

# **Syncplicity: Mac Installation**

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Dunedin.

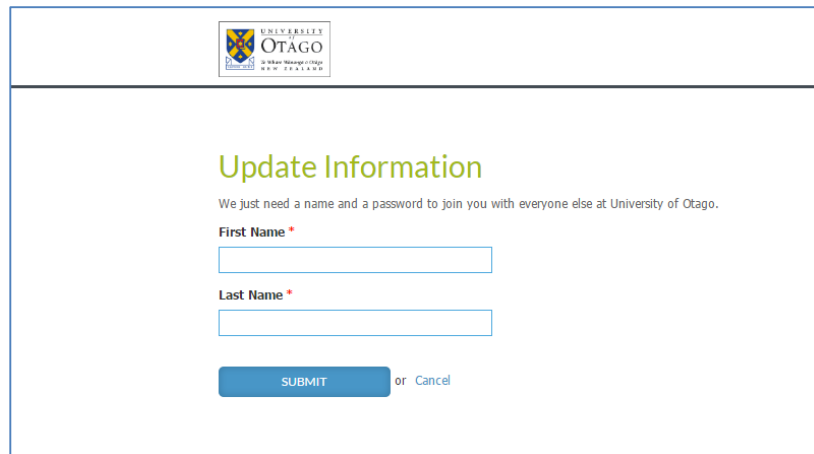
## Install Syncplicity software

You must wait until your account is activated (via the link in the confirmation email) before installing the software. Please remember that the confirmation can take **up to five working days**. Only then can you install the software.

Also, **you must have Admin rights on your computer when you install it**. No other account can authorise or install it but yours.

Click on the link in the account activation email, and you will be taken to a page with installation instructions.

When asked to **Update Information**, note that you need to enter your **First Name** and **Surname**.



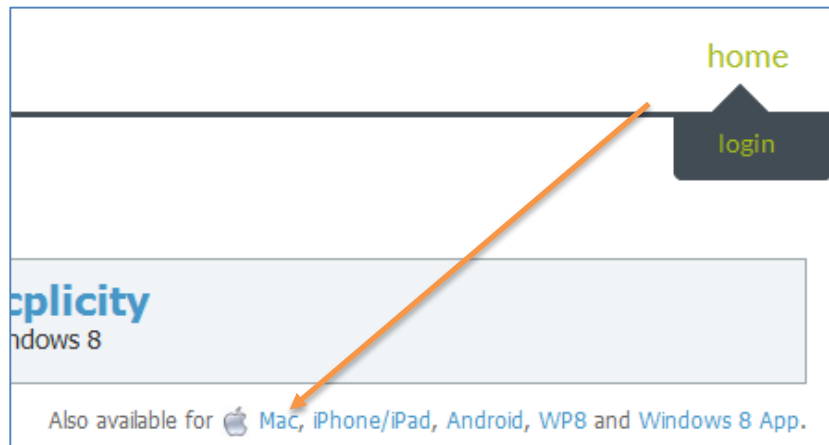
The screenshot shows a web form titled "Update Information" with the University of Otago logo at the top. Below the title, a message states: "We just need a name and a password to join you with everyone else at University of Otago." The form contains two input fields: "First Name \*" and "Last Name \*". At the bottom, there is a blue "SUBMIT" button followed by the text "or Cancel".

You should then install Syncplicity on every machine where you want to access your files.

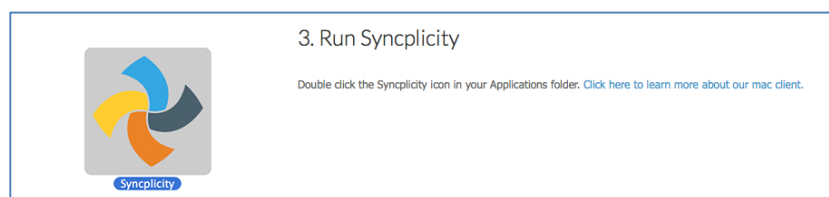
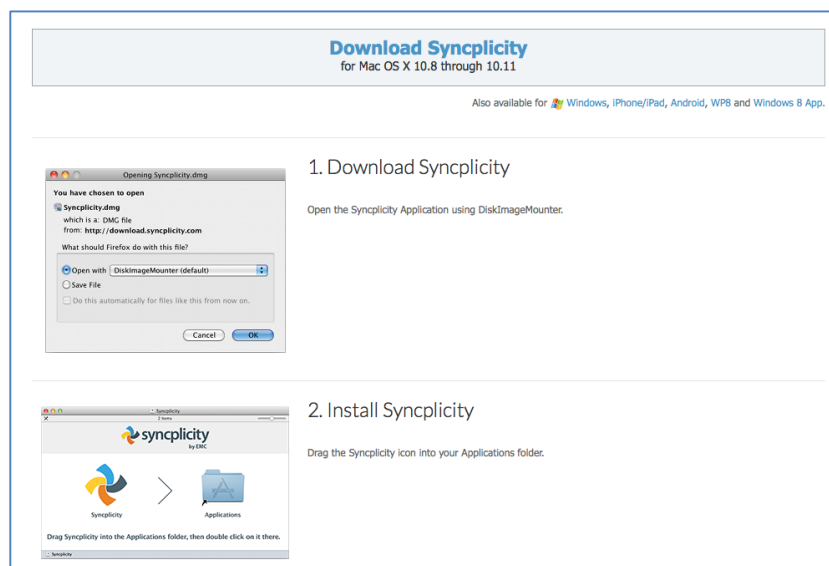
If you are not on the instructions page, do a Google search on “**install Syncplicity**”. It should give you the link to install the right software for your device.



