UBC INFORMATION TECHNOLOGY

Migration – Workspace 2.0 to Microsoft OneDrive

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Summary

There is no automatic migration of files and shares from Workspace to OneDrive.

More detailed instructions follow, but a summary of the process is:

1. Download your Workspace files, using either:

    a. the Workspace Desktop Sync Client
    Note the limited support for Apple computer OS's
    For configuration, see it.ubc.ca/sites/it.ubc.ca/files/UBC-Workspace-Getting-Started.pdf

    b. the browser interface at files.workspace.ubc.ca
    This is appropriate for small numbers of files, as you can only download one file at a time.

2. If not already done, configure the OneDrive App (alternatively you can use the browser interface)

    a. for Microsoft Windows configuration
    www.microsoft.com/en-ca/microsoft-365/onedrive/download

    b. For Apple computer OS's
    support.microsoft.com/en-us/office/sync-files-with-onedrive-on-mac-os-x-d11b9f29-00bb-4172-be39-997da46f913f

3. Upload files to OneDrive

    a. if using OneDrive App, see if you need to copy downloaded Workspace files to
    ☁ OneDrive - The University Of British Columbia

    b. if using the browser interface upload to onedrive.live.com/about/en-ca/signin/

4. In OneDrive configure any folder/file shares as you wish.

Detailed Migration – Using Sync Applications

Install Workspace Desktop Sync Client

1. You can download the desktop sync client for Workspace 2.0 from the Self-Service Portal at
    files.workspace.ubc.ca.
    External/Guest Workspace Accounts do not have access to 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.
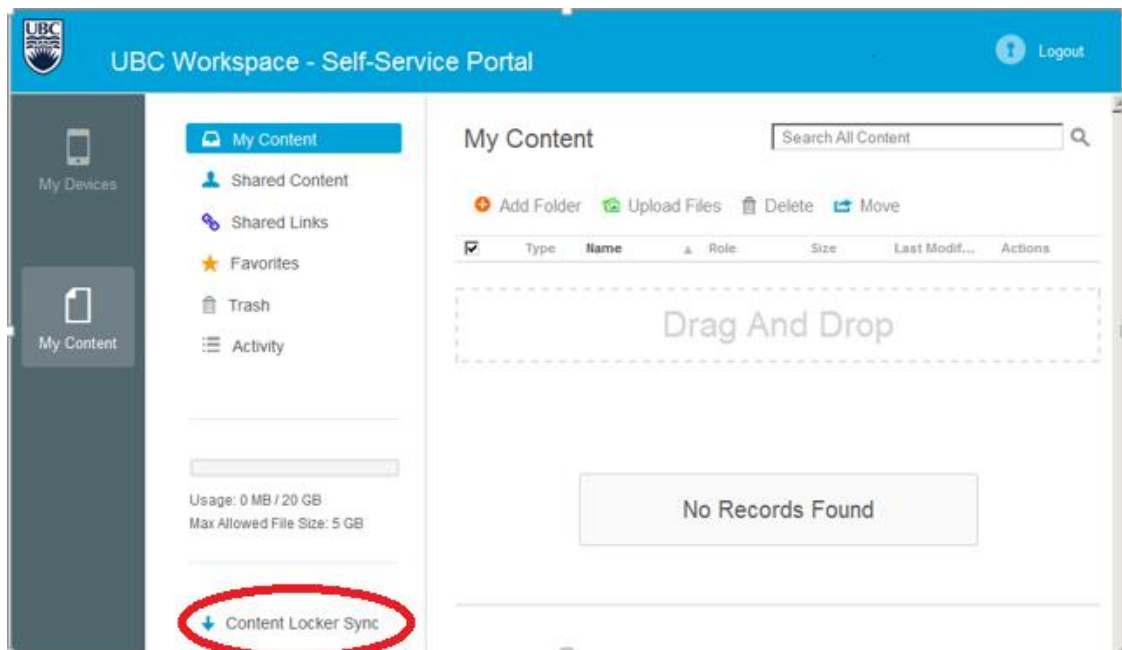
3. Download and install as prompted

4. Enter settings as prompted

Using your EAD/CWL username and password
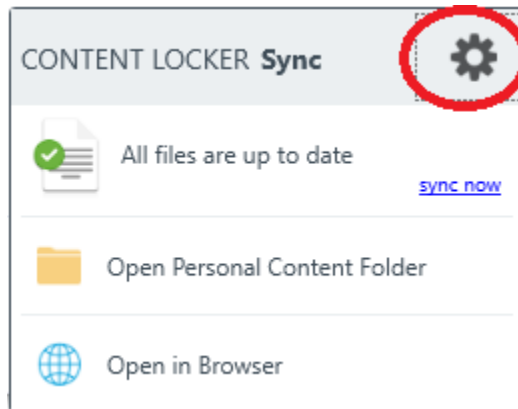
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5. Wait until all files are synchronized. The Content Locker Sync icon in the System tray should be blue.
   If you use the Workspace desktop sync client on multiple computers, verify that they are all syncing without error.
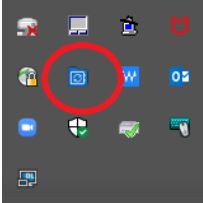
6. Pause Syncing
   a. Click on the Content Locker Sync icon in the System Tray
   b. Click on the cog icon

   c. Choose Pause Syncing

For more information on using Workspace 2.0, please see the Self Service Portal Guide.

