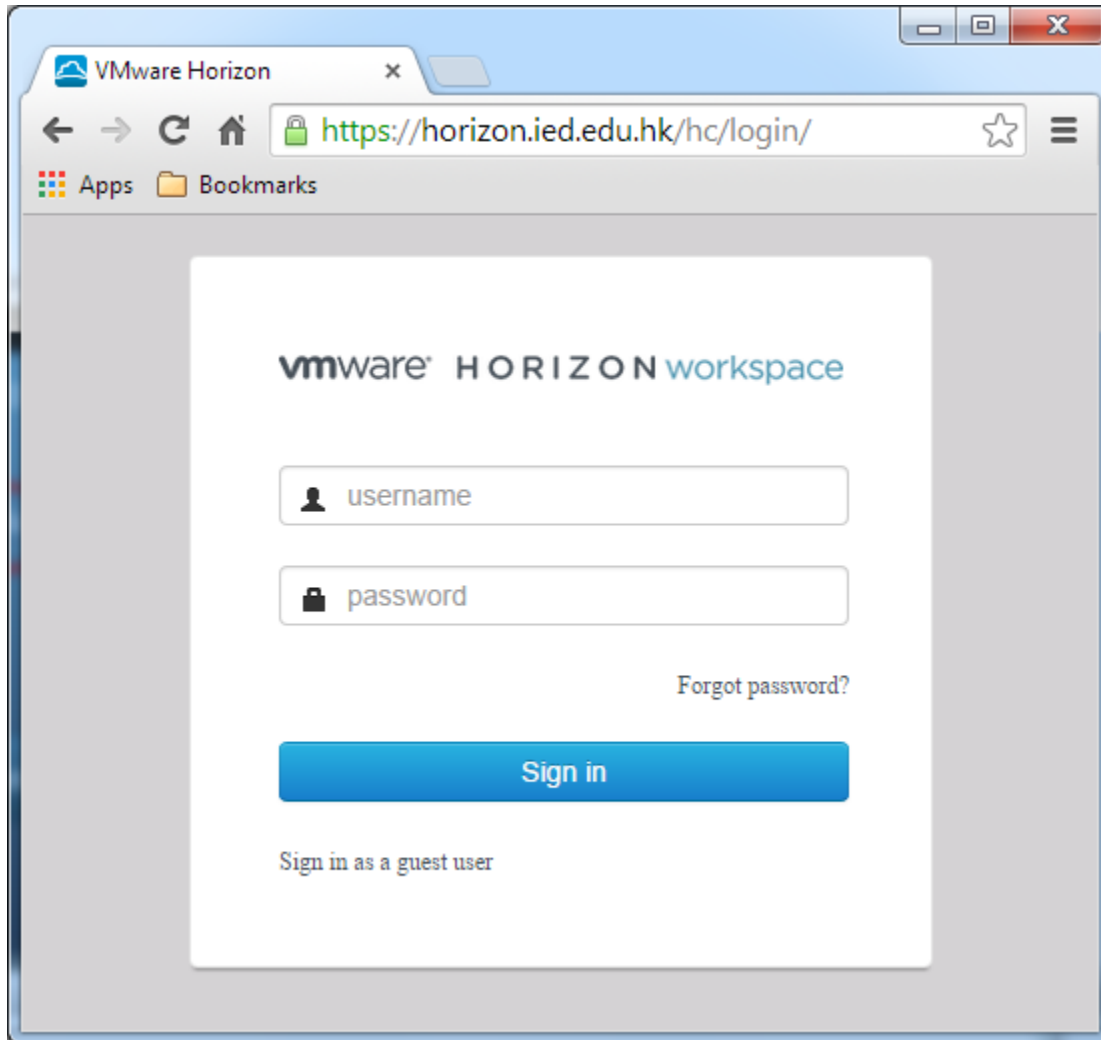# EdUHK VMWare Horizon User Guide for Web Browser

You can access your Horizon Files from a web browser.

