Syncplicity
Guidelines and Quick Install Guide

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http://tfsweb.tamu.edu

Version 1.2, February 13, 2017

Mission: We strive to make our systems reliable, available, and secure for the facilitation and support of the Texas A&M Forest Service's mission in public service.

Table of Contents

1.0 Getting Started

The following guide gives you step by step instructions on how to install the Windows Syncplicity client as well as a few guidelines. This guide assumes you already have a Syncplicity account. If you do not have an account, please contact the IR Help Desk to request one.

Call: (979) 458-7309, Chat: https://tfshelp.tamu.edu or E-mail: support@tfs.tamu.edu

2.0 Guidelines

First things first, here are a few guidelines before we get too far along. Please read these carefully before proceeding with the install and using Syncplicity.

- Keep all the data you put into Syncplicity business related. Any data stored within the TFS instance of Syncplicity is subject to the Texas Open Records Act and any established departmental records retention schedules.

- Do NOT store any confidential, sensitive, or copyrighted info in your Syncplicity account. Social security numbers, credit card numbers, and bank account routing numbers are just a few pieces of data you should never store in Syncplicity. FAMIS account numbers are ok.

- Sharing folders and files with Syncplicity is easy; you just need the e-mail address of the person you want to share with. However, be very careful who you share files with. Syncplicity is super secure but if shared with the wrong person, data could end up in the hands of someone that was not intended to have it.

- Our standard security disclaimer: Syncplicity is an official State of Texas Resource and as such is available only for authorized purposes by authorized users. Use for any other purpose may result in administrative / disciplinary actions or criminal prosecution against the user. Usage is subject to monitoring and security testing. The user should have no expectation of privacy except as otherwise provided by applicable privacy laws.

3.0 Install Syncplicity

Here are the steps to install the Syncplicity client on Windows.