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Install/Configure OneDrive App

1. Microsoft Windows 10 and UBC owned devices may already have the App installed.
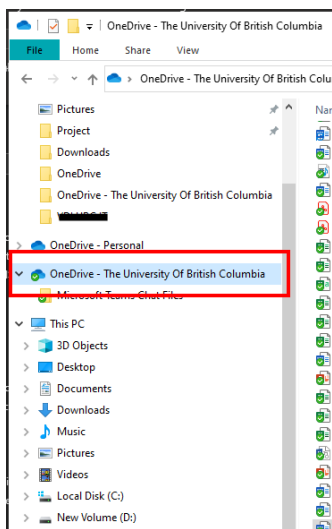
   Otherwise, download the installer:

   Microsoft Windows - https://www.microsoft.com/en-ca/microsoft-365/onedrive/download

   macOS - go.microsoft.com/fwlink/?linkid=823060

2. Start **OneDrive**

3. Once OneDrive starts, type in your *firstname.lastname@ubc.ca* email address and click **Sign In**
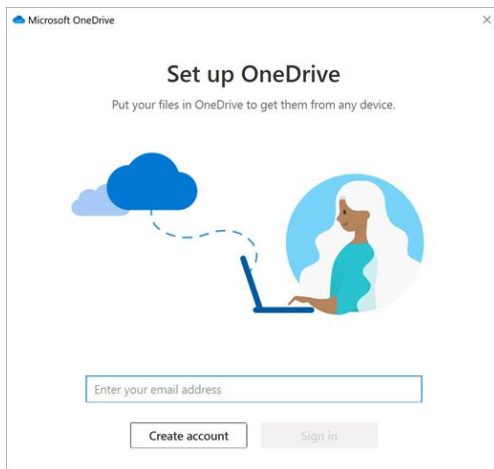
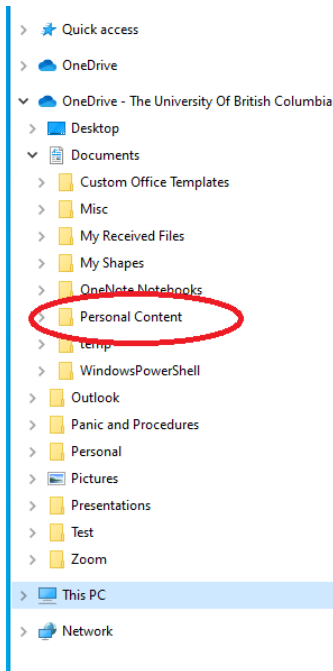4. You should then be able to see your OneDrive folder

For more information on using Microsoft OneDrive, please see the IT Service Catalogue entry.
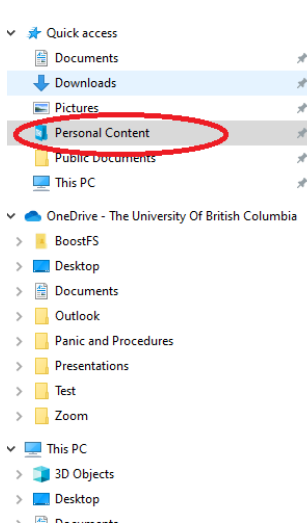
Copy Files?

1. Check where your Workspace files are.
   In this case, you can see they are in the OneDrive folder, in the Documents folder
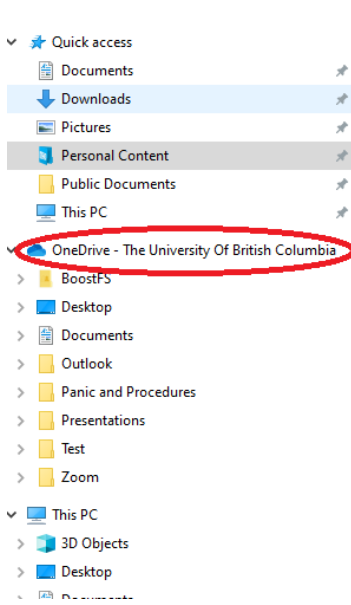

2. So, in this case, double check that your Workspace files are in that folder and then let the files sync with OneDrive

3. Otherwise, using the **Windows Explorer** or Apple **Finder**, find your Workspace Files

4. And copy them to the local OneDrive Folder

5. And then let the files sync with OneDrive

Sync and Shares

1. Allow the files to finish synchronizing with OneDrive

2. Reorganize the files within OneDrive if necessary.

3. Share any folders from OneDrive as you wish

   Right click on the folder/file and choose Share

4. Once you are confident that all of your files are in OneDrive, you may wish to uninstall the Workspace Desktop Sync Client

More Information

Microsoft OneDrive information   -   it.ubc.ca/services/web-servers-storage/microsoft-onedrive

Workspace 2.0 Information   -   it.ubc.ca/services/web-servers-storage/workspace-20

UBC IT Support   -   it.ubc.ca/got-question-about-it-products-and-support