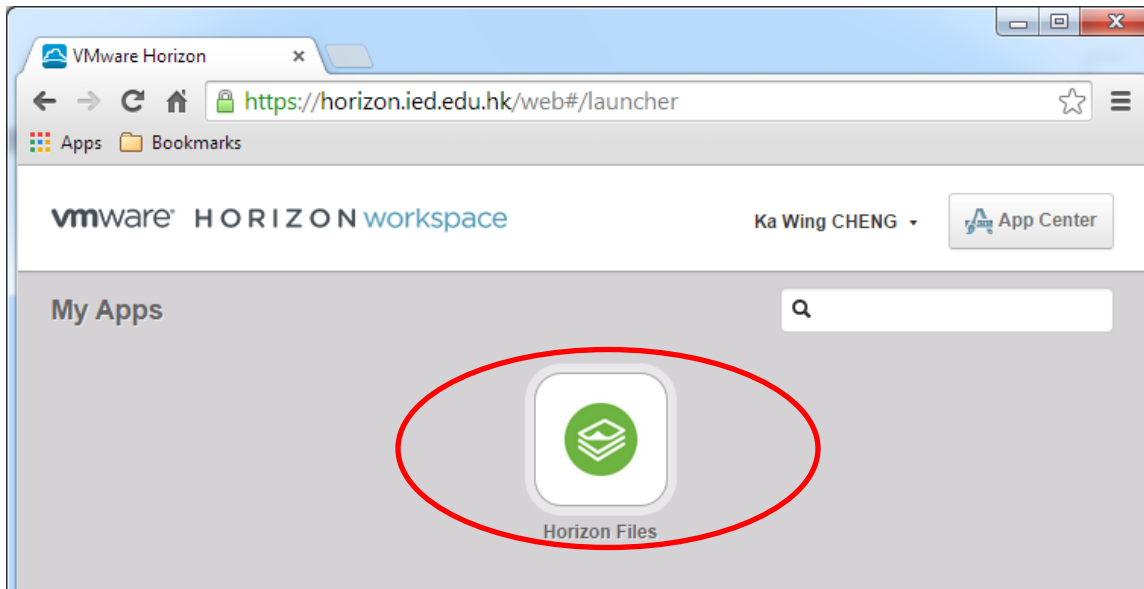**How to login Horizon Cloud Storage?**

1. Open any browser (e.g. Internet Explorer, Firefox, Chrome or Safari) and go to https://horizon.ied.edu.hk .
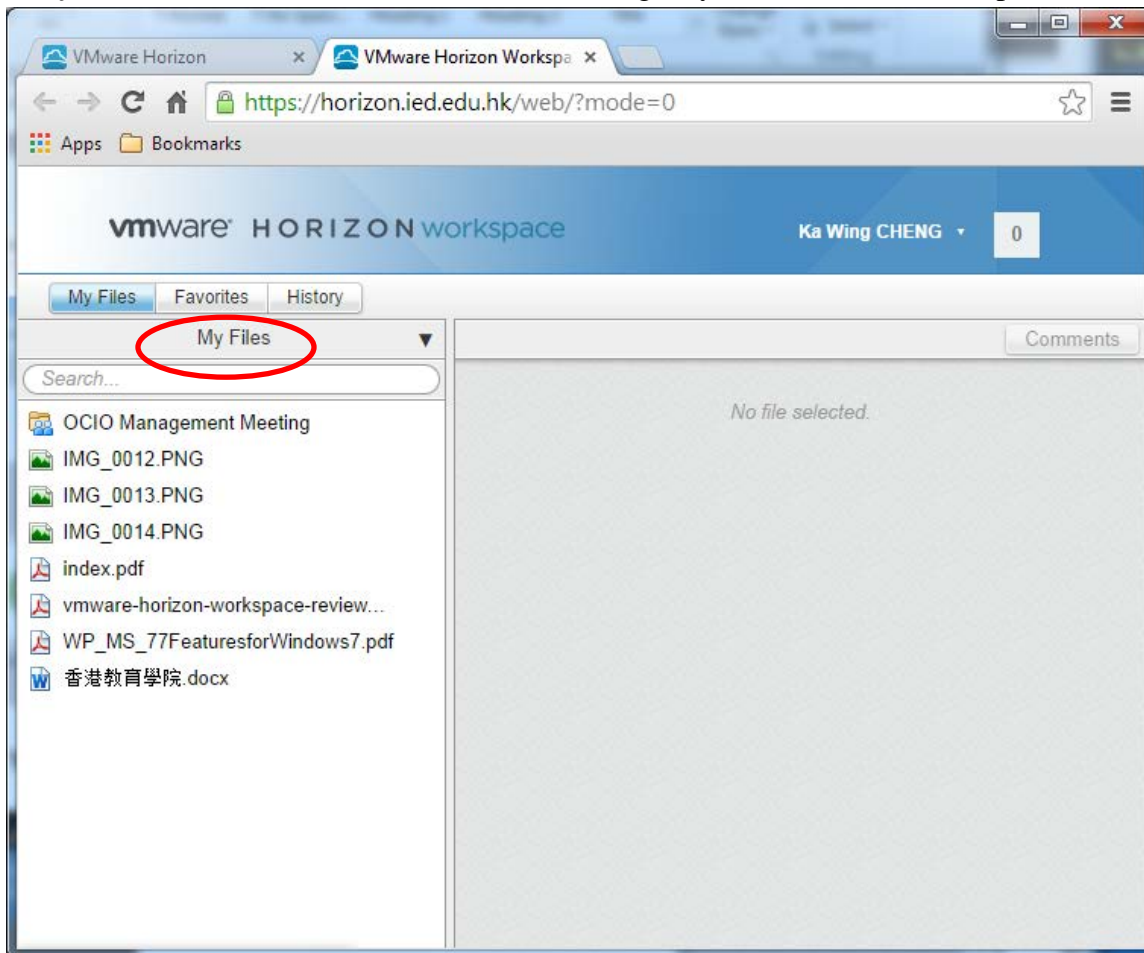2. Enter your EdUHK username and password and click "**Sign in**".