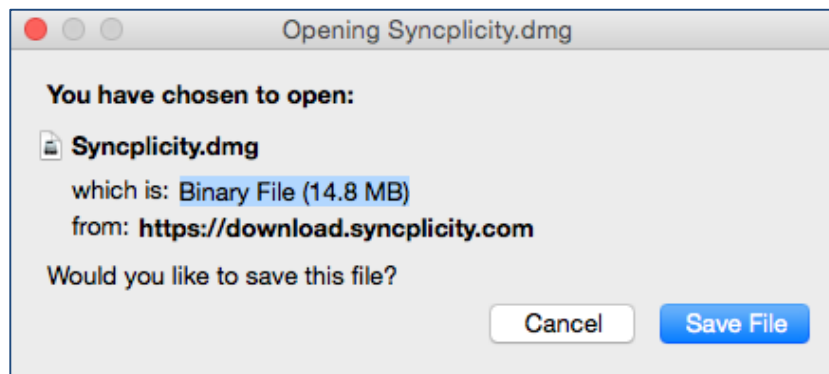
If it's not the right link for your operating system, use one of the links below that one to get to the right page.



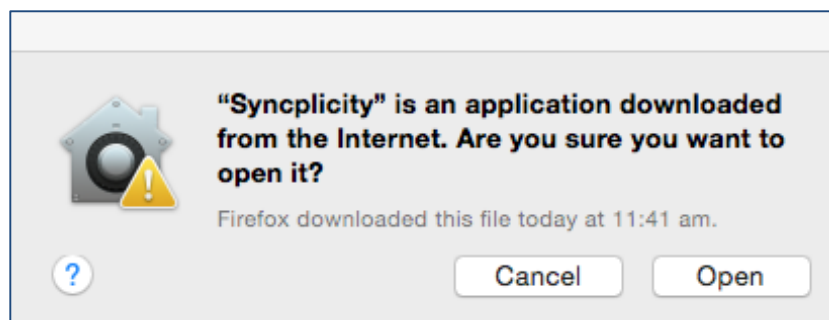
Click the link at the top. You will then follow the step-by-step instructions you find there.



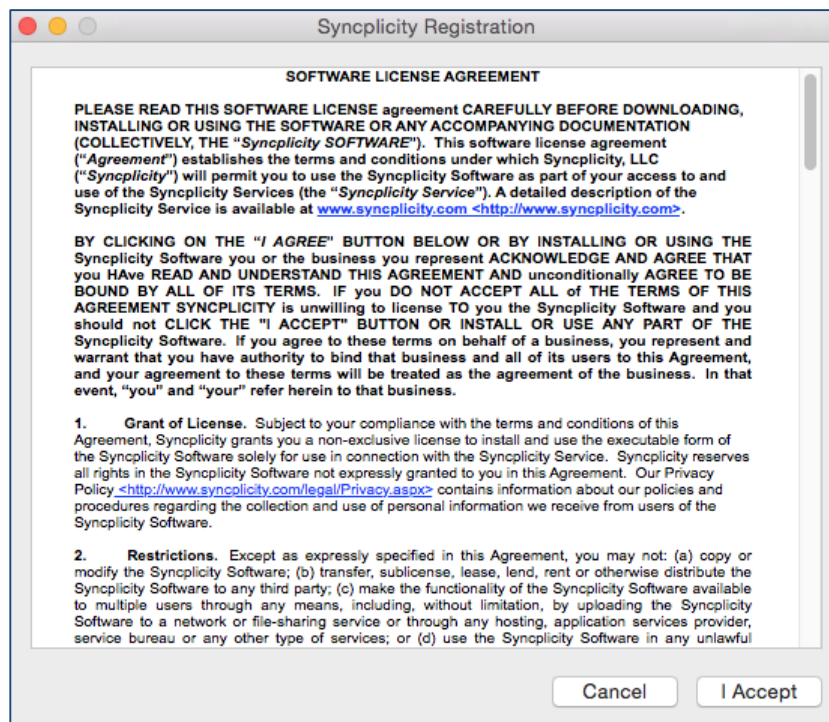
Press **Save File** to download it to your machine.



