

Horizon Workspace Client for iOS User Guide

Horizon Workspace 1.0

vmware[®]

Copyright © 2013 VMware, Inc. All rights reserved. This product is protected by U.S. and international copyright and intellectual property laws. VMware products are covered by one or more patents listed at <http://www.vmware.com/go/patents>.

VMware is a registered trademark or trademark of VMware, Inc. in the United States and/or other jurisdictions. All other marks and names mentioned herein may be trademarks of their respective companies.

VMware, Inc.
3401 Hillview Avenue
Palo Alto, CA 94304
www.vmware.com

Content

Managing Your iOS Device	5
VMware Horizon Workspace	5
System Requirements	5
Sign in to your Horizon Account	5
Managing files and folders	6
Create a new folder	6
Add a file	6
Move a file or folder	6
Rename a file	7
Rename a folder	7
Delete a file or folder	7
Previewing files	8
Working with Favorite files	8
Mark a file as a favorite	8
Viewing your favorite files	8
Unmark a file as a favorite	8
Sharing folders and files	9
Share a folder	9
Share a file	9
Stop sharing folders	10
Stop sharing files	10
Accepting an invitation to share a folder	10
Accept an invitation to share a folder	10
Ignore an invitation to share a folder	11
Accept an ignored invitation to share a folder	11
Leave a shared folder	11
Synchronizing files and folders between devices	11
Managing Settings	12
Managing your account quota	12
Check your quota usage	12
Set a security passcode	12
Change your security passcode	13
Disable your security passcode	13
Unlink your device	13
Using Search	14

Working in the Applications page	14
Add an application	14
Working in the Computers page	14
Accessing your View desktops	15

Managing Your iOS 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 iOS mobile devices:

- iOS 6.0+ with Apple iPad® 2 or later
- Apple iPhone® 4 or later

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 **Next**.
 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 create the new folder.
 2. Tap the **plus icon** and select **New Folder**.
 3. Enter the name for the new folder and tap **OK**.
-

Add a file

You can select to upload files to add them to your 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. In My Files, navigate to where you want to upload a file.
 2. Tap the **plus icon** and select **Upload**.
 3. Select the item to upload and tap **OK**.
-

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, select **Edit**.
 2. Select the item to move. Note that a check mark is next to the item you have selected, and you can select more than one item at a time.
 3. Tap **Move**.
 4. Select the destination for where you want to move the item. 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. From My Files, tap **Edit**.
 2. Select the file you want to rename. Note that a check mark is next to the item you have selected.
 3. Tap **Rename**.
 4. 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. From My Files, tap **Edit**.
 2. Select the folder you want to rename. Note that a check mark is next to the item you have selected.
 3. Tap **Rename**.
 4. 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. From any of your folders, tap **Edit**.
 2. Select the item to delete. Note that a check mark is next to the item you have selected, and you can select more than one item at a time.
 3. Tap **Delete**.
-

Previewing files

Select a file in My Files and the file displays in a preview pane. When a file is being previewed, at the top of the preview pane you can view information such as the file name and file size. You can also use the icons to perform such actions as marking the file as a favorite, and sharing the file. On the iPad, you can use the full-screen mode icon to enlarge or minimize the file.

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. From My Files, select a file you want to mark as a favorite.
 2. In the preview pane, tap the **star icon** and the file is added to your favorites list.
-

Viewing your favorite files

View your favorite files easily by accessing the Favorites page.

1. From the Files page, tap **Favorites**. Your favorite files display in a list and you can select to preview individual files.

Unmark a file as a favorite

Unmarking a file as a favorite removes the file from your 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 Files page, tap **Favorites** or the **star icon**.
 2. Select the file you want to remove as a favorite.
 3. Tap the **star icon** to de-select the file. 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.

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, tap **Edit** and select the folder to share. Note that a check mark is next to the item you have selected.
 2. Tap **Share**.
 3. In the Users text box, enter the person's email address.
 4. Select the permission level this person can have.
 5. Tap **Invite**. An email message is sent inviting to share the folder.
-

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.

