



Workspace Pilot Program Activities

Thank you for being a part of the Workspace Pilot Program. By completing all of the following tasks and providing us feedback, you will help us improve Workspace for the UBC community.

1) General Use Activities

- Review Workspace Pilot Terms and Conditions
- Upload files to Workspace
- Create and label new folders
- Move uploaded files into folders
- Create a list of “Favourite” files by marking individual files as “Favourite”
- Click on “History” tab and review summary of actions for accuracy
- Create comments on files

2) Sharing Files Activities

- 1) Sharing files with someone within UBC that holds an EAD account
 - Share file and grant view access
 - Share file and grant view and edit access
 - Share file and grant view, edit, and share access
- 2) Shared file with someone outside of UBC (non-EAD user)
 - Share file and grant view access
 - Share file and grant view and edit access

3) Give Us Feedback!

- Submit feedback through the Workspace Feedback form