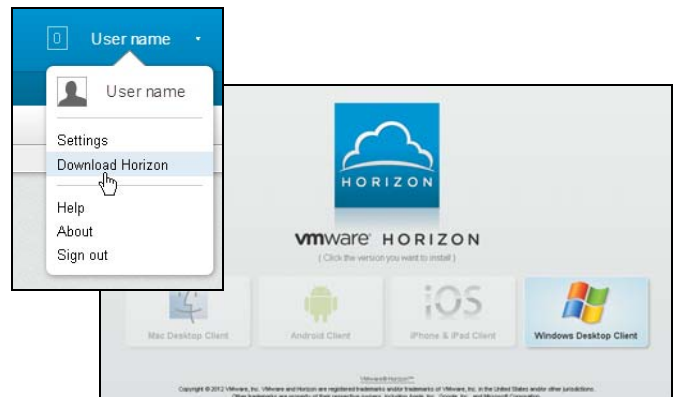


- Share files between your computers and devices
- Collaborate with your co-workers
- Use your Web apps anywhere
- Access your View desktops anywhere

Where to begin...Get Horizon Workspace on your computer!

1. In the Horizon Web Client, click your name and select **Download Horizon**.
2. Pick the desktop version you want to download and install.
3. Run the application and a Horizon folder is created on your computer.

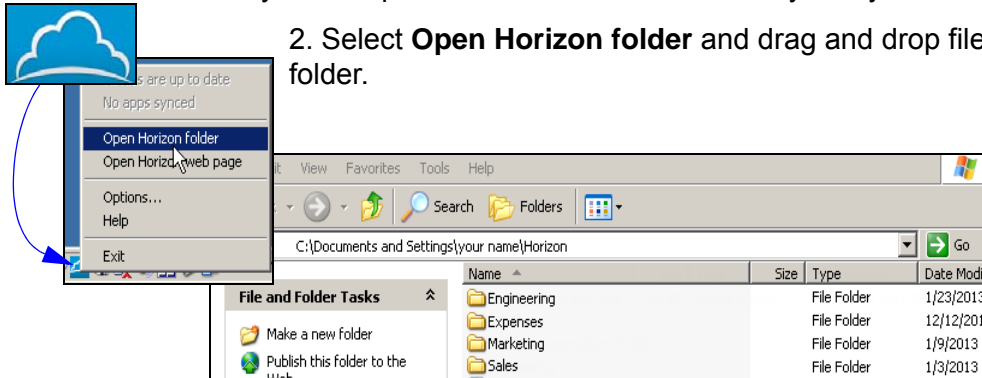
Tip: For mobile devices, go to your app store to download Horizon Workspace to your phone or tablet.



Next, add files to your account...

To start using Horizon Workspace, just add files to your Horizon folder on your computer. These files save to your Horizon Workspace account automatically and can be accessed on the Web or your devices.

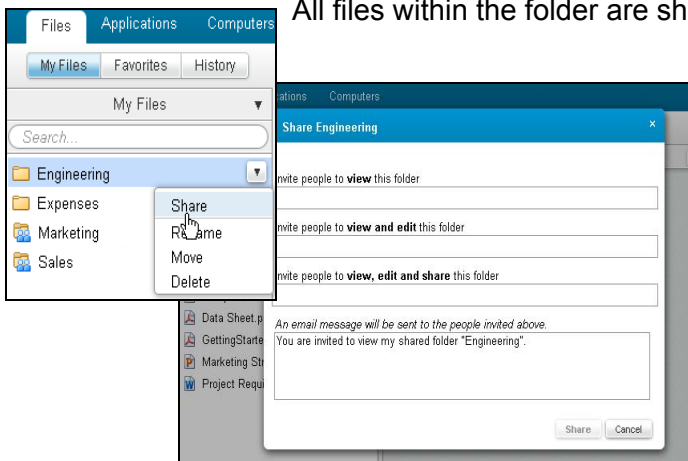
1. From your computer, click the Horizon icon on your system tray or menu bar.



Now, start sharing...

