Downloading and Using Horizon

Getting Started
Horizon Workspace is an application that allows you to store files in such a way that they are easily accessible regardless of your location. It is similar to the popular program Dropbox in that you are provided with a physical folder on your computer as well as a web-based repository you may log in to from anywhere and have direct access to all your files.

Installing Horizon Workspace
One can use Horizon without installing any programs thanks to the web-based repository, though if you are going to be working on a specific computer frequently the Workspace allows for even easier file management. To begin we must install the VMware Horizon client by going to the web address cloud.westminstercollege.edu where you will be see a log in window:

![Horizon Workspace Login](image)

Username
Password
Forgot password?
Sign in
Download Horizon Workspace
Instead of logging in, click on the link towards the bottom, ‘Download Horizon Workspace.’ Next, choose the operating system of the device you are installing Horizon on (this example uses a PC and shows that Windows automatically highlights as the “recommended” installation):

Once the download is complete install the program allowing it to use default settings. You will be prompted during installation for the VMware Horizon Workspace server, enter cloud.westminstercollege.edu. Once Horizon is installed, go ahead and launch it. You will be prompted to log in using your Westminster credentials. Once you have done this, the Horizon system associates this computer with your account. The Horizon program will launch when the computer is started up, and can be accessed through the system tray on PC (bottom right corner of the screen by the clock):

And through the top toolbar on Mac (top right corner by the clock):

Once Horizon appears as it does in the example above, the installation and setup is complete. A folder will be created on your computer for the logged in user. Assuming the program was installed to the default location, the folder is physically located at C:\Users\yourusername\Horizon on PC and under Favorites in Finder on Mac. You may create a shortcut to this folder on your desktop if you would like.
Using VMware Horizon Workspace
The purpose of the Workspace program is to provide a folder to act as a holding location for important files. All this does is cut out the step of logging into the web based repository. When you add a file to this folder it will make it immediately available on the Horizon web repository, and when you remove a file from the folder it also removes it from the web repository. What this will do is allow you to create items on your computer of preference and access them from another computer at your convenience, and vice versa.

To save files to the Horizon folder, you can either use the Save As function of the file you are working on and find the folder (under C:\Users\yourusername\Horizon on PC and under Favorites in Finder on Mac) or, you can save the file to your desktop and drag it into the Horizon folder. Please keep in mind that if you delete a file from the Horizon Workspace folder that it will also be deleted from the Horizon web repository.

Using VMware Horizon Web Repository
To access the Horizon web repository, navigate to the web address cloud.westminstercollege.edu. Log in using your Westminster credentials and you will be placed on this main screen:

![VMware Horizon Workspace](image)

Along the left side, where the Getting Started.pdf example is located, is where your files will appear once uploaded. To add new files, click on the dropdown triangle to the right of My Files and choose Upload. To delete or download a file, hover over the file name and click on the dropdown...
triangle to get your options. Clicking on a file here will give you a snapshot preview in the large
window to the right.

Please keep in mind that if you delete a file from the Horizon web repository that it will also be
deleted from any associated Horizon Workspace folders.

**Sharing Folders**
You have the ability to share a folder of documents with Horizon. To do so, log into
cloud.westminstercollege.edu. Hover over the folder you would like to share and select the arrow
that appears next to the name, and select Share. You can invite people to view, view and edit, or
view, edit, and share the folder. Recipients do not already need to have access to Horizon, so it is
possible to share with students.