



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:

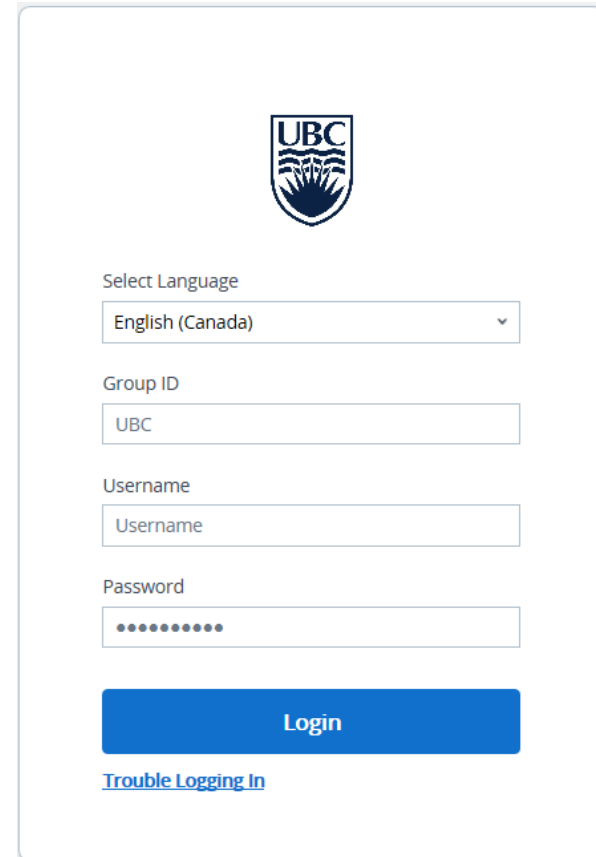
- A Web client on a favorite browser
- A Desktop client on Windows and Mac OS computers
- A Workspace client on your iOS or Android mobile device


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 navigation options: 'My Devices', 'My Content' (highlighted), 'Shared Content', 'Shared Links', 'Favorites', 'Trash', 'Activity', 'My Repositories', and 'Content Locker Sync'. The main content area has a search bar and action buttons: '+ Add Folder', 'Upload Files', 'Delete', and 'Move'. Below these 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 shows 'Items 1-1 of 1 (0 selected of 1 items)' and a 'Page Size' dropdown set to 50. Usage statistics are shown at the bottom left: 'Usage: 65.41 MB / 20 GB' and 'Max Allowed File Size: 8 GB'.



3. Enter settings as prompted

The screenshot shows the 'AirWatch Content Locker Sync Setup' window. The title bar reads 'AirWatch Content Locker Sync Setup'. The main heading is 'Server Information' with 'CONTENT LOCKER Sync' on the right. There are two input fields: 'Server URL:' containing 'https://files.workspace.ubc.ca/DeviceServices' and 'Group ID:' containing '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. The title bar reads 'AirWatch Content Locker Sync Setup'. The main heading is 'Login Information' with 'CONTENT LOCKER Sync' on the right. There are three input fields: 'Computer Name:' containing 'ComputerName', 'Username:' containing 'username', and 'Password:' containing a masked password '••••••••'. 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.