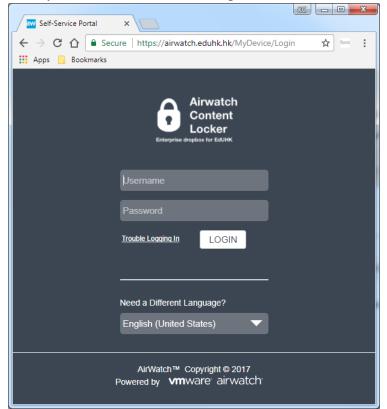
EdUHK VMWare AirWatch User Guide for Web Browser

You can access your AirWatch Files from a web browser.

How to login AirWatch Cloud Storage?

- 1. Open any browser (e.g. Internet Explorer, Firefox, Chrome or Safari) and go to <u>https://airwatch.eduhk.hk/</u>.
- 2. Enter your EdUHK username and password and click "LOGIN".



Navigate Files within AirWatch

1. From the left panel, click "My Content" \rightarrow "My Content" to browse the files.

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Airwatah Context Leebar					Log Out
My Devices	My Content Shared Content Shared Links	My Content ✿ Add Folder 🔹 Upload Files 🝵 D	ielete 🖻 Move		<u> </u> q
My Content	★ Favorites Trash Trash Activity	Type Name Joanne_Share Owner: Me, Collaborators: 3 Joanne_Temp Joanne_Temp Joanne_Temp Joanne_Collaborators: 0 Joanne_Collaborators Joanne_Coll	▲ Role Size Owner 220 2 KB 234.19 KI	44 minute(s) ago 45 minute(s) ago LI, Chi Ling Joanne [Actions
	Max Allowed File Size: 200 MB	Items 1-4 of 4 (0 selected of 4 items)	Drag And Drop	Page Size:	50 •
		@ocio.eduhk.hk		Copyright © 2017 F	Powered by AirWatch

2. To download a file, click the ↓ icon on the right hand side of the file. Note: To open a downloaded file using specific browser, please refer to Page 7

	Туре	Name	Role	Size	Last Modified		Actions
	-	Joanne_Share Owner: Me, Collaborators: 3	Owner		27 minute(s) ago	1	•4
		Joanne_Temp			44 minute(s) ago	1	•4
••••	٨	Agenda01.pdf v1.0 🗞		220.2 KB	45 minute(s) ago LI, Chi Ling Joanne [●↓	<u>i</u>
	٨	Agenda02.pdf v1.0		234.19 KB	45 minute(s) ago LI, Chi Ling Joanne [₽↓	Download

- 3. To go into any subfolder, just click on the folder name.
- 4. To go back to any parent folder, click on the folder path link on the top.

My Content	My Content / Joanne_Share / Sub Folder	
Shared Content		
Shared Links	🔂 Add Folder 🖆 Upload Files 🗎 Delete 🖆 Move	
★ Favorites	✓ Type Name ▲ Role	Size

5. To create a folder, click the "Add Folder" from the top. Then, enter a folder name and click "Save".

My Content	My Cont	ent / Joanne_Share / S	Sub Folder
Shared Content			
Shared Links	🕀 Add F	older 🖆 Upload Files D	elete 🖆 Move
★ Favorites		npe Name	Role Size

How to upload files to AirWatch

1. Go to the folder and click the "Upload Files".

A My Content	My Content
L Shared Content	
Shared Links	🕈 Add Folde 🖆 Upload Files 🕈 Delete 🖻 Move
★ Favorites	Type Name
💼 Trash	🔤 🛨 💊 Joanne_Share
E Activity	Owner: Me, Collaborators: 3
	vi.0
Usage: 908.79 KB / 500 MB	
Max Allowed File Size: 200 MD	

2. Then a window pops-up. You can upload more than one file at a time. Click "Open" to start the upload.

Share a folder to other users

1. From the folder you want to share, click the 📲 icon on the right hand side of the folder.

My Content			٩
🚯 Add Folder 🚳 Upload Files 👔 Delete 🛤 Move			
Type Name	Role Size	Last Modified	Actions
🔄 🛧 🕒 Joanne_Share		8 minute(s) ago	∕ 1 -€
🖹 ★ 🕒 Joanne_Temp		10 second(s) ago	11-4
	220.2 KB	1 minute(s) ago LI, Chi Ling Joanne [●↓ 🖻 🗞
	234.19 K	1 minute(s) ago LI, Chi Ling Joanne [●↓ 🖻 🗞

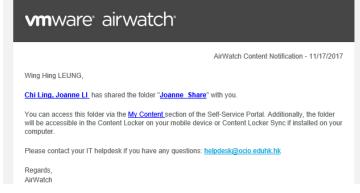
2. You can search a user by either the username or the full name. You can insert a list of users or a group.

