



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 Microsoft Windows and macOS 10.12/10.13 computers

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

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

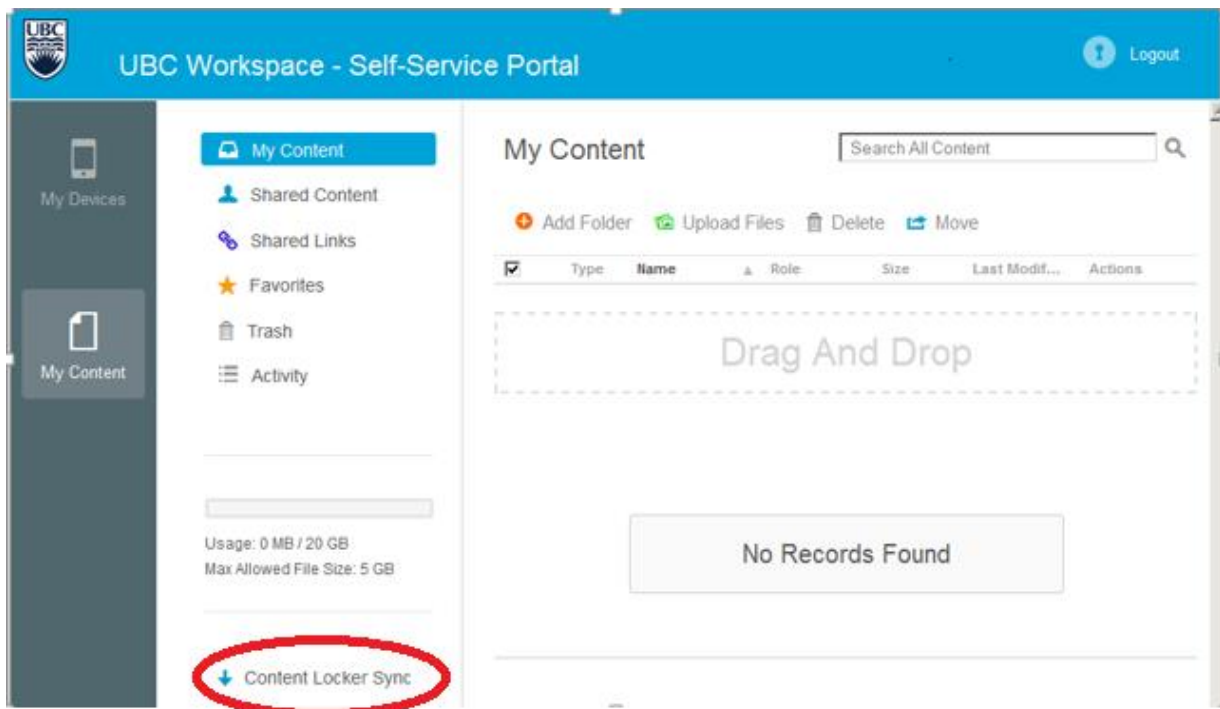
Password
●●●●●●●●●●●●●●●●

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 (for macOS 10.12 or 10.13); Windows (for Microsoft Windows 7 and later). Download and install as instructed.



Note that Content Locker Sync is not compatible with macOS versions 10.14 or later



3. Enter settings as prompted

The screenshot shows the 'AirWatch Content Locker Sync Setup' window. The title bar includes the AirWatch logo and the text 'AirWatch Content Locker Sync Setup'. The main header is blue with the text 'Server Information' and 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 of the window.

Using your EAD/CWL username and password

The screenshot shows the 'AirWatch Content Locker Sync Setup' window. The title bar includes the AirWatch logo and the text 'AirWatch Content Locker Sync Setup'. The main header is blue with the text 'Login Information' and 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, there is a 'Change Server' button, and at the bottom right, there is a 'Next' button.

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