

How do I share files in Workspace 2.0 using the web client.

Article Number: 419 | Last Updated: Tue, Jun 12, 2018 at 11:11 AM

You can follow these instructions to share files in Workspace 2.0 using the web client.

Requirements:

You must have access to Workspace 2.0 and the Internet.

Instructions:

Navigate to your Workspace 2.0 homepage. If you need to set up access, follow the instructions found here [How do I access Workspace 2?](#) How do I access Workspace 2?

You will see the files and folder that you have access to listed in the My Content section of the screen. The rightmost column after each file is the Actions column, and has 4 actions that you can perform: Comment, Download, Delete, or Share.

Type	Name	Role	Size	Last Modified	Actions
Folder	Migrated from Workspace 1 - Jul 10 2015			241 day(s) ago	Comment, Download, Delete, Share
Folder	Test Folder			162 day(s) ago	Comment, Download, Delete, Share
Folder	training			161 day(s) ago	Comment, Download, Delete, Share
File	Downloading Airwatch Client.docx v2.0		512.44 KB	145 day(s) ago Jones, Perry	Comment, Download, Delete, Share
File	Pay for print.docx v1.0		11.73 KB	133 day(s) ago Jones, Perry	Comment, Download, Delete, Share
File	SISC Training.pptx v1.0		434.47 KB	133 day(s) ago Jones, Perry	Comment, Download, Delete, Share

If you click the Share Link button, it will take you to the Share screen, which gives a share link you can send, as well as several security options that you can set for the share.

Share Pay for print.docx Link

`https://files.workspace.ubc.ca/MyDevice/s/570/274a4801-b8f1-4d3b-aa41-eb16aff9e373/Pay%20for%20print.docx`

Password Protect

Limit Days Available

Expire In Days*

Limit Number Of Downloads Current Downloads : 0

Save Cancel

Password Protect allows you to set a password for the Share link.

Limit Days Available expires the link after the set number of days has passed.

Limit Number of Downloads expires the link after the file has been downloaded that number of times.

For more information or assistance, please contact the [ITServices Helpdesk](#) - 250.807.9000 or 855.807.9001.

Posted by: Perry Jones - Mon, Mar 14, 2016 at 1:00 PM. This article has been viewed 2246 times.

Online URL: <https://knowit.ok.ubc.ca/article/how-do-i-share-files-in-workspace-2-0-using-the-web-client-419.html>