



THE UNIVERSITY OF BRITISH COLUMBIA

Information Technology

UBC Workspace 2.0

Getting Started Guide

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Introduction

UBC Workspace is an on-campus cloud-based file sharing service to securely access your files anywhere. You can access your files from:

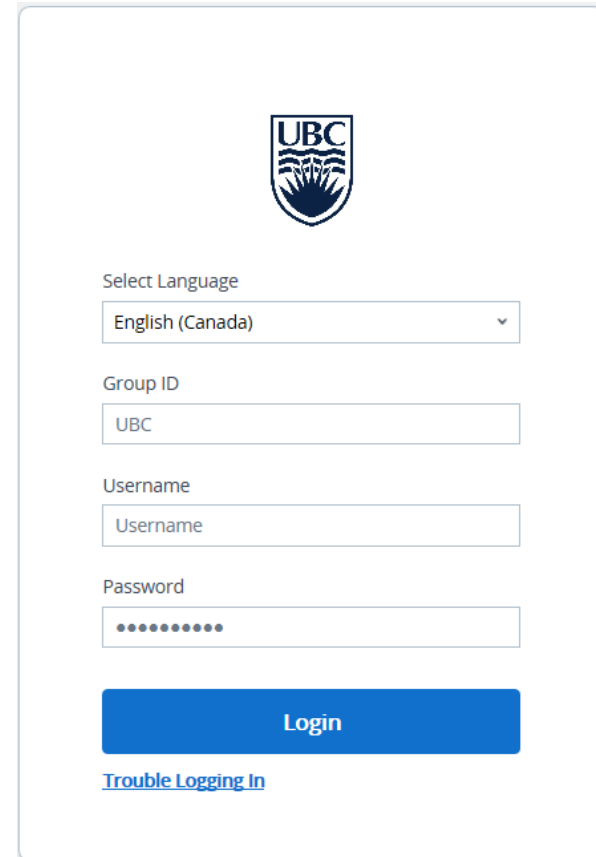
- A Web client on a favorite browser
- A Desktop client on Windows and Mac OS computers
- A Workspace client on your iOS or Android mobile device


Files are synchronized between your computers and devices. You can share these files with internal and external users through folders.

To login:

Using a Web Client

1. Go to: <https://files.workspace.ubc.ca/>
2. Enter Group ID: **UBC**
3. Enter your Enterprise Active Directory (EAD) information (for most, this is your Campus-Wide Login (CWL) ID and password)





Select Language
English (Canada) ▾

Group ID
UBC

Username
Username

Password
••••••••

Login

[Trouble Logging In](#)

Using a Desktop Sync Client

1. You can download the desktop sync client for Workspace 2.0 by going to the Self-Service Portal at <https://files.workspace.ubc.ca/>.
2. Click the **Content Locker Sync link**, and then select your Operating System (Mac OS X; Windows (7/8/10)). Download and install as instructed.

The screenshot shows the 'My Content' interface in Workspace 2.0. On the left is a dark sidebar with 'My Devices' and 'My Content' (highlighted) buttons. Below these are links for 'Shared Content', 'Shared Links', 'Favorites', 'Trash', 'Activity', 'My Repositories', and 'Content Locker Sync'. A usage bar shows 'Usage: 65.41 MB / 20 GB' and 'Max Allowed File Size: 8 GB'. The main content area has a search bar and buttons for '+ Add Folder', 'Upload Files', 'Delete', and 'Move'. Below is a table with columns: Type, Name, Role, Size, Last Modified, and Actions. One item is listed: 'workspace' (Type: folder, Name: workspace, Last Modified: 422 millisecond(s) ago). Below the table is a dashed box labeled 'Drag And Drop'. At the bottom, it says 'Items 1-1 of 1 (0 selected of 1 items)' and 'Page Size: 50'.



3. Enter settings as prompted

The screenshot shows the 'AirWatch Content Locker Sync Setup' window with the 'Server Information' tab selected. The window title is 'AirWatch Content Locker Sync Setup' and the subtitle is 'CONTENT LOCKER Sync'. There are two input fields: 'Server URL' with the value 'https://files.workspace.ubc.ca/DeviceServices' and 'Group ID' with the value 'UBC'. A 'Next' button is located at the bottom right.

Using your EAD/CWL username and password

The screenshot shows the 'AirWatch Content Locker Sync Setup' window with the 'Login Information' tab selected. The window title is 'AirWatch Content Locker Sync Setup' and the subtitle is 'CONTENT LOCKER Sync'. There are three input fields: 'Computer Name' with the value 'ComputerName', 'Username' with the value 'username', and 'Password' with masked characters. Below the password field is a checkbox labeled 'Use Authorization Token' which is unchecked. At the bottom left is a 'Change Server' button and at the bottom right is a 'Next' button.



Using the Mobile Application

1. Download the **VMware Content Locker** app at the [Apple iTunes Store](#), [Google Play Store](#)
2. Enter the server address: <https://files.workspace.ubc.ca>
3. Enter the Group ID: **UBC**
4. Enter your Enterprise Active Directory (EAD) information (for most, this is your Campus-Wide Login (CWL) ID and password).

Support

For more details on how to use Workspace 2.0, please see the [User Guide](#)

If you have any questions, please contact the UBC IT Help Desk at www.it.ubc.ca/helpdesk.