1. First, go to https://my.syncplicity.com and login.

2. Navigate to "install" -> "windows". Then click on "Download Syncplicity".
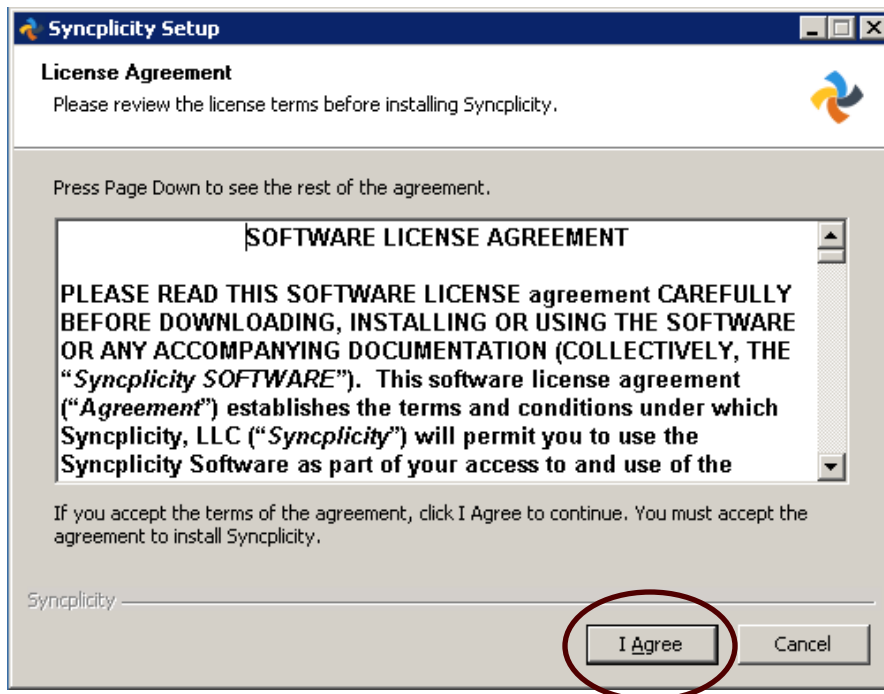

3. Depending on your browser, save or run the file as prompted.

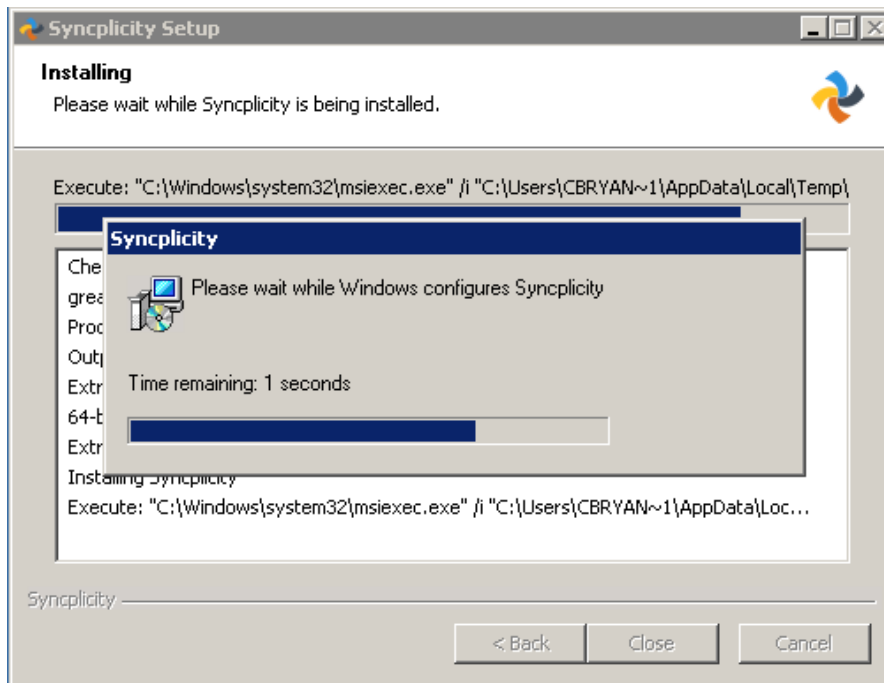4. After