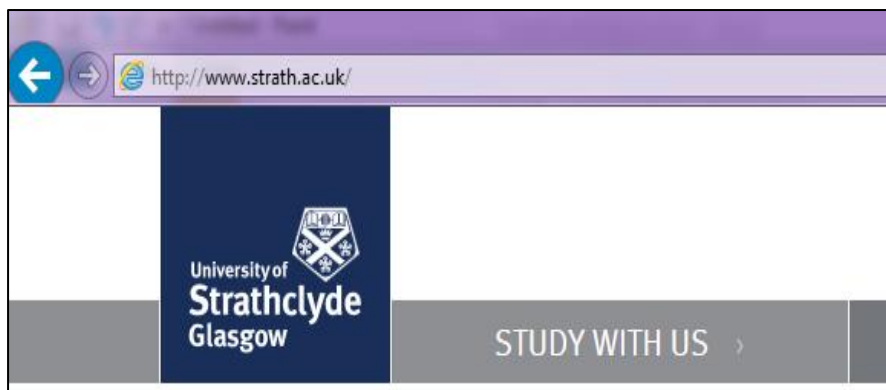**Help Guide for Installing the Strathcloud Sync for Windows**

The 'sync for windows' app enables your Strathcloud to be available to you as a folder on your PC. Installing the 'sync of windows' should be straightforward and this guide is designed to help you through the installation. This process should take only a couple of minutes from beginning to end.

Note: You will need admin rights for the PC or laptop on which you are installing the sync for the installation to proceed. If you do not have these rights please contact IT Helpdesk for assistance.

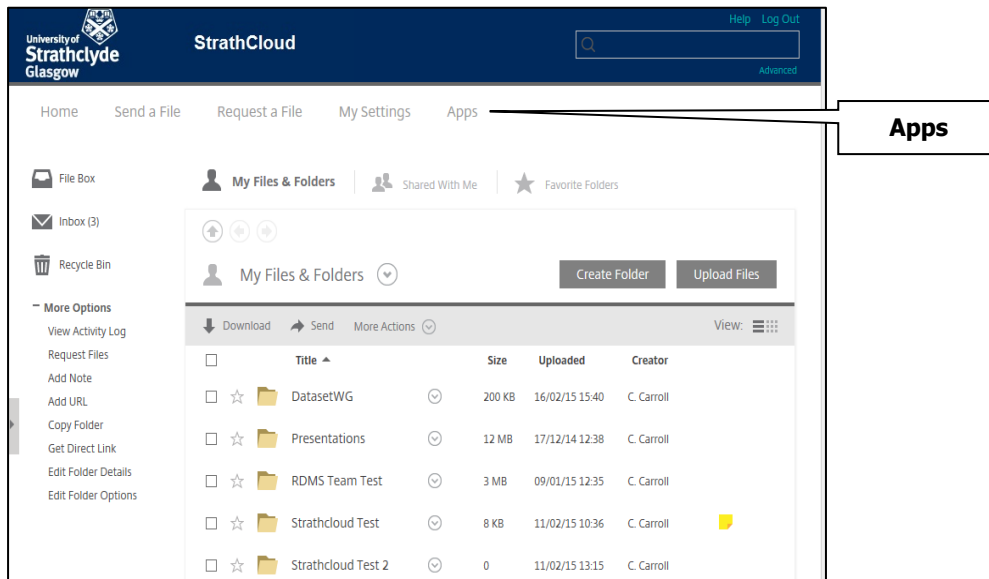1. Open a web browser and navigate to the University Homepage.