Click **Open**.



Click **I accept**.



Switch to the **Corporate account** tab. Enter your email address.



Syncplicity Registration

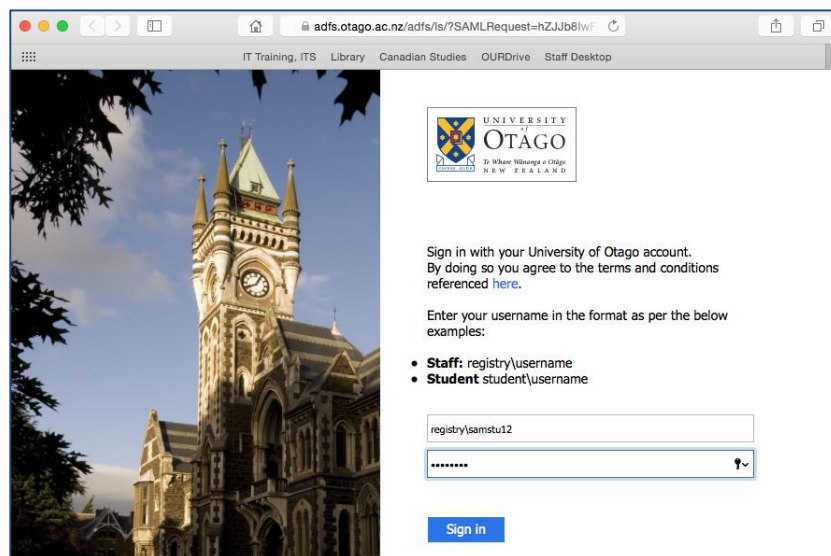
Corporate Account Syncplicity Account

Email:

training.twelve@otago.ac.nz

Login

In the Otago Syncplicity page, enter your username as **registry\username**. Then put in your uni password and click **Sign In**.



adfs.otago.ac.nz/adfs/ls/?SAMLRequest=hZJJb8lwF...

IT Training, ITS Library Canadian Studies OURDrive Staff Desktop

UNIVERSITY OF OTAGO  
Te Whare Wānanga o Ōtago  
NEW ZEALAND

Sign in with your University of Otago account.  
By doing so you agree to the terms and conditions referenced [here](#).

Enter your username in the format as per the below examples:

- **Staff:** registry\username
- **Student** student\username

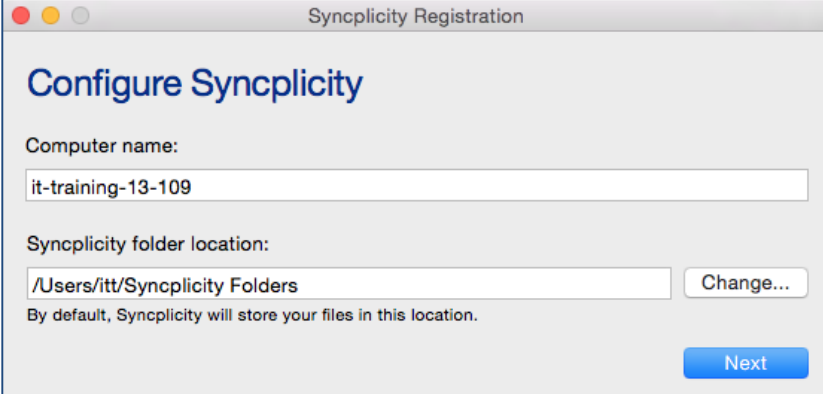
registry\samstu12

\*\*\*\*\*

Sign in

In the **Configure Syncplicity** window, leave the computer name and folder location set as they are. **Leave it at the level of your user profile.** Do not place it in Documents or on a shared drive.

Then click on **Next**.