Once you have added files, share them with others. Open Horizon Workspace in your Web browser and you can invite people to view, edit, or manage files in folders.

1. In My Files, select the folder to share; click the drop-down menu and select **Share**. All files within the folder are shared.



2. Enter the person's email address in the appropriate permissions field.

Tip: If you are sharing with people who do not have a Horizon account, one is created for them when they accept your share.

Sharing a link to a file

You can also share a file by creating a link to the file and sharing it with anyone.

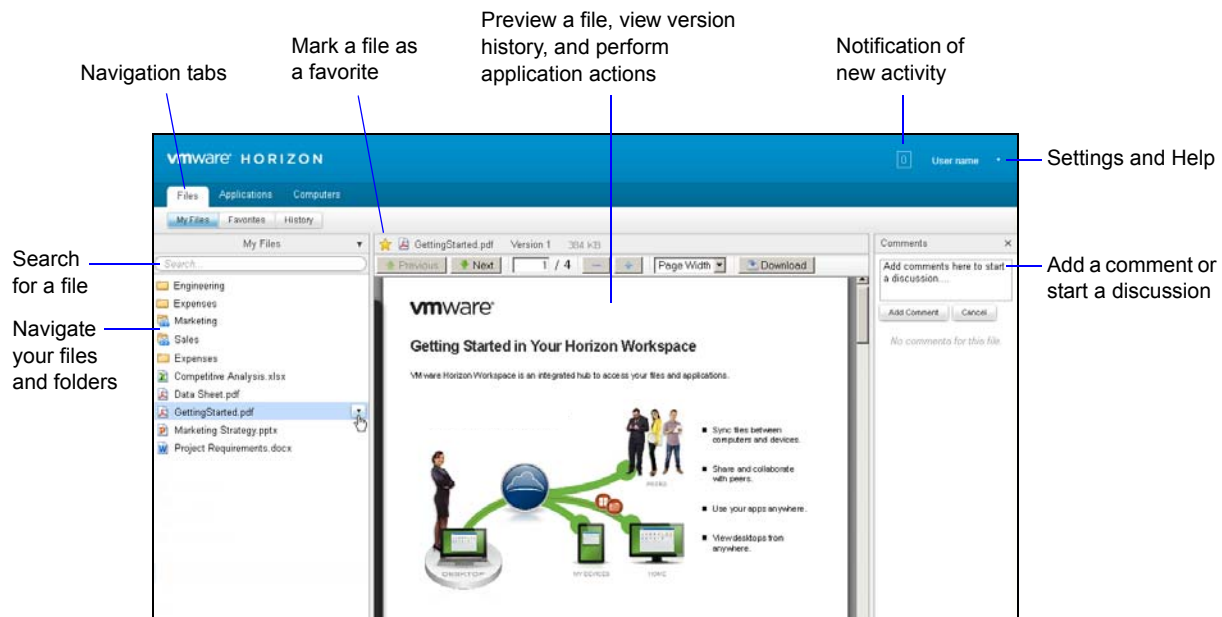
Download Horizon Workspace on other computers or devices...

To get your files on your mobile device, such as your iPhone or iPad, or on your home computer, download and install Horizon Workspace again by clicking on your Name and selecting **Download Horizon**.



Tips for using Horizon Workspace Files in your Web browser

You can easily view your files and shares, plus comment on a file, view file history, or recover a deleted file.

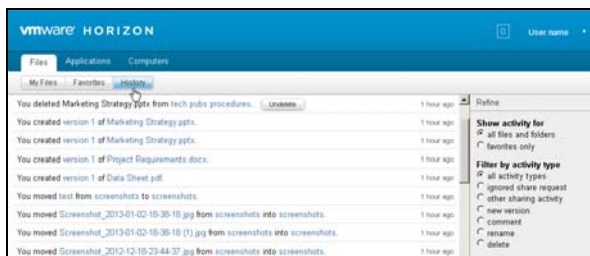
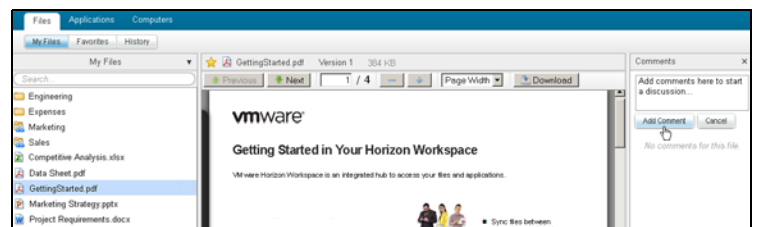