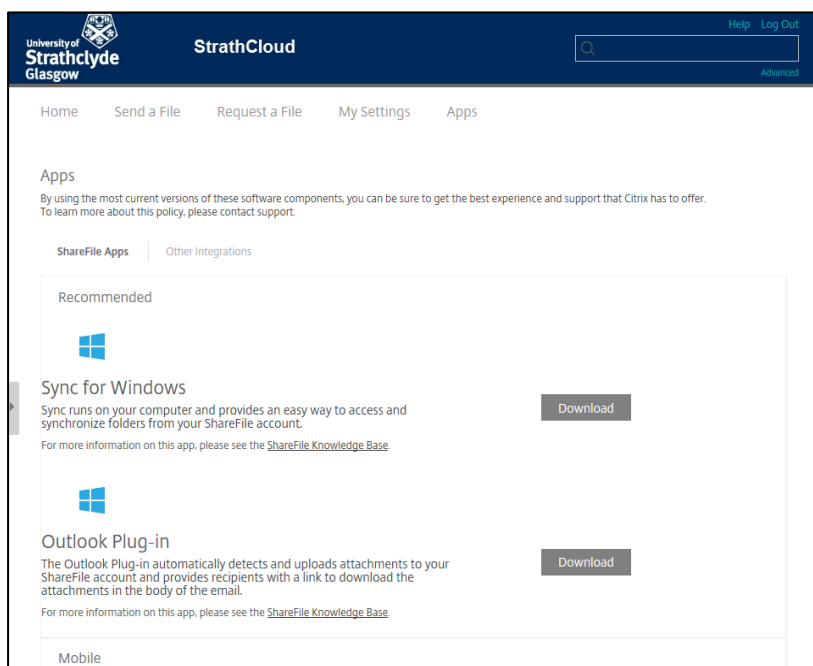2. Scroll to the bottom of the University Homepage and look for the **Quick Links** section.

3. Under **Quick Links** you will see a link for **Strathcloud Sharefile**. Select this link and follow the login instructions on the login screen.
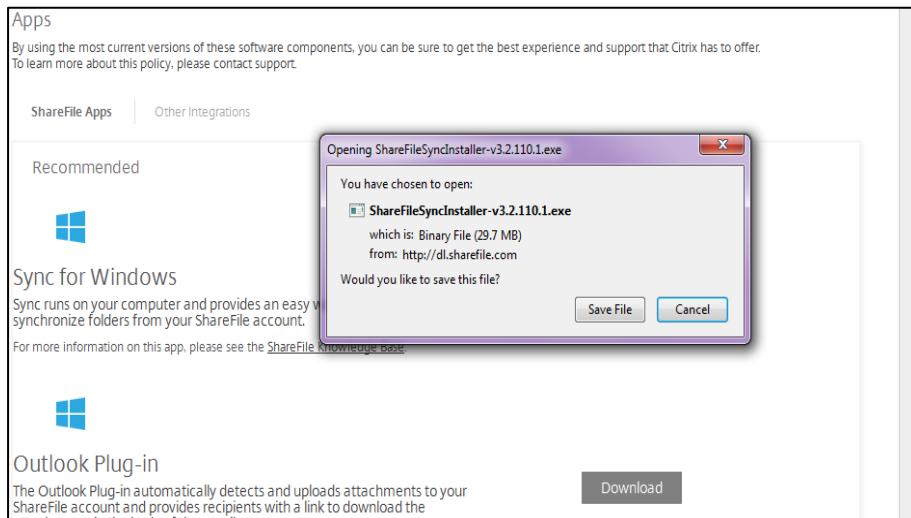
4. Once you have logged into Strathcloud the screen will look similar to the image below. The sync for windows app can be found by selecting the **Apps** menu.
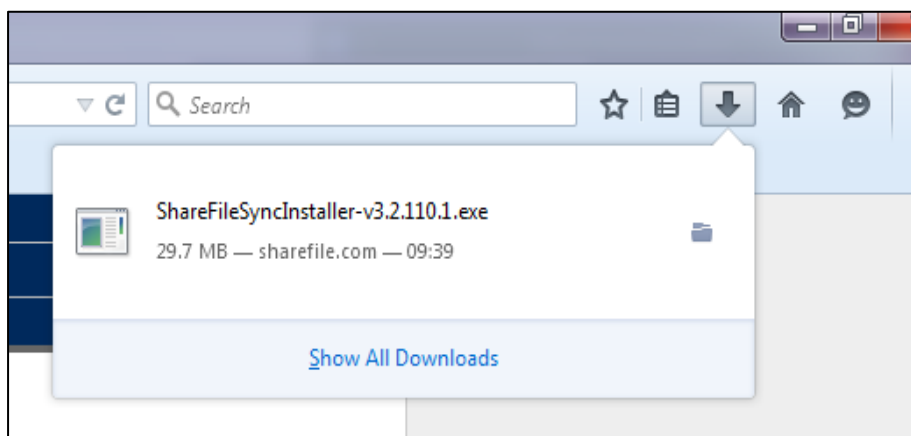

