



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 computers
- A Workspace client on your iOS or Android mobile devices

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

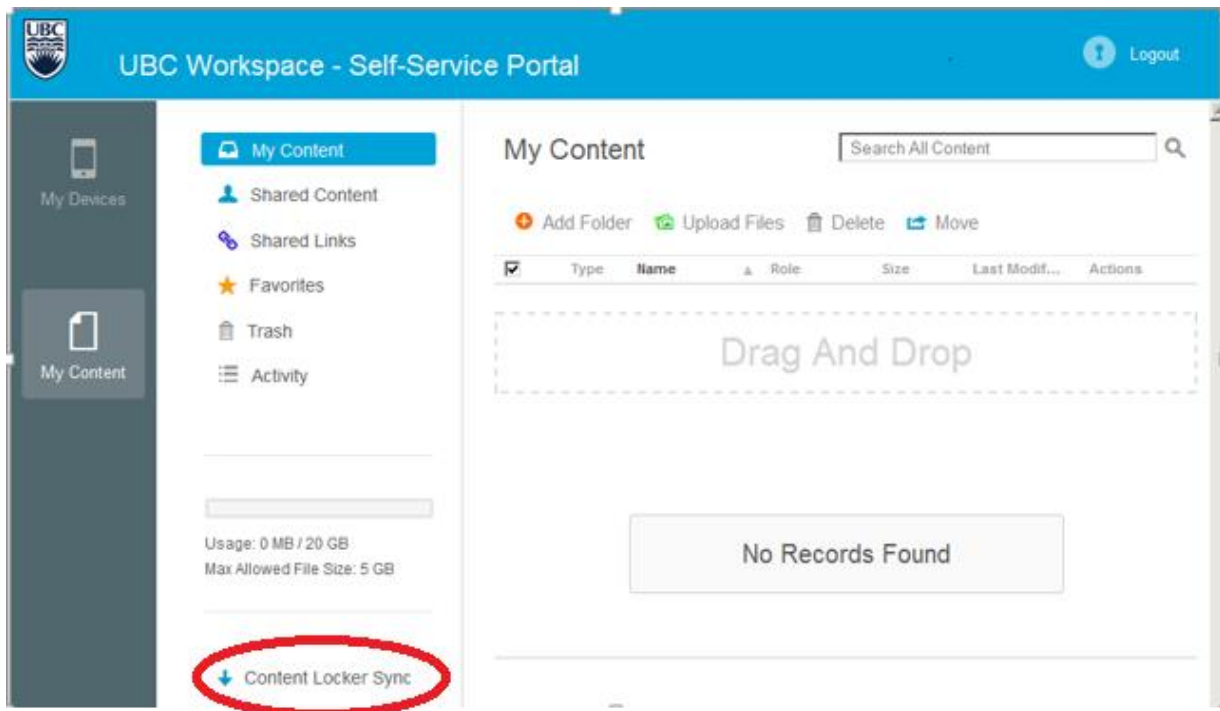
Password
●●●●●●●●●●●●

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 or Mac OS X); 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 reads 'AirWatch Content Locker Sync Setup'. The main header is blue with the 'AIRWATCH Content SYNC' logo. Below the header, the 'Server Information' section contains 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. The title bar reads 'AirWatch Content Locker Sync Setup'. The main header is blue with the 'AIRWATCH Content SYNC' logo. Below the header, the 'Login Information' section contains 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 **Content – Workspace ONE** 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 primary Campus-Wide Login (CWL) ID and password).

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