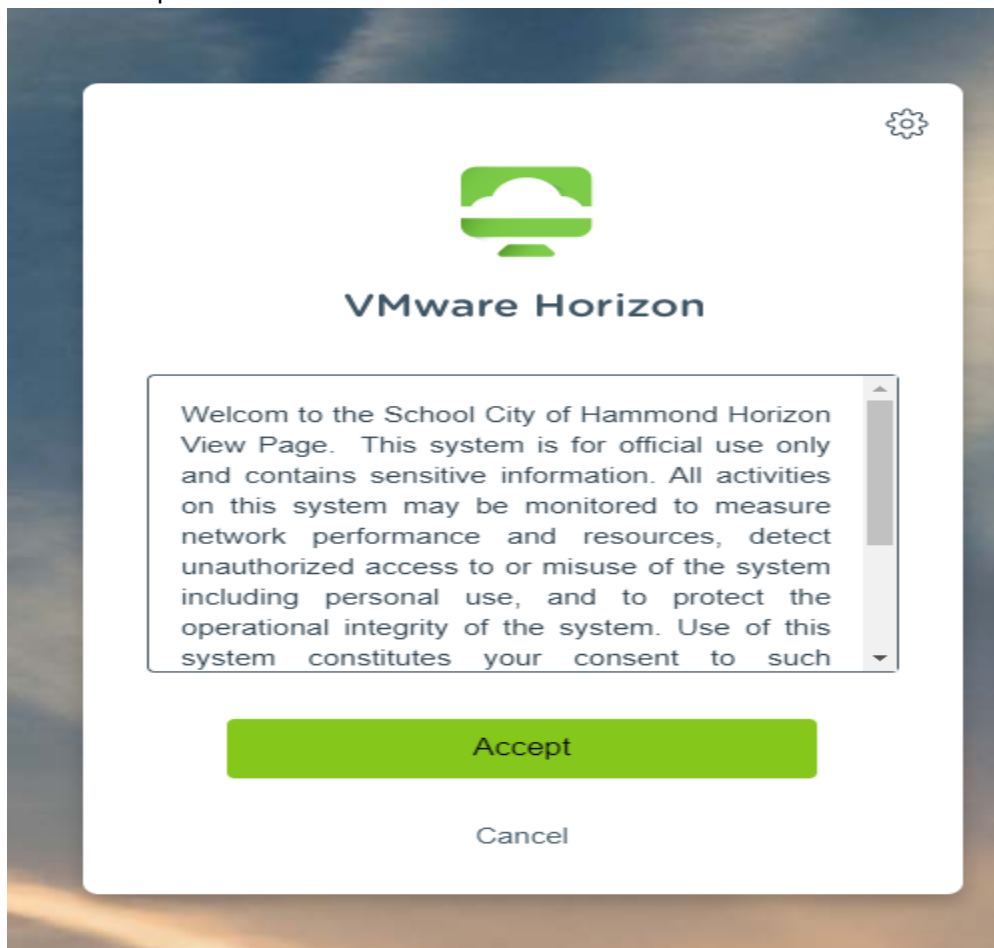# Horizon View

The Horizon View application platform will allow you to use Windows applications on your Chromebook. It will also allow you to access selected applications and files when you are not on the Hammond network. Applications like ActiveInspire only work on the Windows platform thus are not available natively on a Chromebook platform. The below instructions will help you to access the Horizon View platform.

A: Using the Vmware Horizon Client.

1. Log onto your device (Chromebook, laptop, desktop, etc) as you normally would
2. Go to the Hammond webpage (www.hammond.k12.in.us). Click on **Staff** and choose **Horizon View**
3. Click to Accept

4. Type in your email address and password
5. All the applications available to you will show on the display. Choose the application that you want to use. Give it a minute to load the application
6. Use the application as you normally would. When done, close the application with the X in the corner as usual
7. When done with all applications, click on the **X** in the right hand corner to close the Horizon platform.

Note: If attempting to access your documents (Word docs and/or Excel spreadsheets) from our home directory (MY Documents or O:\ Drive), please choose the Word or Excel Applications. Once the application opens you can choose Open from the File Menu and click on Browse. Click on the arrow next to This PC to open the list.. from there you will see your home directory