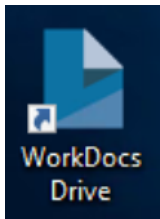


Migrating Your Files Using WorkDocs Drive

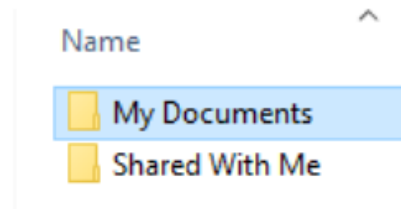
(in preparation for non-state staff to replace Amazon WorkSpaces with Amazon AppStream 2.0)

Moving Files on to WorkDocs Drive

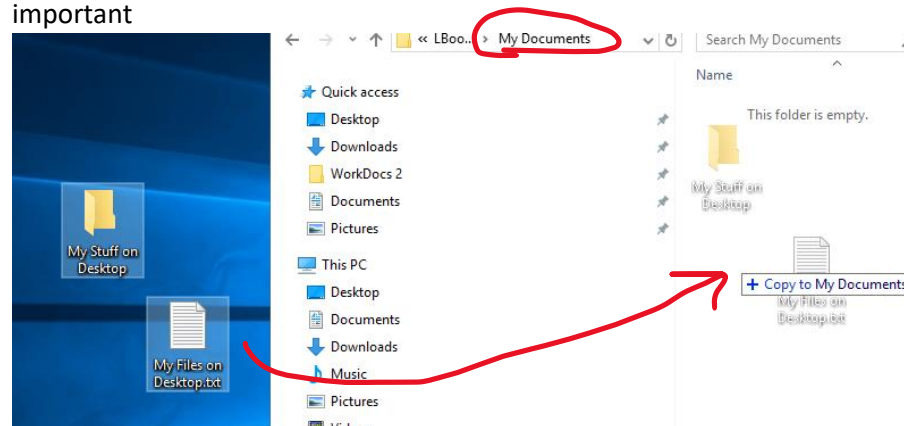
1. Log in to Amazon WorkSpaces
2. On the desktop of your Amazon WorkSpaces environment, **double-click** the WorkDocs Drive icon



- a. If you cannot find it, try opening the Start Menu in your Amazon WorkSpaces, and either look for it in the list of programs or type "workdocs" to search for it
3. **Double-click** the "My Documents" folder to open it



4. Copy & paste or click-and-drag ANY files that are in your Amazon WorkSpace into this folder
- a. Check your Desktop, Documents, Downloads, and Documents folders in Amazon WorkSpaces for PDFs, Word documents, folders, reports, and any other files that are important



5. You can now close Amazon WorkSpaces – see below for instructions for taking your files OFF your WorkDocs Drive

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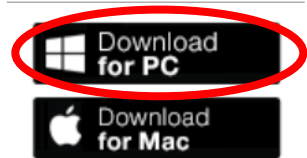
Last modified Tuesday, February 25, 2022

Taking Files Off of WorkDocs Drive

Method #1: WorkDocs Drive Client

1. Download the WorkDocs Drive Windows client here: <https://amazonworkdocs.com/en/clients>

WorkDocs Drive



2. Run the program installer (check your Downloads folder if you cannot find it)
3. Install the program and reboot your computer when prompted
 - a. Note: You may need your IT support to provide an administrative password to install
4. Enter this as the WorkDocs site URL: **eolwd-detma-external**
5. Log in with your Amazon WorkSpaces username (typically first initial & last name, e.g. JSmith) and password
6. Open your Windows File Explorer and scroll down on the left navigation menu to find your WorkDocs Drive
 - a. By default, this maps to the letter W: on your computer – look for a file share with [\\WorkDocs](#) in the name
7. Double-click on the “My Documents” folder to see the files you uploaded
8. Copy & paste or click-and-drag the files from your WorkDocs folder into your local computer folders (e.g. Desktop, Downloads, Documents)

Method #2: WorkDocs Web App

This is not the preferred method for downloading your WorkDocs files. Please only pursue this option if Method #1 fails.

1. On your local work computer (NOT inside of Amazon WorkSpaces), open a new browser window (i.e. Firefox, Google Chrome, Edge)
2. Go to this website: <https://eolwd-detma-external.awsapps.com/workdocs/>
 - a. If asked for your “Site URL”, enter “eolwd-detma-external” (no quotes)
3. In the “Email address” line, enter **test@detma.org** (the actual email address does not matter; WorkDocs just needs to know that it’s @detma.org to bring you to the correct log-in screen)

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4. Click "Cancel" on the small pop-up login window

Sign in

<https://eolwd-detma-external.awsapps.com>

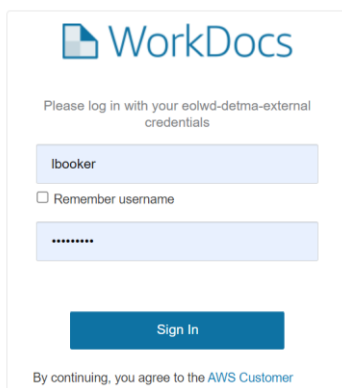
Username

Password

Sign in

Cancel

5. On the webpage, enter your normal Amazon WorkSpaces username (e.g. jsmith) and password and click "Sign In"



6. Select the check-box next to the files you wish to download

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	My Stuff on Desktop
<input checked="" type="checkbox"/>	<input type="checkbox"/>	My Files on Desktop.txt

7. Click Actions > Download in the upper-right

Actions ▾

Download

8. The WorkDocs Drive web app can sometimes fail to download multiple files at once; if you receive an error message, you may need to only select ONE file at a time and then choose Download

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[Taking Your Files OFF of WorkDocs Drive and ON to your New AppStream](#)

See the separate “Uploading Files Into AppStream” guide.