

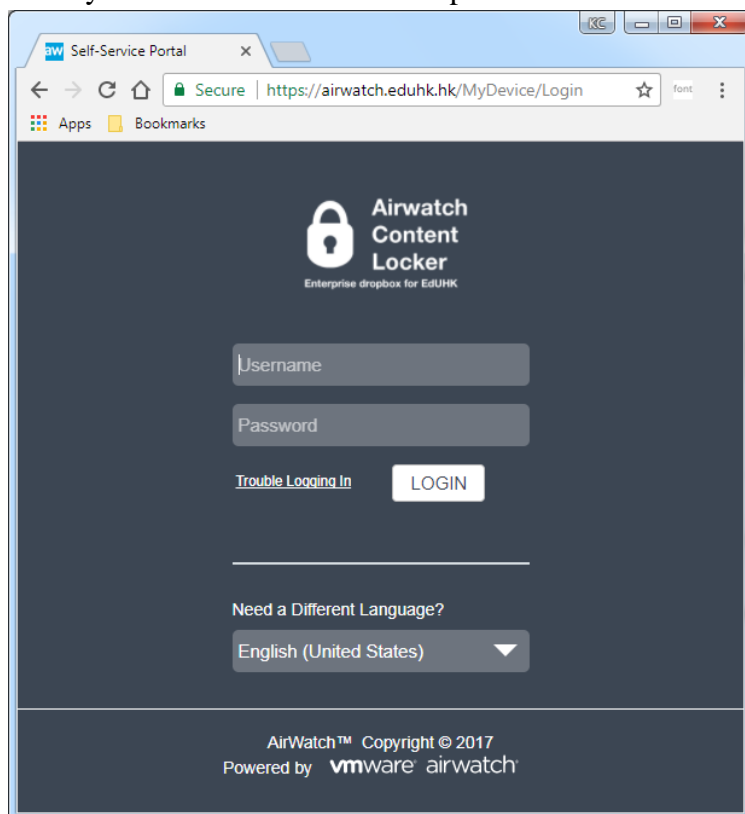
# EdUHK VMWare AirWatch User Guide for Web Browser

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You can access your AirWatch Files from a web browser.

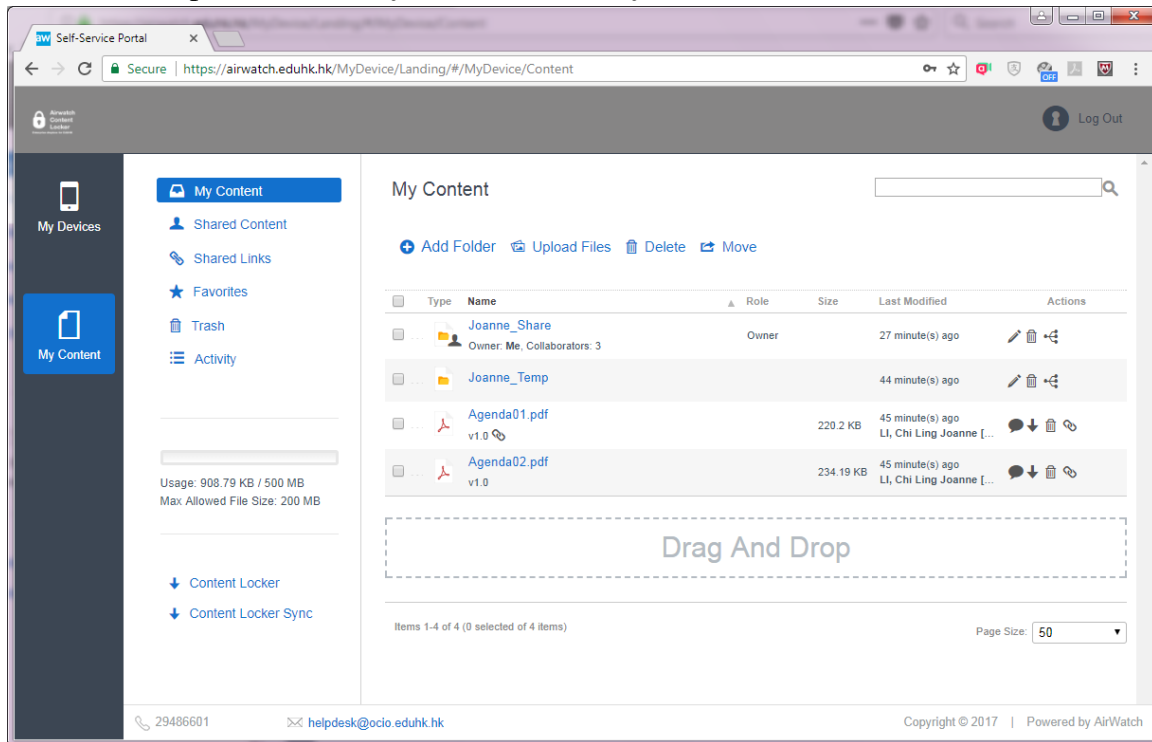
## How to login AirWatch Cloud Storage?