5. In the Apps menu, locate **Sync for Windows**. If you see a checkbox beside it, called "Pre-configure with my account information", then leave this checked. Select **download** to begin installation.
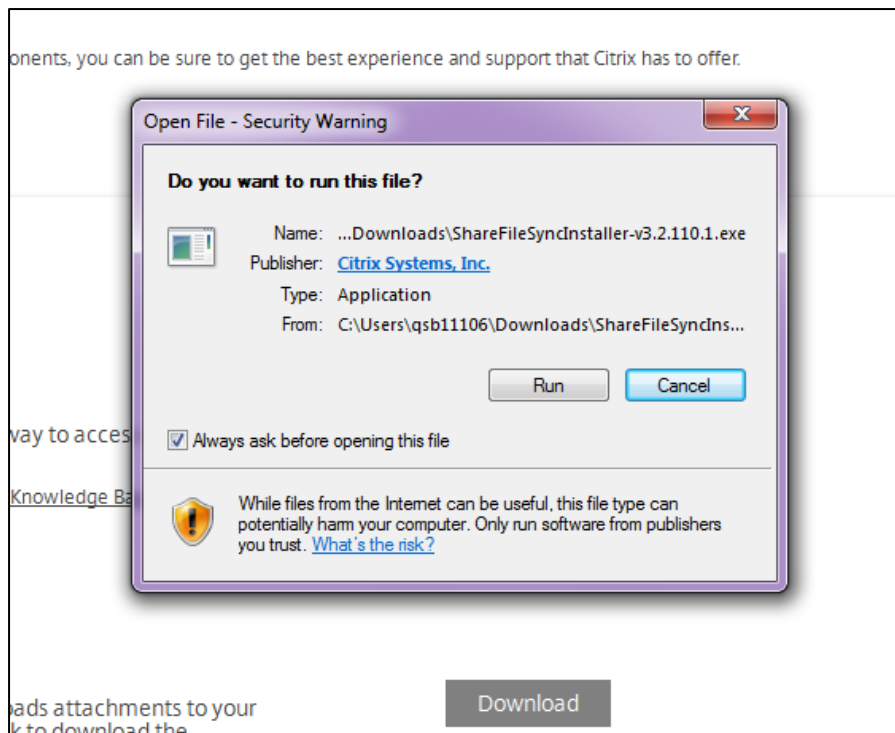
6. Depending on the browser you use the download process may be slightly different. In Mozilla Firefox a window appears and asks if you would like to save the file as shown below.

7. When you select **save file** the installer is saved in the **downloads** area which is accessed by selecting the arrow icon as shown below. Select the **installer** to run it.
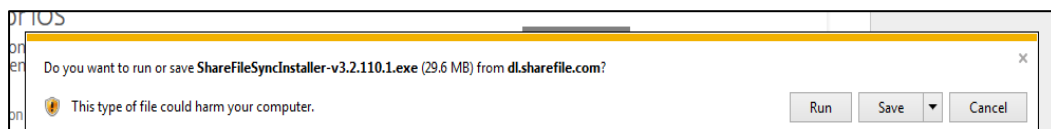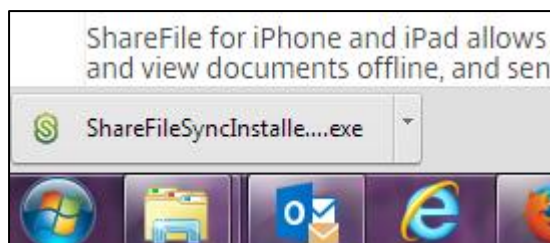
8. Select **Run**.

