

Syncplicity: PC Installation

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Dunedin.

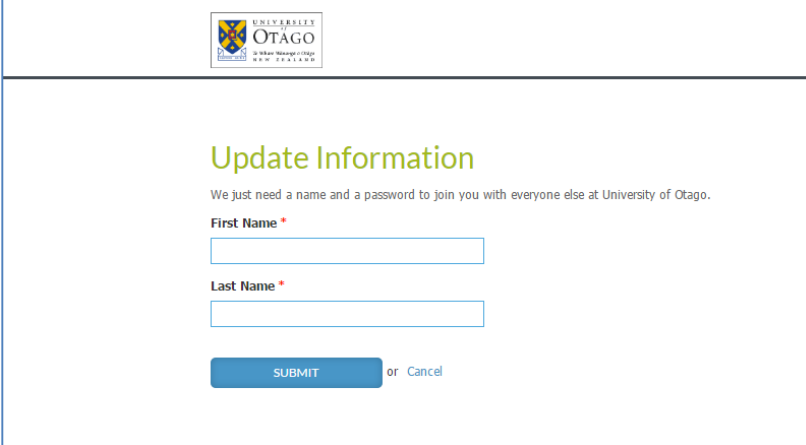
Install Syncplicity software

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.

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.

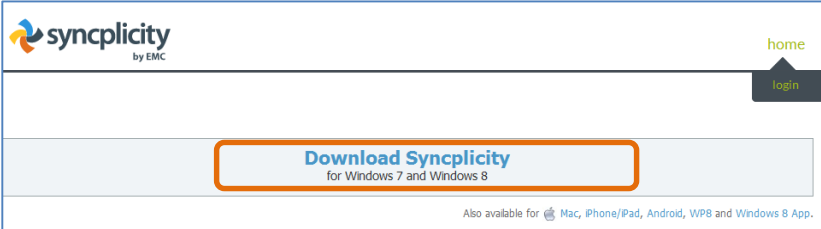
When asked to **Update Information**, note that you need to enter your **First Name** and **Surname**.



The screenshot shows a web form titled "Update Information" from the University of Otago. The form includes the university's crest and 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." There are two input fields: "First Name *" and "Last Name *", each with a red asterisk indicating a required field. Below these fields is a blue "SUBMIT" button and a link that says "or Cancel".

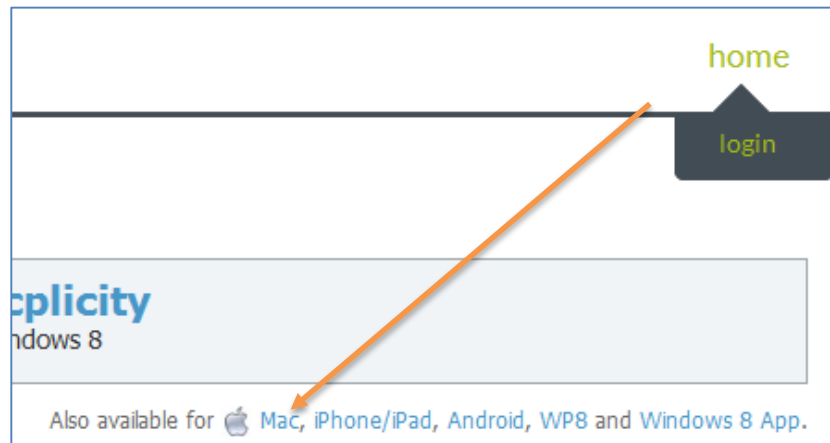
You should then install Syncplicity on every machine where you want to access your files.

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.



The screenshot shows the Syncplicity website. The top left features the "syncplicity by EMC" logo. The top right has links for "home" and "login". A large orange-bordered button in the center says "Download Syncplicity for Windows 7 and Windows 8". At the bottom, a small text line states: "Also available for Mac, iPhone/iPad, Android, WP8 and Windows 8 App."

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




Then follow the step by step instructions you find there.

Download Syncplicity


for Windows 7 and Windows 8

Also available for



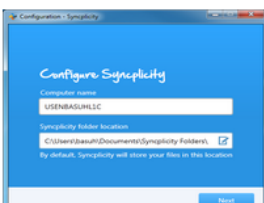
1. Install Syncplicity

Click on the download link above. Choose Save and double click the setup. Setup will restart Windows Explorer during the installation in order to enable Syncplicity.



2. Log Into Your Account

Enter your account credentials to login to Syncplicity. If you are a corporate user, check the "Login using corporate account" checkbox, otherwise for non-single sign-on users.

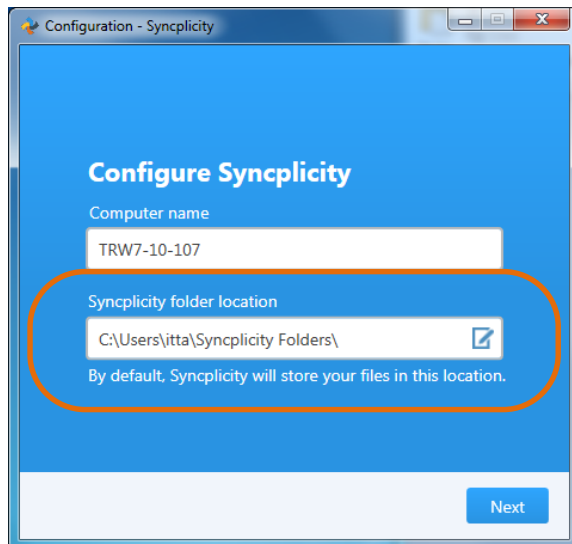


3. Register Your Computer

Your computer name and default Syncplicity folder location is entered automatically. You can enter a custom machine name and folder location. This step will link your computer to your account.

Ensure that when you get to the step of choosing the folder location, you **leave it at the level of your user profile**. Do not place it in Documents or on a shared drive.

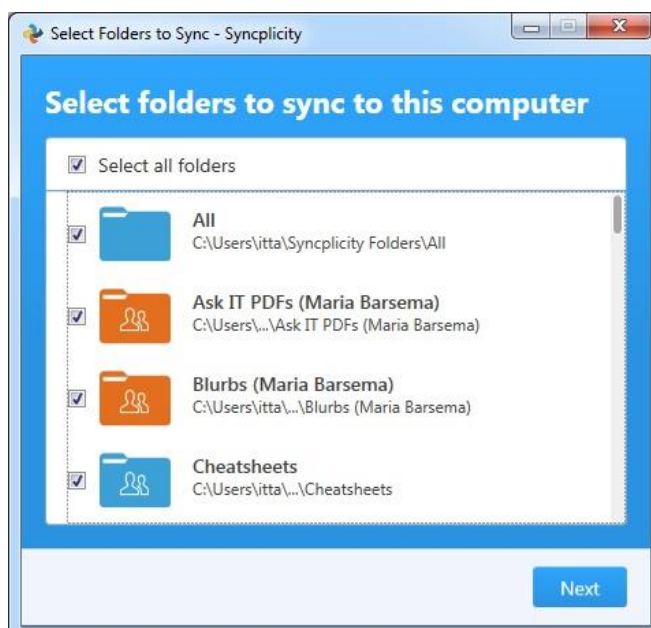
The best practice is just to leave it at the default. Do not change this. Just press **Next**.



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.



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

Dear Student,

You are now synchronizing the following device with your account.

Device Name:	MARIA-PC
Device Type:	Windows 6.1.7601
IP address:	

If you did not add this device [remove it now](#) and notify your Syncplicity [administrator](#).

Sincerely,
[The Syncplicity Team](#)