1. Select a file that you want to share. The file previews.
 2. Tap the share icon and select **Email Link** to open an email message. The URL link is in the body of the message and send it to people with whom you want to share the file. Select **Copy Link** to be able copy and paste the URL link to anywhere.
-

Stop sharing folders

You can stop sharing folders you have shared. Go to the Horizon Web Client if you want to remove someone from sharing a folder.

1. In My Files, tap **Edit** and select the folder to stop sharing. Note that a check mark is next to the item you have selected, and you can select more than one item at a time.
 2. 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. Select a file you are sharing with others.
 2. Tap the share icon and select **Stop Sharing**.
-

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 into your Horizon account and accept the share. When you sign in to your account, if you have an invitation to share the Notifications page displays a link.

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 page 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 page.

1. From the Files menu, select **Notifications**. If you have a share notification, it is listed with information about the share and who it 's from.
 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. 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.
-

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 Settings page to accept the ignored invitation. The shared folder is added to your My Files page, just as any other share.

1. Go to the **Settings** page.
 2. 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 have access to the folder.

1. In My Files, tap **Edit**.
 2. Select the folder from which you want to leave the share. Note that a check mark is next to the folder you have selected.
 3. Tap **Share**.
 4. Scroll down and tap **Leave**. You are removed from the share.
-

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 Settings

The Settings page displays information about your Horizon account, including the version of Horizon Workspace your device is running, privacy policy, server and user information, your quota use and limits. You can also set security information such as using a passcode and auto-lock, and select 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 the My Files menu, select **Settings**.
 2. Scroll to the Account section to view your document cache size, quota usage, and limits.
-

Set a security passcode

If you want to use a security passcode for your device, you can enable the Passcode Lock. The Passcode Lock locks your Horizon account after a specified period of inactivity, with a default auto-lock of five minutes. When you want access your Horizon account again, all you need to do is 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. In the Security section, tap **Passcode Lock**.
3. Tap **Turn Passcode On**.
4. Enter a passcode and tap **Next**. The passcode must be a minimum of four digits.
5. Re-enter the passcode to confirm and tap **Done**.

6. Tap **Settings** to go back to the Settings menu.
 7. Optional: To change your auto-lock setting from the default of five minutes, tap **Auto-Lock**. Select the lockout duration, which can be from one minute to 30 minutes. A check mark indicates your selection. You can return to the Settings menu, which also displays your lockout duration under Auto-Lock.
-

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. In the Security section, tap **Passcode Lock**.
 3. Tap **Change Passcode**.
 4. Enter your existing passcode and tap **Next**.
 5. Enter your new passcode and tap **Next**.
 6. Re-enter your new passcode and tap **Done**.
-

Disable your security passcode

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

1. From the My Files menu, select **Settings**.
 2. In the Security section, tap **Passcode Lock**.
 3. Tap **Turn Passcode Off**.
 4. Enter your existing passcode and tap **Done**.
-

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. Tap the **Settings** menu.
 2. Tap **Unlink from Horizon**.
 3. Tap **OK** to confirm you want to remove access to your Horizon files from this device.
-

Using Search

On your iPad, using the Search feature is a quick and easy way to search your files and folders for an item.

1. From My Files, tap **Edit**.
 2. Tap **Cancel**. The search bar displays.
 3. In the search bar, enter 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.
-

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 plus icon.
 2. Select an application from the list to add. For applications from the App Store, they are installed on your device just as any other application.
-

Working in the Computers page

On your iPad, the Computers page shows the desktops that are enabled for your use. If you use VMware Horizon View, you can access your View desktops from anywhere from Horizon Workspace.

You can access your desktop from a Web browser using the VMware Horizon View HTML Access Web client when you do not have the Horizon View client software installed.

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

When you access your desktop, you are not working in your Horizon Workspace account. You can access the View Help from within your View clients.

Accessing your View desktops

If Horizon View is installed on your iPad, you can select whether to work in your View desktops with View or in a browser with the View HTML Access Web Client.

1. In the Horizon My Computers page, right click on a desktop.
 2. Select **Open with VMware View** or **Open with web browser**.
 3. If you select to open your desktop in VMware View, in the Launch Application dialog box, select **VMware View Client** and click **OK**.
-

AFTER COMPLETING THIS TASK:

If you select to open in a Web browser, a new tab opens the browser and displays your desktop. When you work in your desktop, you are working outside of your Horizon account.