3.

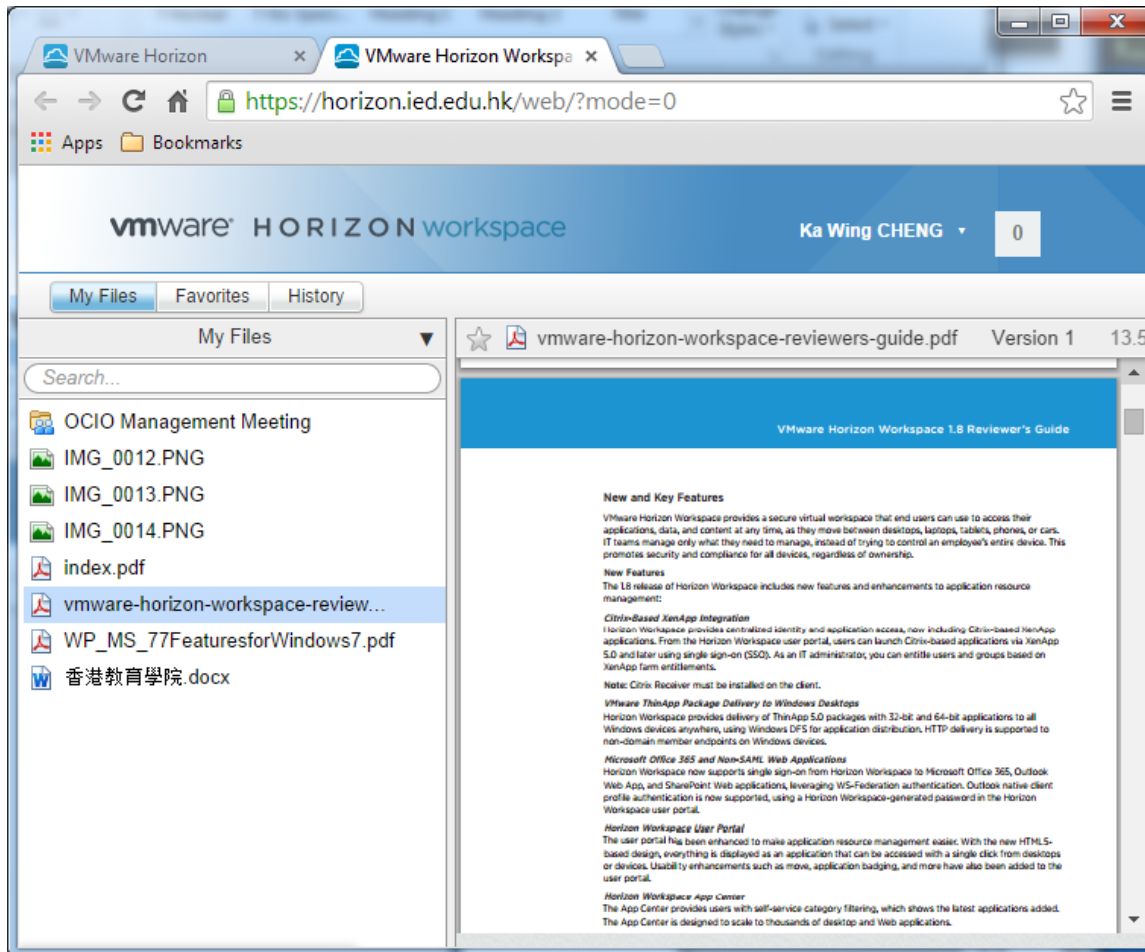4. Click on the "**Horizon Files**" icon to browse the files.

