Workspace 2.0 - Windows Phone 8 User Guide

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Introduction

The Content Locker is a mobile application that delivers content to your mobile devices. The Content Locker app allows you to access important content on your device while allowing your organization to ensure those files stay secure.

Downloading Secure Content Locker for Windows Phone 8

Downloading from the Windows Phone Store

1. Navigate to the Windows Phone Store.
2. Select the Search icon.
3. Search for "Content Locker."
4. Select Content Locker from the results.
5. Select Install from the application's Windows Phone Store page.

Downloading from the App Catalog

1. Open the AirWatch MDM Agent
2. Select Applications.
3. Select All Public.
4. Tap the Secure Content Locker.
5. Select Install.
Logging in to Secure Content Locker for Windows Phone 8

1. Log in using the following information:

   Username: CWL Account
   Password: CWL Password
   Server URL: https://files.workspace.ubc.ca
   Group ID: UBC
Secure Content Locker for Windows Phone 8 Functions

Navigating the Secure Content Locker

When you launch the app, you need to swipe right or left to navigate between the different screens. These screens hold different categories and folders containing your organization’s content. This section provides an overview of how to navigate through the Secure Content Locker for Windows Phone 8.

1. **Featured** – This screen contains all the admin-created shortcuts for you to quickly and easily access your most important content.

2. **Views** – This screen contains the different content views that filter the content into four different categories.

3. **Repository** – Lists External and Internal content repositories.
4. **User Content** This screen shows all user-specific repositories. This screen only displays if your IT Admin creates a special repository of content that is specific to you and your device. User Content can also contain local device content that was accessed through the Secure Content Locker app. For example, you can open email attachments in Secure Content Locker so you can upload the information to your Personal Content.

**Views**

1. **All Content** – This view displays all content in your repositories.
2. **New Content** – This view displays all content added to your repositories since the last time you accessed the Secure Content Locker.
3. **Recent** – This view shows files you accessed recently.
4. **Favorite** – This view is where any file you designated as a favorite displays.
Repositories

The categories you see within a repository have been custom created by your organization as a way of grouping content. Much like with folders, subcategories may exist, allowing for several layers of organization.

- **External Repository** – An external repository is a way of storing files so they can be accessed remotely. The Secure Content Locker can access these repositories giving you mobile access on your Windows Phone 8 device.

**Note:** When connecting to an external repository, you may be asked to provide additional credentials. For example, you may need to provide your Directory Services credentials in order to connect to a SharePoint server repository. These are typically the same credentials you use to sign into your work laptop or the Secure Content Locker app.

- **Personal Content** – This is your personal location for storing files of your choosing. When saving personal attachments from emails or downloading files from the Internet, you have the option to save these files in a personal repository within the Secure Content Locker. Once saved, you have the ability to rename the files. For more information, see the Personal Content section.

1. **AirWatch Content** – This is content uploaded by your IT admin for use with the Secure Content Locker app.
2. **SharePoint** – This is a SharePoint repository. This would display if your organization uses SharePoint and your IT admin has enabled it.
3. **File Store** – This is a File Store repository. This would display if your organization has a File Store and your IT admin has enabled it.

**Note:** Not all possible repositories are shown in this example. Any additional items that display in this screen are a repository.
Downloading Content

The most important part of using Secure Content Locker is downloading content. Bringing content from repositories to your Windows Phone 8 device allows you access to your organization's content while on the go.

Downloaded content is not stored in a separate location. Any file you download remains in its existing location. For example, if you download a file from your organization's SharePoint in a folder called 'Important Files,' the downloaded content will still be located in the SharePoint repository in the folder 'Important Files.'

To download a document, follow these steps:

1. Navigate to the file you want to download.
2. Tap the file to download it.

To download several documents at once, follow these steps:

1. Navigate to the files you want to download.
2. Tap Select to enable multiple file selection.
3. Select the files you wish to download.
4. Select Download from the app menu at the bottom of the screen.

The content will now download. Progress can be seen by the blue dots running across the screen beneath the content title. You may also follow the download and upload process from the Transfer screen.

Note: You must have the Content Locker application open to download content. If you dismiss the Content Locker while it downloads, it will pause the download.
Viewing and Managing Content

The Secure Content Locker for Windows Phone 8 app allows you to view content within the app without needing any additional apps. Any file type you can download in the app can be opened and viewed within the app. This restriction gives your organization the security it desires and the flexibility you need.