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

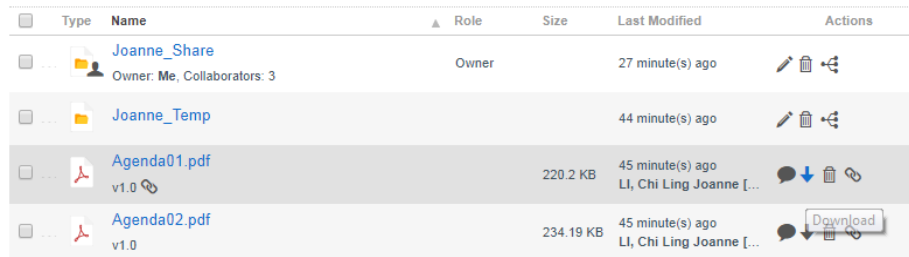


## Navigate Files within AirWatch

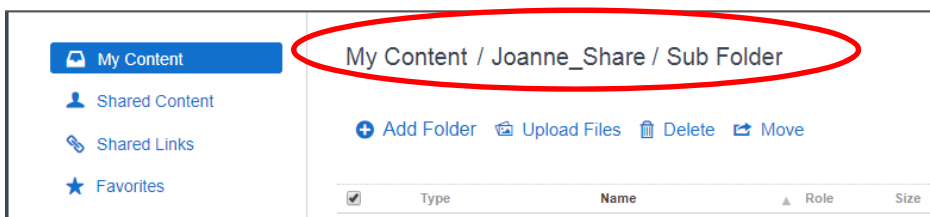
1. From the left panel, click “My Content” → “My Content” to browse the files.



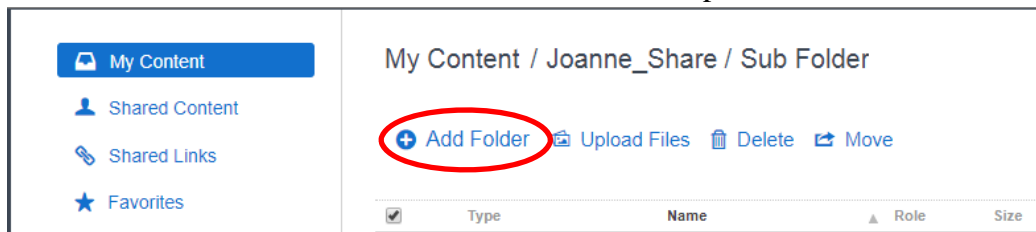
2. To download a file, click the  icon on the right hand side of the file.



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.