		Owner	
Ka Wing CHENG	kwcheng@eduhk.hk	Reader	x
		Role : I	0
Add Individuals :			
Add Individuals : type a name or email address		Reader	▼ Add
		Reader	• Add
type a name or email address		Reader	Add Add

- You can set different levels of access permissions to folders that you share.
 - **Reader** Read-only access to a folder. Users you share the folder with can preview the content in AirWatch Workspace and download files to their desktop. They cannot upload files or edit files in the folder.
 - Editor Read and write access to a folder. Users you share the folder with can view, download, edit, move, delete, and add new files to the shared folder.
 - **Co-Owner** Full permission to manage the shared folder and its content. This permission level gives the member the same rights as the owner. They can view, download, edit, move, delete, add new files, share the folder with others, and revoke access to the shared folder.
- 3. Then click the "**Save**" button.

Accept an Invitation to Shared Folder

When you receive an invitation to share a folder, you are notified by an email and a notification appears on your device.



The newly shared folder is displayed in your AirWatch Shared Content page.

My Content	My Content / Joanne_Share
Shared Links	🕒 Add Folder 🖆 Upload Files 🏦 Delete 🛤 Move
★ Favorites	Type Name
💼 Trash	Agenda01.pdf
i≡ Activity	Acenda02 odf
	v1.0

Share a single file to other users (download only)

1. From the file you want to share, click the "Share Link" 🗞 icon at the right hand side of the file.

Туре	Name	Role	Size	Last Modified		Actions
 -	Joanne_Share Owner: Me, Collaborators: 3	Owner		4 minute(s) ago	1	•€
	Joanne_Temp			51 minute(s) ago	1	•€
 A	Agenda01.pdf v1.0 🗞		220.2 KB	52 minute(s) ago LI, Chi Ling Joanne [●↓	· 🗎 📎
 ٨	Agenda02.pdf v1.0		234.19 KB	52 minute(s) ago LI, Chi Ling Joanne [●↓	Share Link

Enter the Password and click "Share".
 Note: You may limit the file shared by the days and number of downloads.

hare Agenda01.pdf	Link	8
Password*	Minimum password length : 4 Complexity : No restrictions	
Limit Days Available	Complexity : No restrictions Admin Max Expiry Date : 12/17/2017, 30 Day 30	
Expire In Days* Limit Number Of Downloads	Current Downloads : 0	
Maximum Download Limit*	10	

Copy the link to share with other users. Then click "Save and Close".
 Or click "Unshare" to disable the share function of the file.
 (Note: Link and password would be suggested to share to other users separately.)

Share Agenda01.pdf	Link	8
https://airwatch.eduhk.	hk/MyDevice/s/570/df9a9ed2-fecb-4778-80fb-2f41ccb68fdc	
Password*	Change	
	Minimum password length : 4 Complexity : No restrictions	
Limit Days Available	Admin Max Expiry Date : 12/17/2017, 30 Day	
Limit Number Of Downloads	Current Downloads : 1	
Maximum Download Limit*	10	
	Save and Close Unshare	

Download a Shared File

- 1. Open any browser and paste the "Share Link" to the address field.
- Enter the password and CAPCHA. Then click "Download".
 Note: To open a downloaded file using specific browser, please refer to Page 7

Agenda01.pdf		
← → C	e/s/570/dt989eaz-tecb-4778-80tb-2t41ccbb8tac	☆ 🕫 🗷 🖾 🗄
Airwatch Content Locker		Language English
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	Agenda01.pdf	
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		•

How to logout AirWatch

1. To logout the system, click on the "Log out" at the right top corner.

Change Contract					
Shared Content Shared Links	🔷 Add Folder 🦚 Upload Files 🏦 Delete 😆 Move				
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Usage: 908 79 KB / 500 MB Max Allowed File Size: 200 MB	日本 よ Agenda02.pdf vte		234.10 KD	26 mmute(s) ago LI, Chi Ling Joanne [●↓ fi ⊗

How to open a downloaded file using specific browser

In most cases, the file will be saved in the default Download Folder.

To open the download PDF file using Internet Explorer:

• Select "Save" in the View Download dialog box at the bottom.

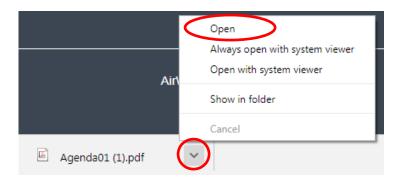


• Start Window Explorer =, double click the file name to open from "Downloads" folder.

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Organize 👻 Include in library 🔻	Share with 🔻	Slide show	Burn »		
▲ ★ Favorites		Name		Date	
🧮 Desktop	(🖾 Agenda	01(1).pdf	22/3/2018 11:52 AM	Л
Downloads					
🖳 Recent Places					
	-	•			

To open the download PDF file using Google Chrome:

• Select "Open" from the Option menu in the View Download dialog box at the left bottom corner.



To open the download PDF file using Mozilla Firefox:

• Open the Download menu at the right top corner and click on the file name