5.

Navigate Files within Horizon

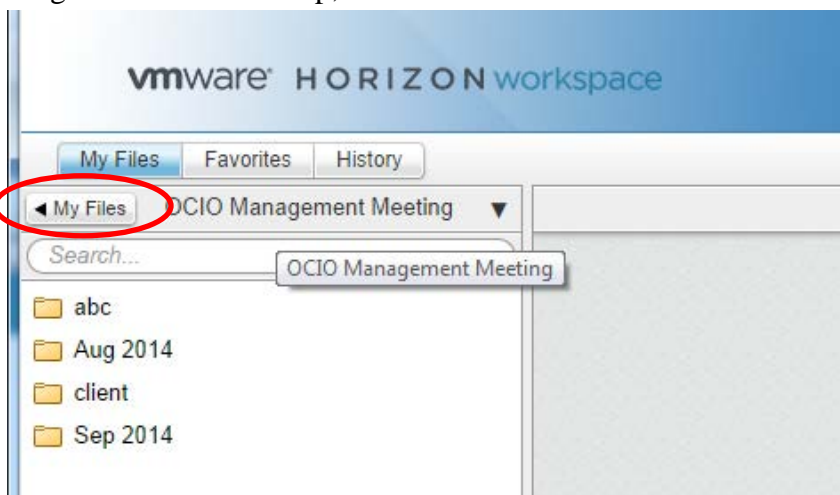6. "**My Files**" is the root folder level. You can navigate your files from the left panel.
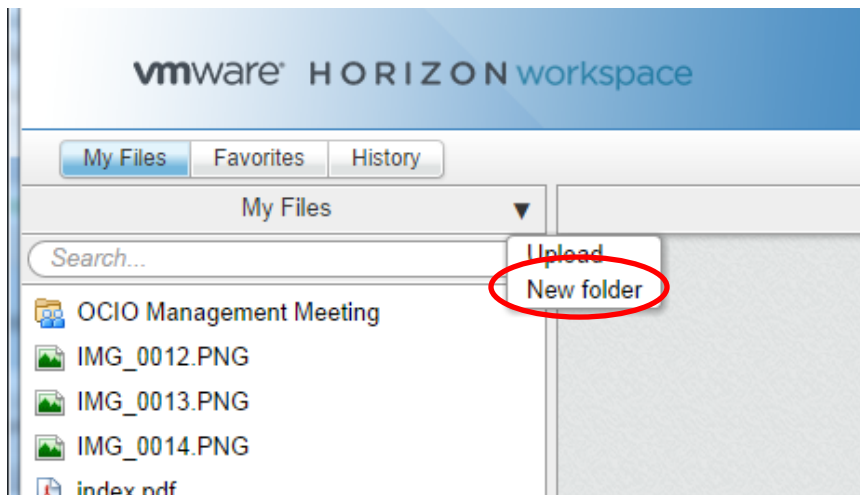

7.