you run the installer, you will be prompted for your admin account.
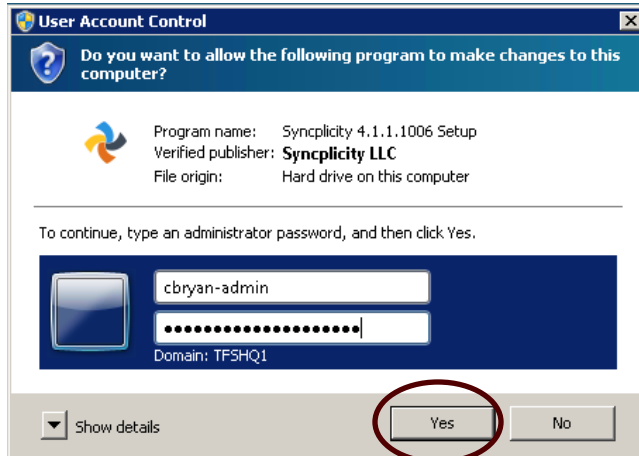
Tip: If you don't know your admin account password or don't have an admin account, contact the IR Help Desk
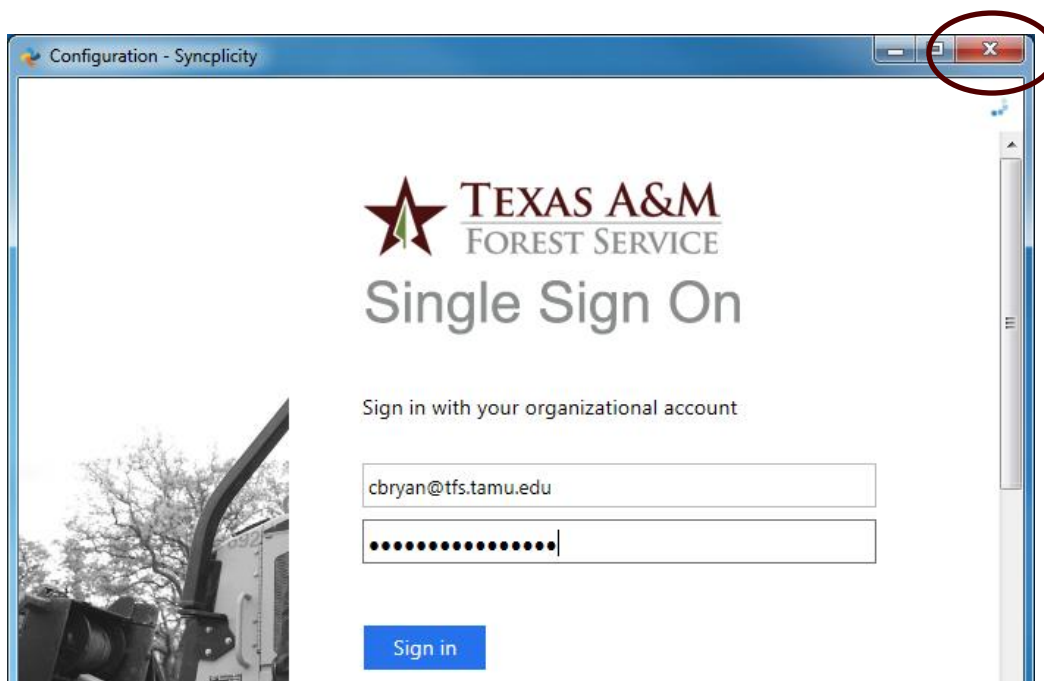
5. Click "I Agree".