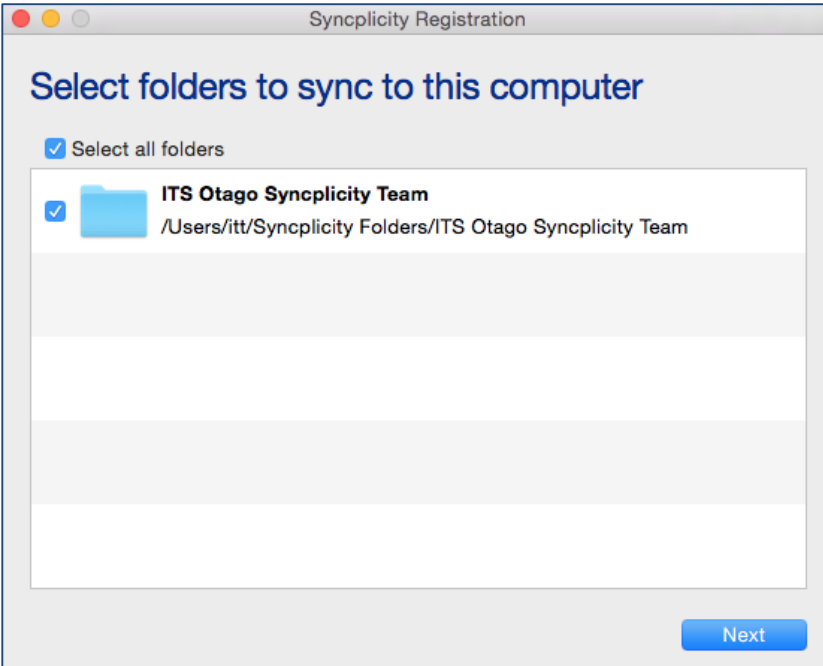


The screenshot shows a window titled "Syncplicity Registration" with a sub-header "Configure Syncplicity". It contains two input fields: "Computer name:" with the value "it-training-13-109" and "Syncplicity folder location:" with the value "/Users/itt/Syncplicity Folders". A "Change..." button is next to the folder location field. Below the folder location field, it says "By default, Syncplicity will store your files in this location." A blue "Next" button is at the bottom right.

Folders which are already on your account (synced from other machines, or shared by others), can be synced to this computer at this time. If you don't want to sync them now, remove the tick from the box at the top or to the left of them.

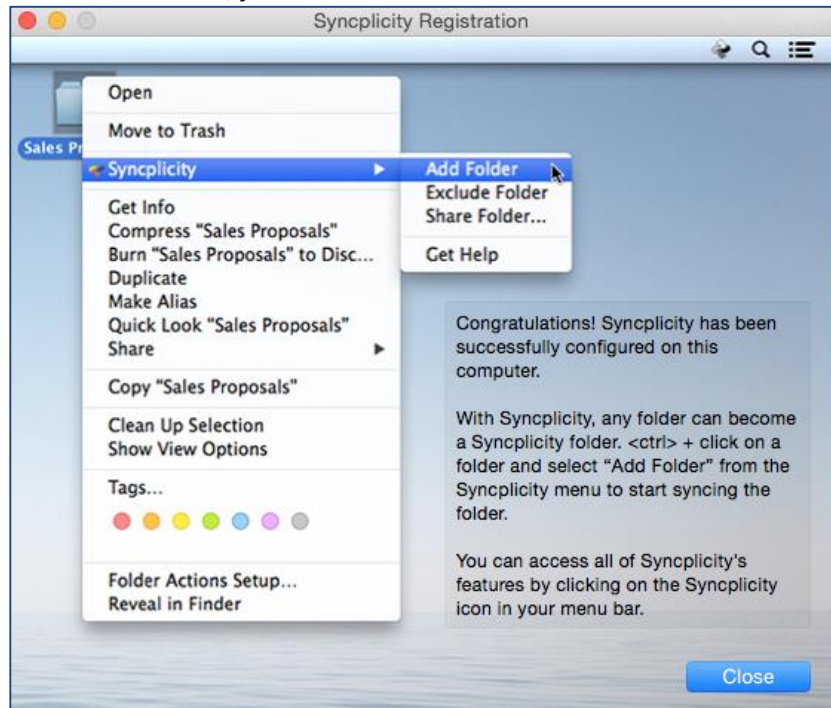
You can always choose to start or stop syncing them later.

By default there is a folder from the **ITS Otago Syncplicity Team** which is full of useful information.



The screenshot shows a window titled "Syncplicity Registration" with a sub-header "Select folders to sync to this computer". It has a checkbox labeled "Select all folders" which is checked. Below this is a list of folders. The first folder is "ITS Otago Syncplicity Team" with a blue folder icon and a checked checkbox. The path "/Users/itt/Syncplicity Folders/ITS Otago Syncplicity Team" is shown below the folder name. There are three empty rows below the first folder. A blue "Next" button is at the bottom right.

In the last window, just click on **Close**.



Every time you install the software on a machine or device, you'll get an email to confirm it has been added.