In Internet Explorer and Google Chrome the process is slightly less complicated when you select **download** as shown in the examples below.
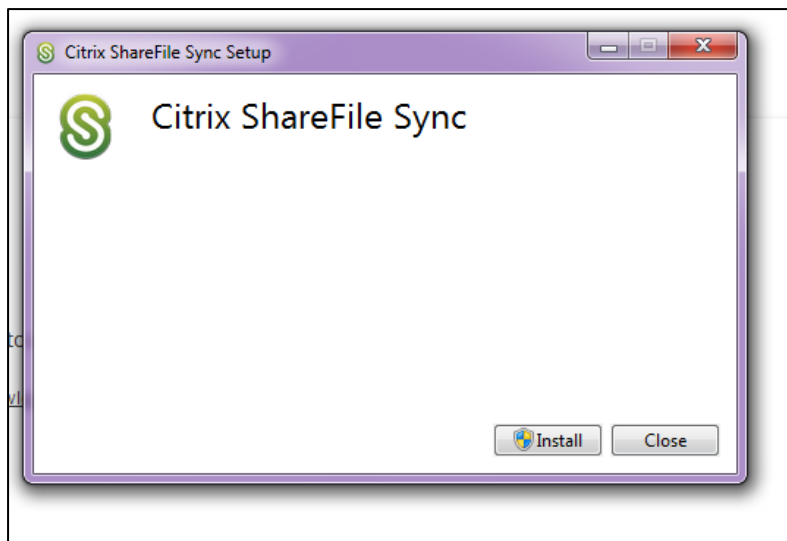
Internet Explorer – Select **Run**

Google Chrome – Select the icon and a window will open and ask you to confirm that you wish to run the file. Select **Run**
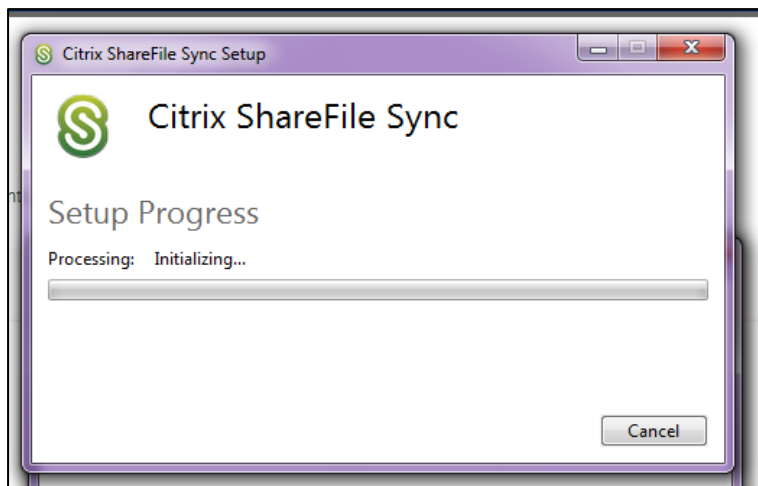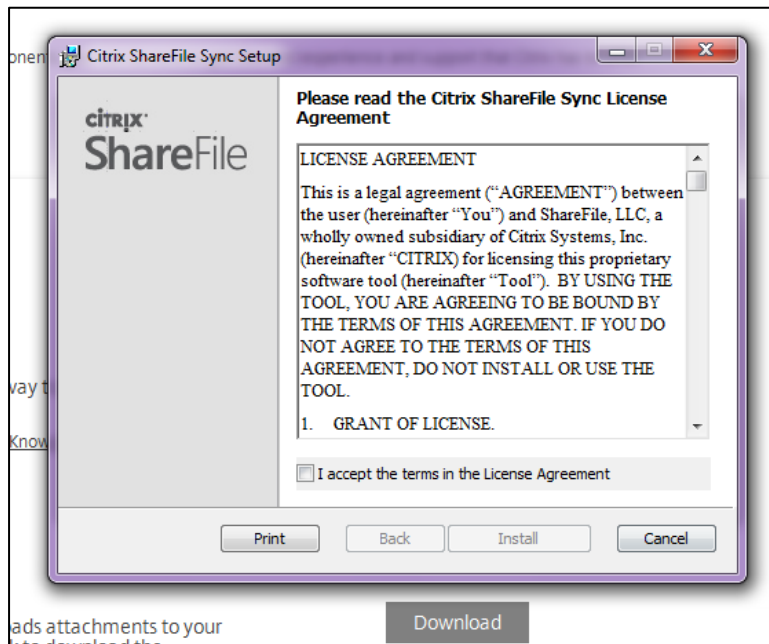
9. Select **Install**