6. The installer will automatically begin.

Note: This part may take a while and may also disappear for a few minutes while the client is installed.

7. Once the Syncplicity client finishes installing, you may be prompted to sign in. <u>Close this window</u>.

8. After you close the Single Sign On screen, Syncplicity may also prompt you to login again. Close this window also. If you log in now, Syncplicity will bind to your admin account. This is not a good thing. We'll login again later.
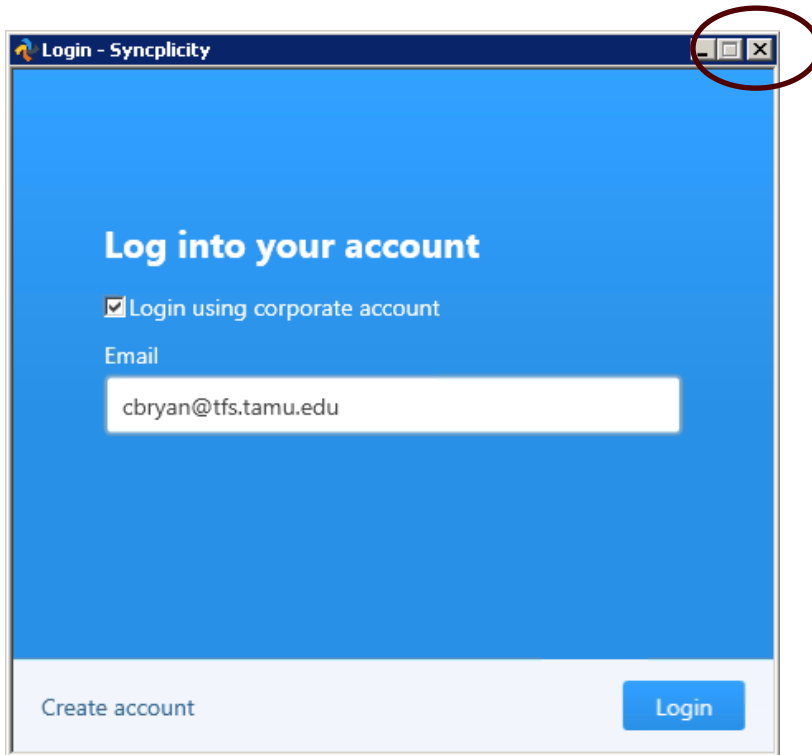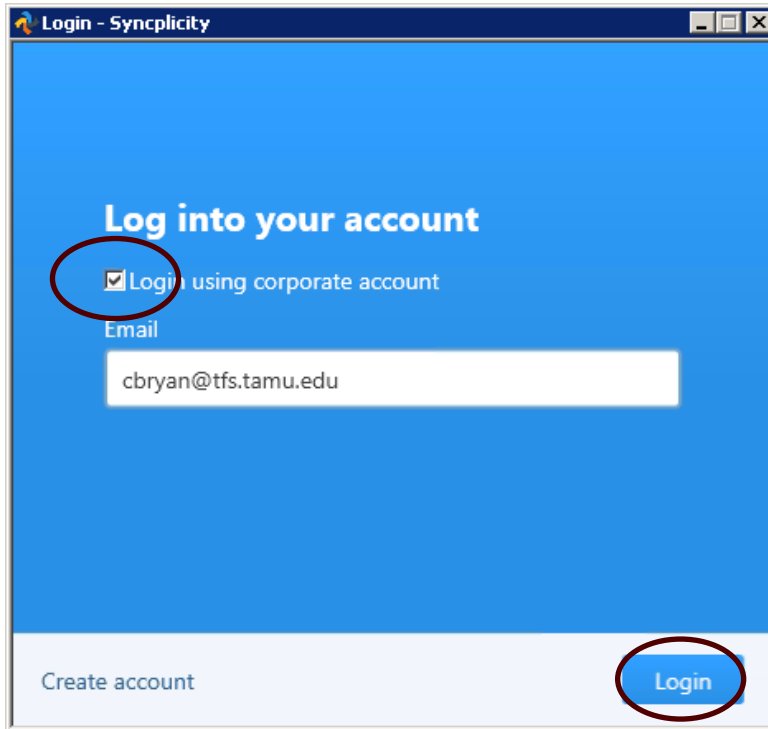

