BYOD/Hypori Manage User Workspace

Introduction

This document will instruct you how to perform some tasks that help you customize your Hypori Halo virtual workspace: rearranging application icons your home screen, adding application icons to the favorites tray, and creating application folders.

Procedures

Rearranging Application Icons on the Home Screen

You can rearrange the location and/or order of the app icons on the home screens of your Hypori Halo virtual workspace.

1. From the home screen of the Hypori Halo Virtual Workspace, long-press any app icon until all the icons start to wiggle. This means you are editing how apps are organized on your home screen.

2. While the app icons are still shaking, press and hold the app icon that you want to move, then drag it to the desired location or page.

3. Once you've placed the app icon in the desired location, let go of the icon. It will remain in the position where you've placed it.

Touch an empty area of the screen to stop the app icons from wiggling, which indicates you're no longer editing how the icons on your home screen are organized.

Adding Application Icons to the Favorites Tray

1. From the home screen of the Hypori Halo Virtual Workspace, long-press any app icon until all of the icons start to wiggle. This means you are editing how apps are organized on your home screen.

2. While the app icons are still shaking, press and hold the app icon that you want to add as a favorite, then drag it to the bottom of the screen. Release the app icon in the white bar that appears.

3. You can repeat this action for additional apps that you'd like to appear in the Favorites Tray. The Favorites tray can accommodate up to four apps or folders at once.

To remove an app from the Favorites Tray, touch and drag it out of the Favorites Tray back into the app grid.

Touch an empty area of the screen to stop the app icons from wiggling, which indicates you're no longer editing how the icons on your home screen are organized.

Creating App Folders

1. From the home screen of the Hypori Halo Virtual Workspace, long-press any app icon until all the icons start to wiggle. This means you are editing how apps are organized on your home screen.

2. Identify two or more apps you'd like to include in a folder. While the app icons are still shaking, press and hold the first icon, then drag it on top of the second icon to create the folder.

3. The folder is created in the app grid on your home screen. If you'd like to add additional app icons to the folder, touch and drag them on top of the folder.

Touch an empty area of the screen to stop the app icons from wiggling, which indicates you're no longer editing how the icons on your home screen are organized.

4. You can view the apps in a folder by selecting it. A default name is assigned when the folder is first created. To rename the folder, select the name, then use your keyboard to enter and confirm the desired title.
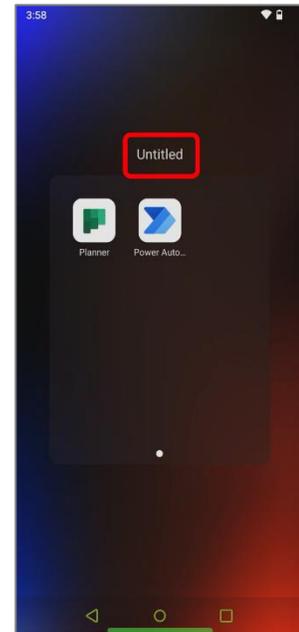
5. Select the back arrow at the bottom of the screen to return to the home screen. The new title is displayed beneath the folder.