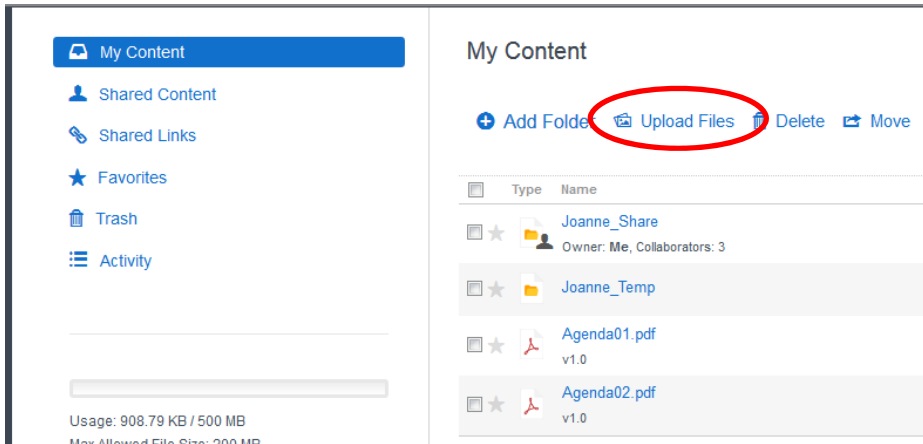


5. To create a folder, click the “Add Folder” from the top. Then, enter a folder name and click “Save”.




## How to upload files to AirWatch

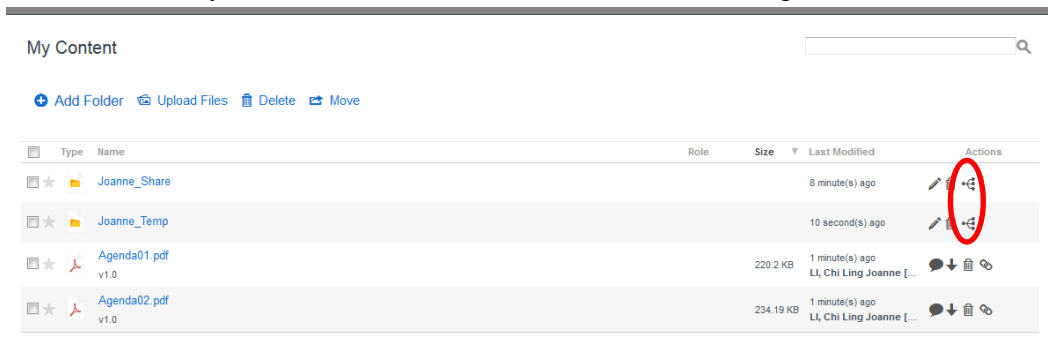
1. Go to the folder and click the “Upload Files”.



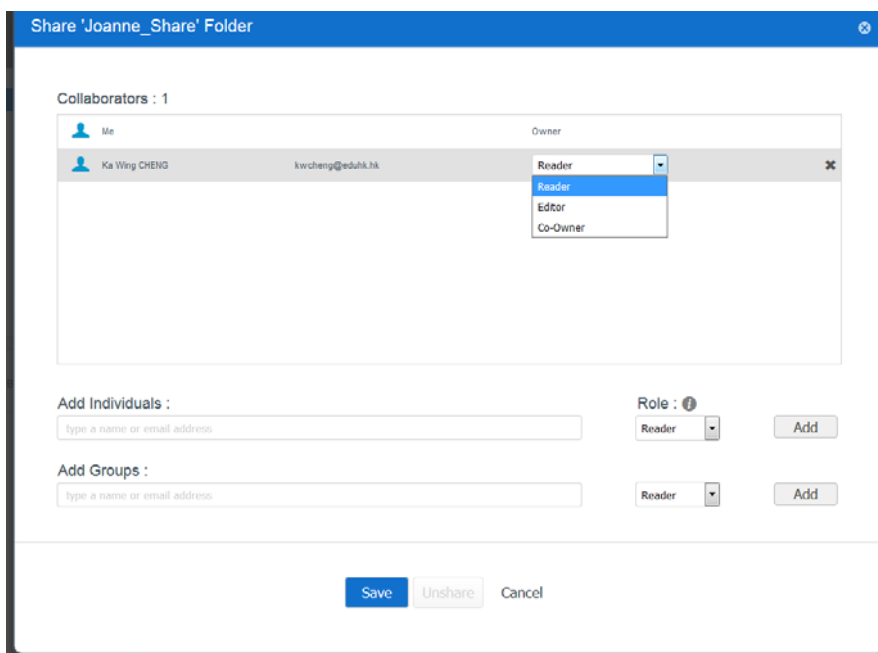
2. Then a window pops-up. You can upload more than one file at a time. Click “Open” to start the upload.

## 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.



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

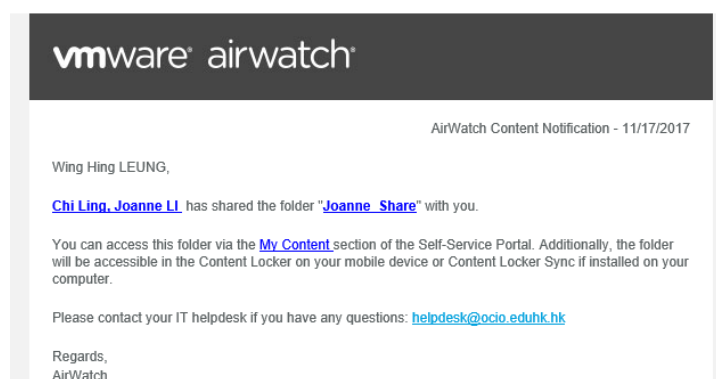


- You can set different levels of access permissions to folders that you share.
  - **Reader** - Read-only access to a folder. Users you share the folder with can preview the content in AirWatch Workspace and download files to their desktop. They cannot upload files or edit files in the folder.
  - **Editor** - 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. You can customize the invitation email if needed.

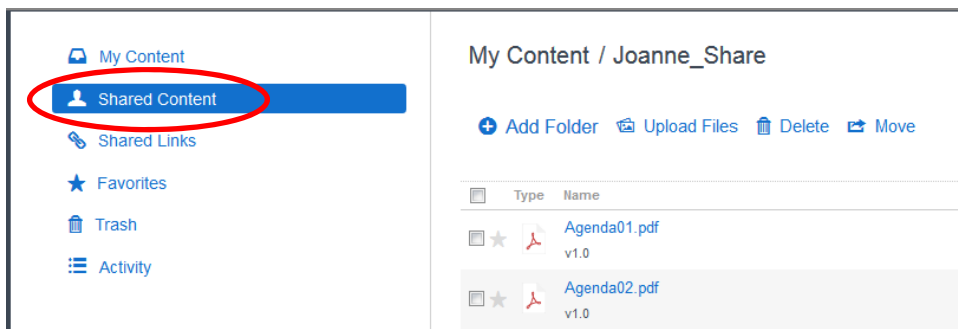
3. Then click the “Save” button.

