



# Workspace 2.0 Pilot Program Activities

Thank you for participating in the Workspace 2.0 Pilot Program.

Please take a moment to complete the following tasks during the pilot testing phase.

Please ensure the following information is on-hand before you start testing:

- **Server URL:** <https://files.workspace.ubc.ca>
- **Group ID:** UBC
- **Username:** CWL ID (Campus-Wide Login) on Enterprise Active Directory-EAD
- **Password:** CWL Password (Campus-Wide Login) on Enterprise Active Directory-EAD

## General Use Activities

- Review Workspace 2.0 Pilot Terms and Conditions
- Install Content Locker Sync client on your desktop
- Install and test mobile client
- Upload folders to Workspace 2.0
- Create and label new folders
- Create a list of "Favorite" folders by marking individual folders as "Favorite"
- Click on "Activity" and review summary of actions for accuracy
- Create comments on folders
- Delete folder or folder

## Sharing Folder Activities

1. Sharing folders with someone within UBC Pilot
  - Share folder and grant view access (read-only)
  - Share folder and grant view and edit access (editor)
  - Share folder and grant view, edit, and share access (co-owner)
2. Sharing folder with someone outside of UBC (non-EAD user)
  - Share folder and grant view access (read-only)
  - Share folder and grant view and edit access (editor)

## Sharing Link Activities

- Setting a password
- Setting link expiry (maximum of 30 days)

## Give Us Feedback!

Your feedback will help us improve Workspace 2.0 for the UBC community.

- General feedback, questions or comments may be submitted via [workspace.project@ubc.ca](mailto:workspace.project@ubc.ca)
- Technical issues may be reported via the UBC IT [Systems web form](#).  
Please note that technical support provided during the pilot will be best effort only.
- A user survey will be sent to all participating pilot testers towards the end of the pilot.