



Workspace 2.0 Getting Started Guide

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 desktops
- A Workspace client on your iOS, Android and Windows mobile devices

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)

UBC Workspace - Self-Service Portal

Idioma English (Canada)

Login to Self Service Portal

Group ID
UBC

Username
jdoe

Password
●●●●●●●●●●●●

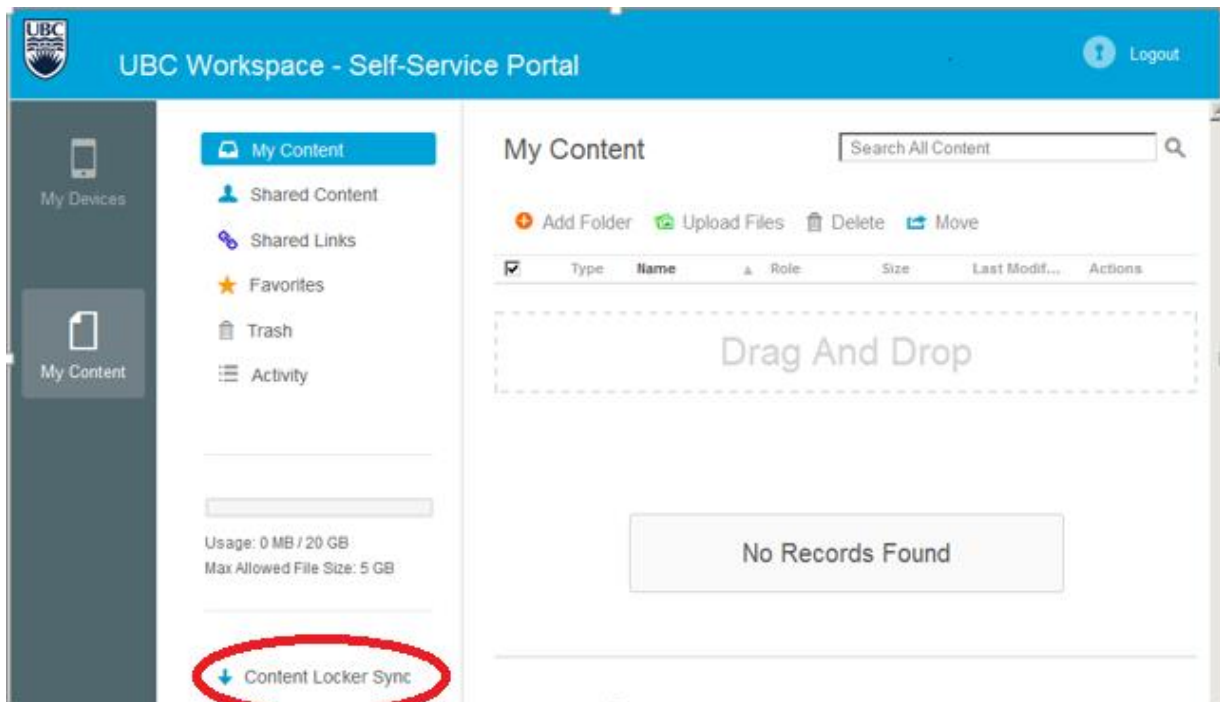
Login [Forgot Password?](#)



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 XP; Windows (Vista/7/8)). Download and install as instructed.

For Mac OS X and macOS, download and install version [4.4.0 of the Mono Framework](#)





3. Enter settings as prompted

A screenshot of the 'AirWatch Content Locker Sync Setup' window. The title bar reads 'AirWatch Content Locker Sync Setup'. The main header is blue with the 'AIRWATCH Content SYNC' logo. Below the header, 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

A screenshot of the 'AirWatch Content Locker Sync Setup' window. The title bar reads 'AirWatch Content Locker Sync Setup'. The main header is blue with the 'AIRWATCH Content SYNC' logo. Below the header, there are three input fields: 'Computer Name:' with the value 'ComputerName', 'Username:' with the value 'username', and 'Password:' with a masked password '●●●●●●●●'. There is a checkbox labeled 'Use Authorization Token' which is currently 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).

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