Viewing Content

1. Tap the downloaded file you wish to view. This opens the file details screen.

2. Select Open to view your content. The content opens in the built-in viewer.

File Viewer

The built-in file viewer offers navigation tools so you can get the most out of your content.

1. **Back** – This button exits the file and returns you to the previous screen in the Secure Content Locker app.

2. **Find** – This button allows you to search for specific words or phrases in the file.

4. **Bookmark** – This button immediately creates a bookmark for the page you are viewing. These bookmarks are managed with the **Navigate** button.

5. **Navigate** – This button lets you navigate through the document. It opens a pop-up window with three additional sections

   - **Outline** – This section shows you the documents Table of Contents and lets you jump to any section listed.

   - **Bookmarks** – This section lists the bookmarks you created and allows you to use them to return to a bookmarked location. You can also **Edit**, **Delete**, or **Add** new ones.

   - **Annotations** – This section is planned for a later release and will allow you to add personal annotations to a file.
Notifications and Alerts

The top right of the Secure Content Locker contains three icons that inform you of recommendations and requirements from your IT Admin.

- View content that is required for download and viewing.
- View content that is recommended for viewing and download it from this view.
- View information about syncing or read unread messages or updates from the AirWatch Admin Console sent by the administrator.

Using the App Commands Menu

Perform the majority of your content actions from the App Commands Menu at the bottom of your screen.

- Tap the **Search** button to find documents with a specific word or phrase.
- Tap the **Sync** button to download the latest version of the document.
- Tap to delete selected files. Deleting from a repository is available for all selections in folders you have write/delete access. A **Delete** confirmation dialog lets you select whether to delete the content on the repository (Cloud) or to delete their local copy in Personal Content (Local) on the device.

**Note:** You cannot delete content that is marked as mandatory in the AirWatch Admin Console.

- Tap **Open** to open the file.
- Tap to mark selected files as **Favorites**. This button toggles between favorite and un-favorite.
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- Tap to access **Additional Options**, the options that display change depending on what is on the screen.

**Personal Content in Secure Content Locker for Windows Phone 8**

With the Secure Content Locker app, you can access your own Personal Content repository on the go. Personal content is any file you upload to the Personal Content Repository through the Self-Service Portal (SSP), Secure Content Locker, or SCL Sync. These files are your own files stored in AirWatch. Secure Content Locker for Windows Phone 8 allows you to download any content from your Personal Content to your device. This content is organized in a folder structure that you control.

**Note:** Only the files supported by the Secure Content Locker for Windows Phone 8 app can be downloaded and opened.

**Viewing Personal Content**

The Personal Content repository is located in the User Content screen. To access your Personal Content, tap **Personal Content**.

Personal Content uses a folder structure to organize your content for easy access. These folders can be created in the app as well as in SSP and SCL Sync. You can swipe left and right to switch between **All**, **Folders**, and **Files** views.
Files and Folders in your Personal Content can be shared with other users in your organization. This allows you to collaborate on documents or share important images with your colleagues.

To share a folder, follow the steps detailed below:

1. Navigate to the folder you wish to share.
2. Tap the Select icon on the Actions Menu.
3. Select the folder you wish to share.
4. Select the Additional Options icon on the Actions Menu.
5. Select Share from the list.
6. Select Add Collaborators to add users to grant access to the folder. Collaborators can be set as three different Roles:
   - **Reader** – The collaborator can only read files and may not manage them.
   - **Editor** – The collaborator may read and edit files but are not allowed to remove them.
   - **Co-Owner** – The collaborator can manage and edit the file the same as you can.
7. Enter the users email address to share the folder with them.
8. Tap Share to open the share the folder.
To share a file, follow the steps detailed below:

1. Navigate to the file you wish to share.

2. Tap the Select icon on the Actions Menu.

3. Select the file you wish to share.

4. Select the Additional Options icon on the Actions Menu.

5. Select Share from the list.

6. Choose the share options listed:
   - **Password Protect** – Creates a password the recipient of the shared file must enter before they can access the file.
   - **Limit Days Available** – Creates a limit of days the file shared is available for access.
   - **Limit Number of Downloads** – Creates a limit to the number of times a shared file can be downloaded.

The last two options may be grayed out if your admin has disabled this feature.

7. Select Generate to create a share link for you to send to those users you want to share the file with.

8. Select the share method from the Actions Menu as detailed below:
   - Send an Email containing the link.
   - Send a Message using SMS.
   - Select Unshare to delete the link