8. To preview a file, just click on the file name from the left panel. The view will be shown on the right hand side.

9. To go into any subfolder, just click on the folder name.
10. To go one folder level up, click on the button on the left above the search box.
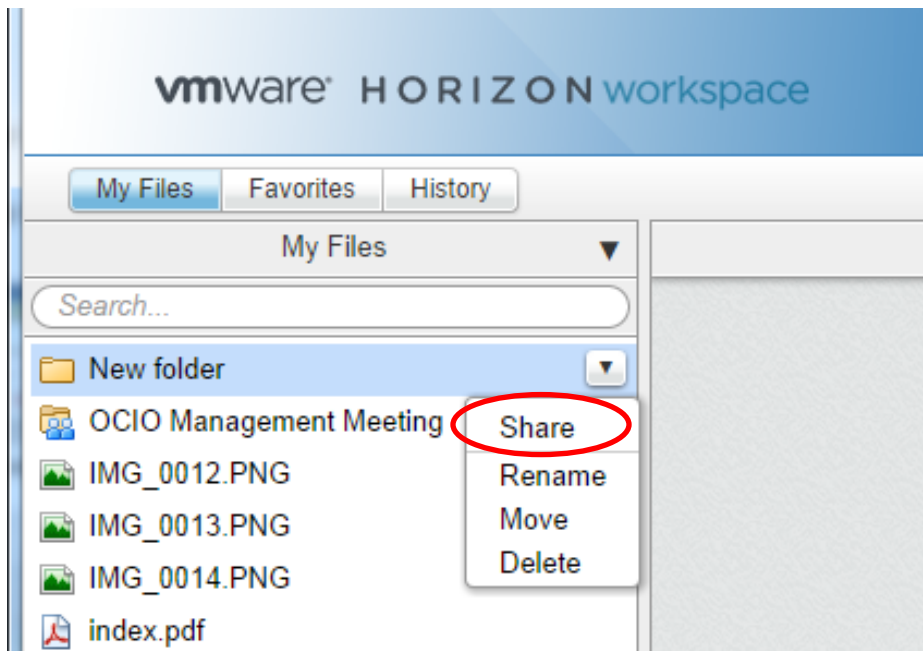

11. To create a folder, click on the down arrow next to the folder name and choose "New Folder". Then, enter a folder name.

Share a folder to other users

1. From the folder you want to share, click the down arrow at the end of the folder name. Then choose "Share".

2. You can search a user by either the username or the full name. You can insert a list of users or use a group.
   o You can set different levels of access permissions to folders that you share.
     ▪ **View -** Read-only access to a folder. Users you share the folder 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 the folder with can view, download, edit, move, delete, and add new files to the shared folder.

- **View, edit, and share -** Full 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. You can customize the invitation email if needed.

