
Syncplicity - One Page Quick Guide



Syncplicity is a large-scale file sharing and collaboration platform. It also doubles as data backup service. Read on to learn about some of the basics on using Syncplicity.

First things first, get logged into Syncplicity:

1. If you've never logged in, you need an account. Go here: <https://helpdesk.tfs.tamu.edu/syncplicity> and click "Request Account...". You'll need to click on a link in your e-mail to verify your account. Don't go on until you do this.
2. Once you have your account, go here: <https://tfs.syncplicity.com> and sign in.
3. Make sure to get Syncplicity going on your computer. Click the "Windows" button and search for "Syncplicity".
4. When it comes up, put in your e-mail address and sign in.
5. Go through the setup wizard and then click "Done".

Now that you are logged in, you have several features available to you:

Storing files in Syncplicity:

1. On your computer, navigate to "This PC" in the file explorer.
2. Find the Syncplicity drive. Usually, it's labeled S: or T:
3. Inside the drive, make you a new folder (Ex. Documents) and start storing documents here.
4. That's it! Any document or folder placed here will automatically sync to Syncplicity. If someone shares a folder with you, it will show up here as well.

Share a file with Syncplicity:

1. Still in the Syncplicity drive, find the single file you want to share and right-click it.
2. Navigate to Syncplicity -> Share Link.
3. Decide if you want to apply any protection for your link such as making it expire.
4. Choose "Copy link".
5. Now compose a new e-mail, paste the link and send it. You can send this link to anyone within TFS or outside, doesn't matter. Keep in mind, this is a one-way transfer.

Pro Tip: The Share Link feature in Syncplicity is a great way to send a file via e-mail that is too big to attach. Need to send multiple files in one go? Zip them into one file.

Share a folder with Syncplicity:

1. Still in the Syncplicity drive, find the folder you want to share and right-click it.
2. Navigate to Syncplicity -> Share folder.
3. Put in the e-mail address of each person you want to share with. Then choose if you want them to just view or have full edit capability.
4. Click "Share". Keep in mind, this method of sharing folders is better to do with just TFS employees.

Back up your files:

1. You're already on your way. By simply putting files in Syncplicity, they are backed up. You don't need to do anything else.

Finally, be sure to download Syncplicity for iOS or Android to view or send files on the go:



For more, visit: <https://helpdesk.tfs.tamu.edu/jostle>

As always, if you have any questions, don't hesitate to contact the IR Help Desk:

Call: (979) 458-7309, Click: <https://helpdesk.tfs.tamu.edu> or E-mail: helpdesk@tfs.tamu.edu

Texas A&M Forest Service
Information Resources
IR Help Desk | [@IRHelpDesk](#)

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.