9. Click the Windows button in the bottom-left corner and search for "Syncplicity".
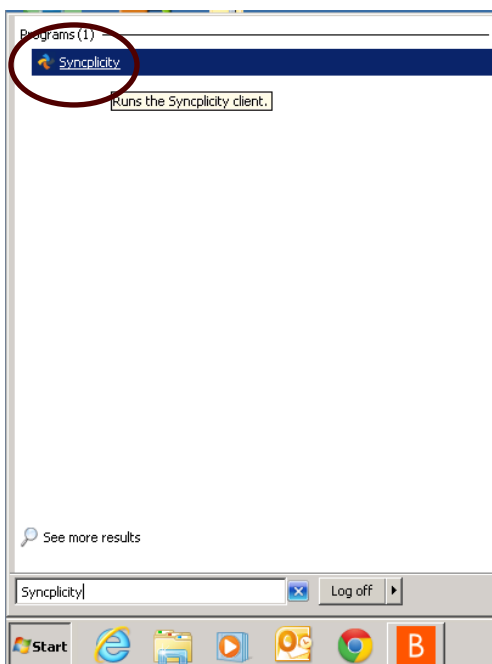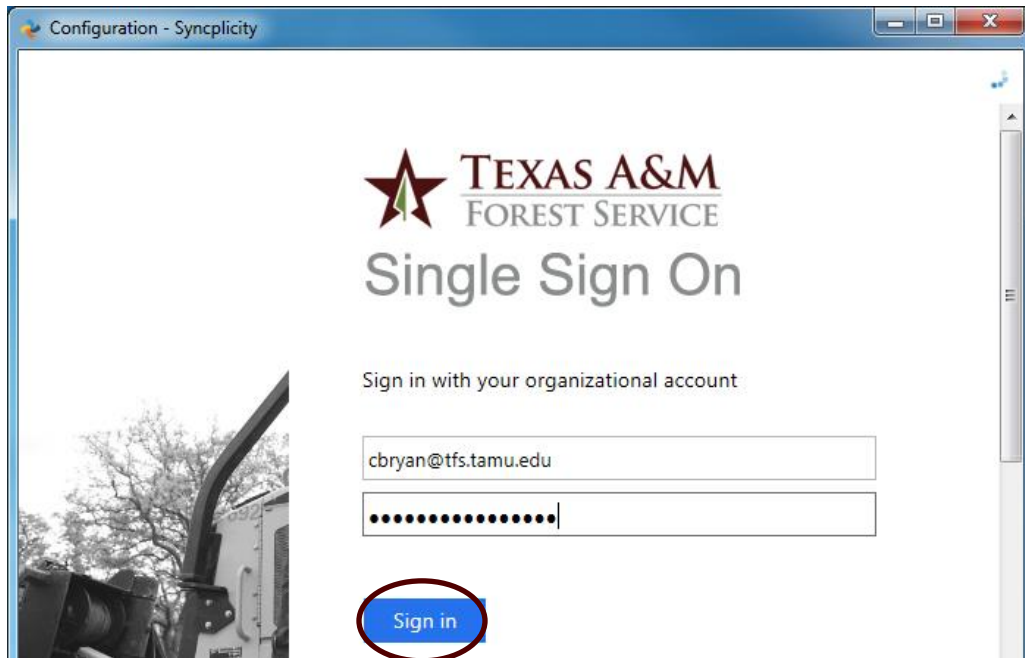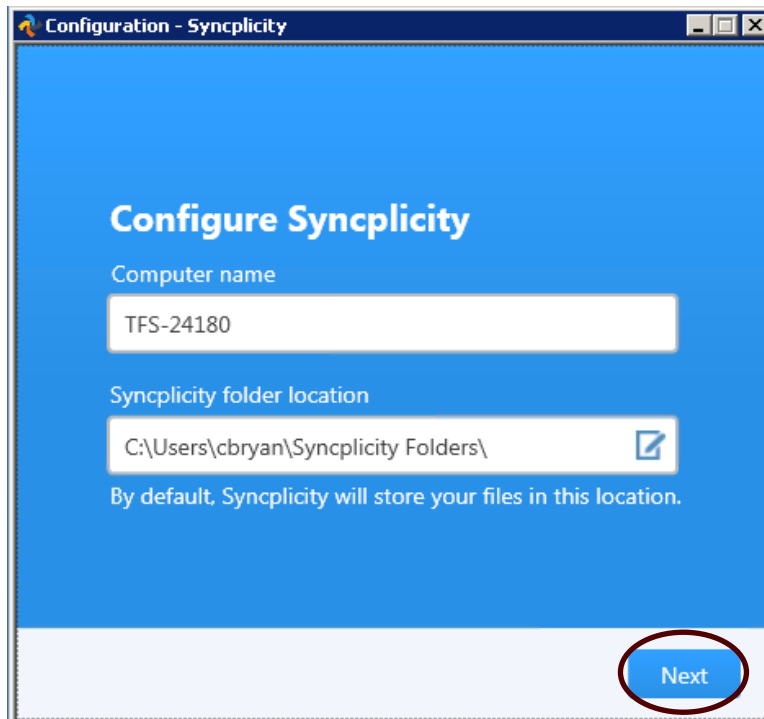
10. Open Syncplicity.

11. When the login screen comes up, <u>check</u> "Login using corporate account". Put in your e-mail address and click Login.

12. You will be prompted to login. Please enter your full e-mail address (Ex. user@tfs.tamu.edu) and e-mail password and then click Sign in.