3. Then click the "**Share**" button.
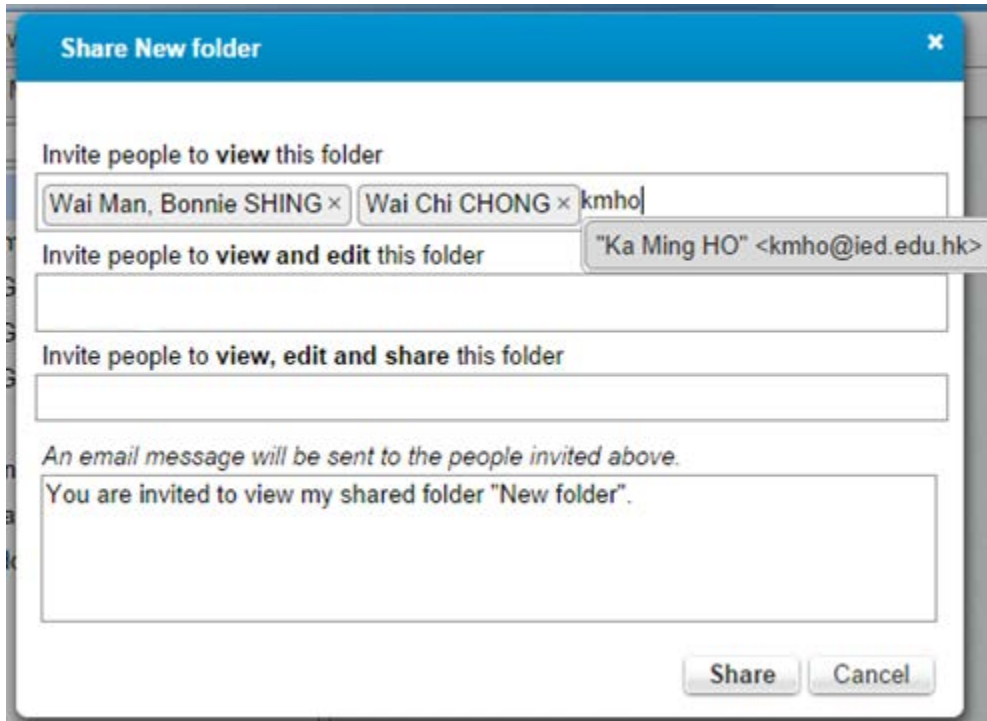
Accept an Invitation to Share a Folder

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 invitation, the newly shared folder is displayed in your Horizon Files page.

1. From the menu, next to your name, you can see new messages shown by the notification indicator. Click on it.
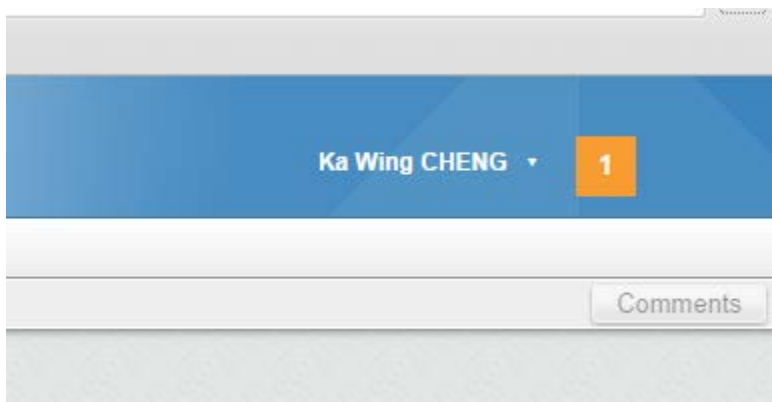
2. You can select to either accept or ignore the invitation. Click "**Add to My Files**" to accept the sharing.
3. If you received more than one share notification, you can tap the menu and select to accept or decline all invitations.
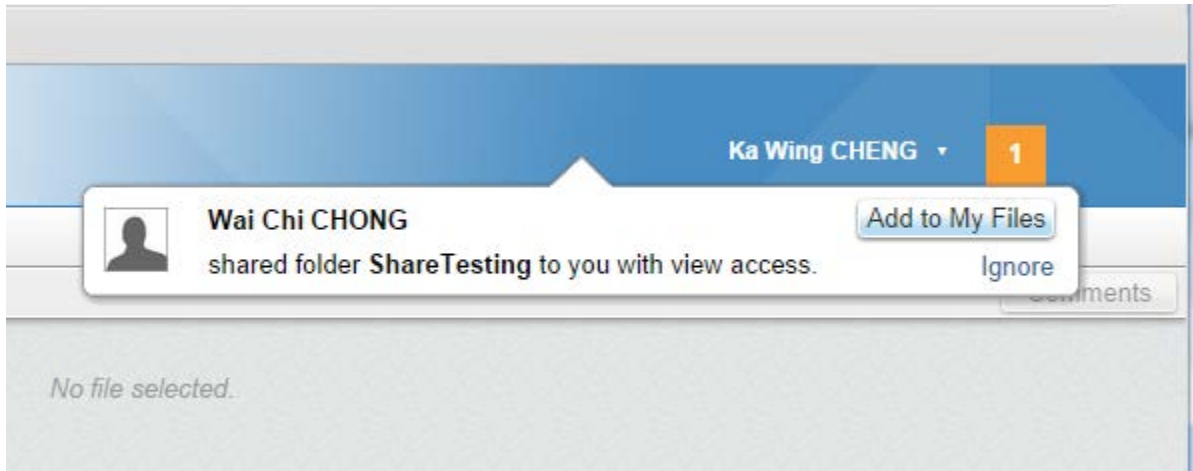
4. Then the newly accepted folder will be shown on your file list on the left panel.
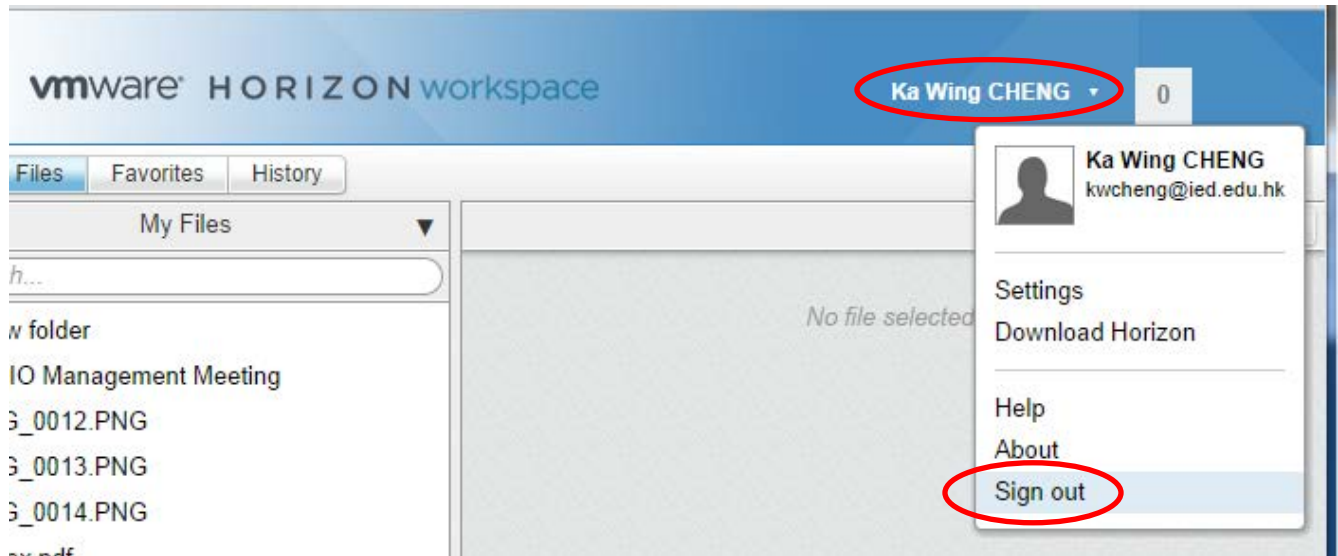