## 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.



## 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.

Type	Name	Role	Size	Last Modified	Actions
...	Joanne_Share Owner: Me, Collaborators: 3	Owner		4 minute(s) ago	  
...	Joanne_Temp			51 minute(s) ago	  
...	Agenda01.pdf v1.0 		220.2 KB	52 minute(s) ago LI, Chi Ling Joanne [...]	   
...	Agenda02.pdf v1.0		234.19 KB	52 minute(s) ago LI, Chi Ling Joanne [...]	   

2. Enter the Password and click “Share”.

Note: You may limit the file shared by the days and number of downloads.

### Share Agenda01.pdf Link

Password\*   Show Characters

Minimum password length : 4  
Complexity : No restrictions

Limit Days Available  Admin Max Expiry Date : 12/17/2017, 30 Day

Expire In Days\*

Limit Number Of Downloads  Current Downloads : 0

Maximum Download Limit\*

3. 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

Password\*

Minimum password length : 4  
Complexity : No restrictions

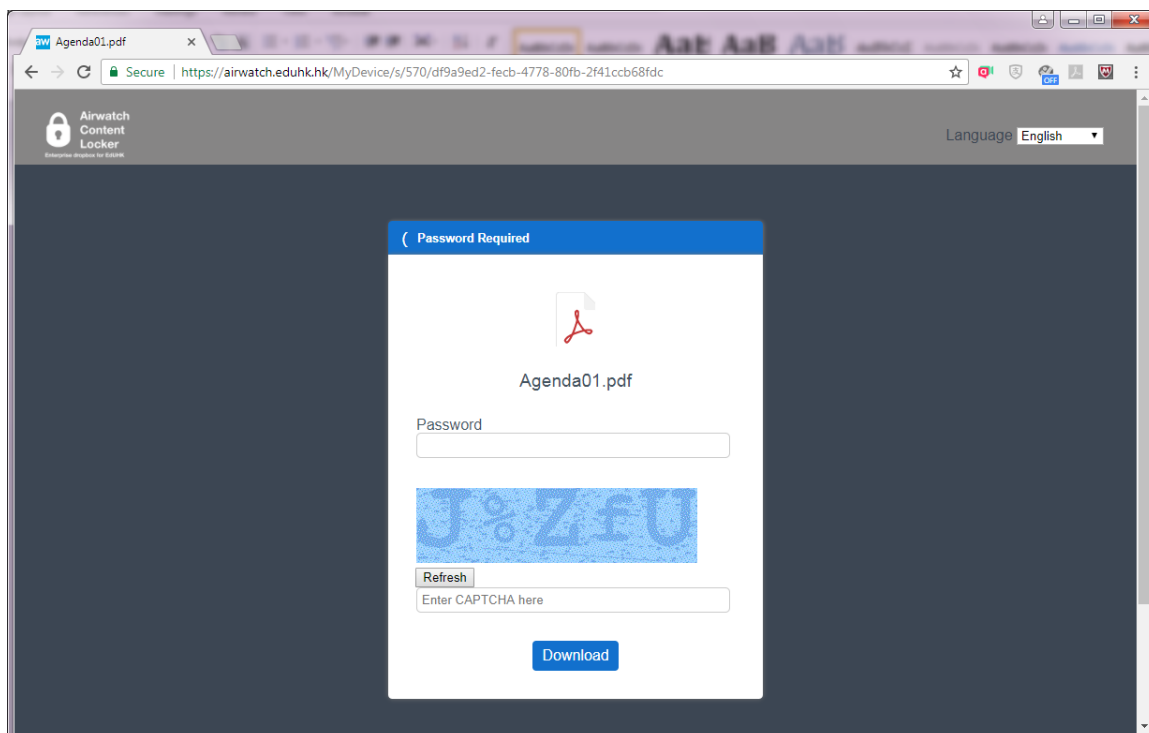
Limit Days Available  Admin Max Expiry Date : 12/17/2017, 30 Day

Limit Number Of Downloads  Current Downloads : 1

Maximum Download Limit\*

## Download a Shared File

1. Open any browser and paste the “Share Link” to the address field.
2. Enter the password and CAPCHA. Then click “**Download**”.



## How to logout AirWatch

3. To logout the system, click on the “**Log out**” at the right top corner.

