



# Workspace 2.0 Getting Started Guide

Please note that Workspace 2.0 will be decommissioned on October 29, 2021.

Faculty and staff who currently use Workspace 2.0 as a storage solution need to migrate all of their files off of the service and to another UBC supported storage service before October 29, 2021.

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:

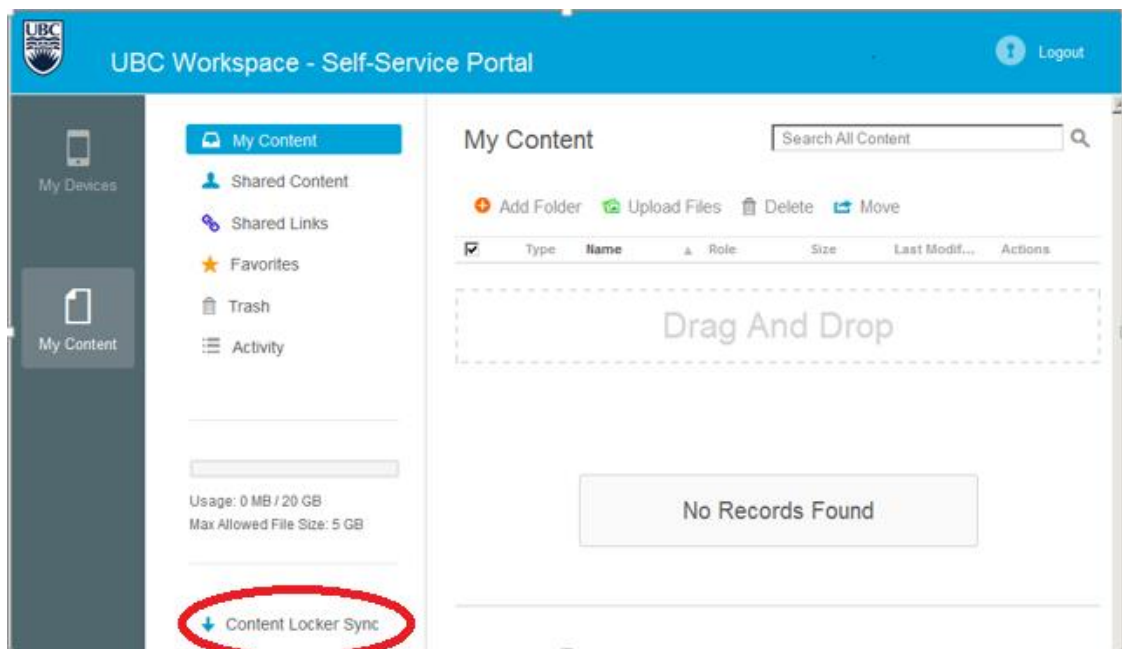
### Using a Web Client

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)



## 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/>.  
External/Guest Workspace Accounts do not have permission to use the Sync Client
2. Click the **Content Locker Sync** link, and then select your Operating System
  - a. Mac OS X - for macOS 10.12 or 10.13. Other Apple Computer OS versions are not supported.
  - b. Windows - for Microsoft Windows 7 and later.



3. Download and install as instructed



4. 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.

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