How to upload files to Horizon

1. Go to the folder and click the down arrow on the right and choose "Upload".
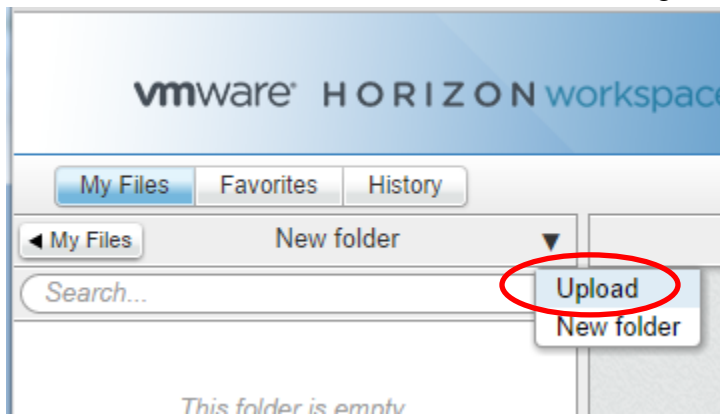
2. Then a window pops-up. You can upload more than one file at a time. Click "Open" to start the upload.

How to logout Horizon

3. To logout the system, click on the name shown on the upper right. Then choose "**Sign out**".

For more information about the operation, you can refer to the online help from the Horizon web portal.

  a. Click on your name to invoke the pull down menu.
  b. Choose "Help".