Previewing a File

Click on a file in the file list to preview. You can also mark the file as a favorite or change the version you are viewing in the preview mode.

Adding a Comment to File

The Comments feature lets you keep notes, have a discussion, or give feedback about files in your account. When a file is previewed, the comments display in the panel to the right. Co-workers on the share will see the comments.



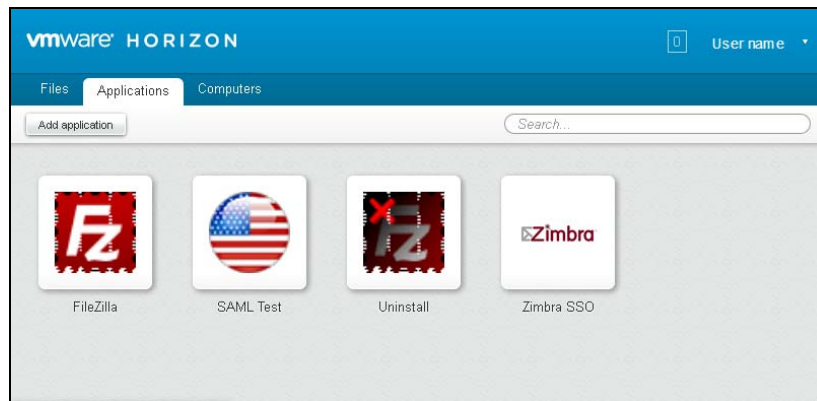
Viewing the History of a File

The History tab displays the history of all actions performed in your Horizon Files folder. You can find when a folder was created, commented on, or changed.

You can recover deleted folders and files from the History tab by selecting **Undelete**.

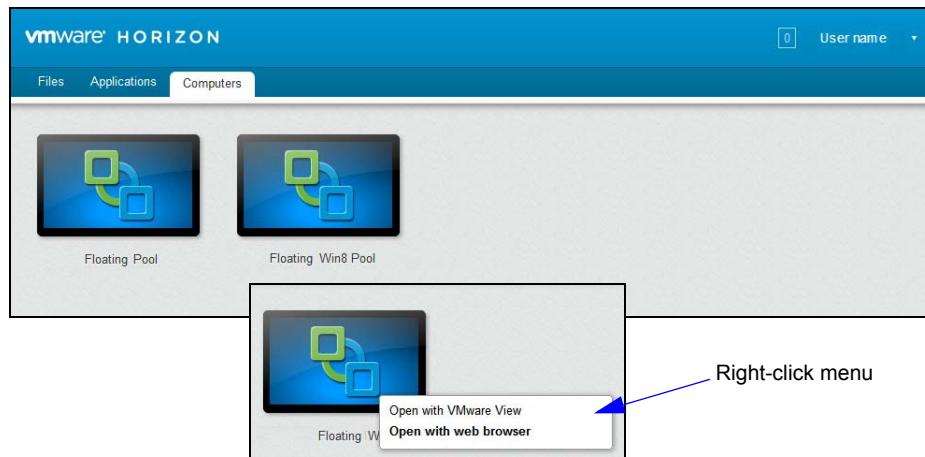
Working with Applications

Horizon Workspace Applications contains Web applications enabled for your use. Clicking on an application opens it and automatically signs you in.



Working with Computers

Horizon Workspace Computers shows your Horizon View desktops. Clicking on a desktop opens it in your View Client on your computer. If enabled by your IT department, you might also be able to open your desktop in the Web browser with VMware Blast.



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