13. On the Configure screen, go with the defaults and click Next.

14. (Optional) If someone has already shared a folder with you or you already have files in Syncplicity, you can go ahead and download them now if you wish. Select the folders you want to download and click Next.
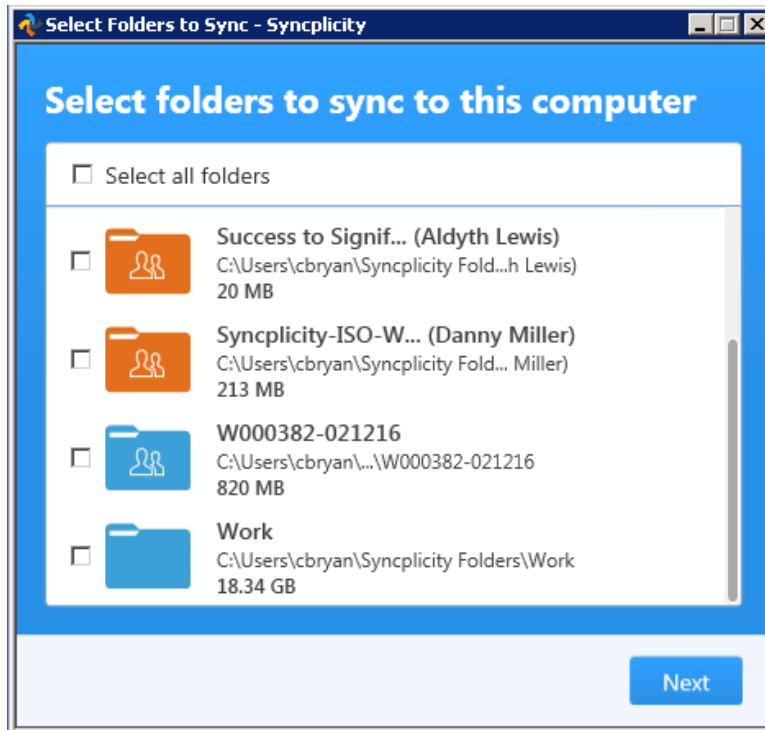
Tip: Folders in blue are folders you own. Folders in orange are folders that have been shared to you by someone else. If this is the first time you are installing Syncplicity, you won't see the above screen.

15. Flip through or skip the introduction slides.

16. All done. If you were successful, the Syncplicity status window should show up in the bottom-right corner of your screen.
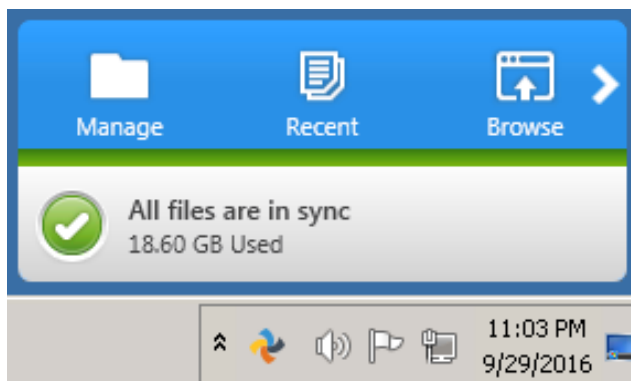
4.0 Resources

- Syncplicity Website:
  https://www.syncplicity.com/

- Update, manage your account, view & download files, client downloads:
  https://my.syncplicity.com/

- Syncplicity Help Website:
  https://syncplicity.zendesk.com/hc/en-us

- Quick Guide: Sharing a folder
  https://syncplicity.zendesk.com/hc/en-us/articles/201148634-Sharing-a-folder

- Quick Guide: Sharing a file
  https://syncplicity.zendesk.com/hc/en-us/articles/201150534-Sharing-a-file-

5.0 Contact

IR Help Desk:

Call: (979) 458-7309
Chat: https://tfshelp.tamu.edu
E-mail: support@tfs.tamu.edu

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