10. At this point your PC/laptop may ask you for permission to allow the Citrix Sharefile Setup to make changes to your PC/laptop. Select the option to allow changes to be made.
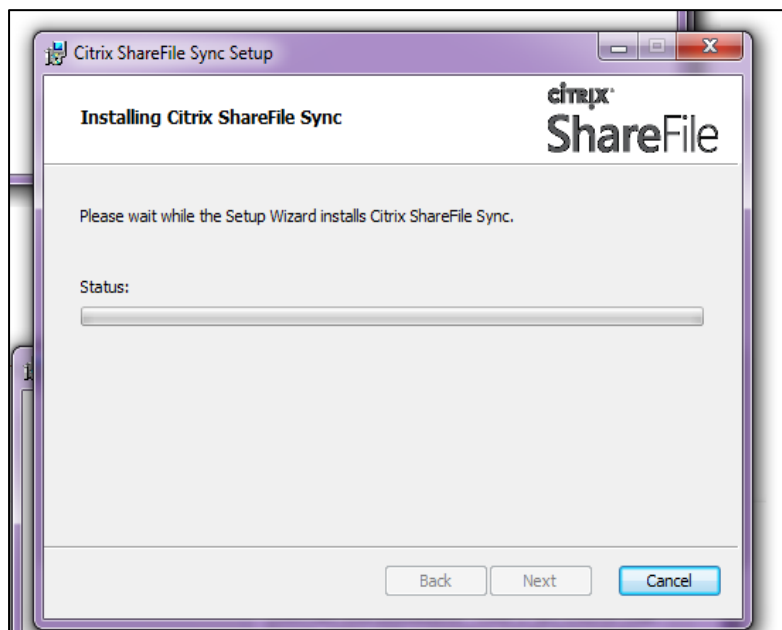
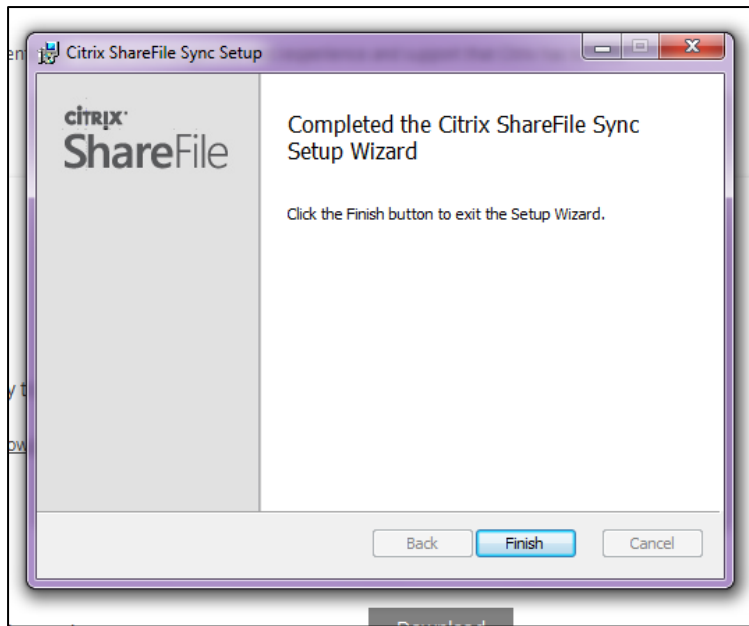The process will begin as shown below.

11. You will then be asked to agree to the Citrix Sharefile Sync License agreement. Tick the tick box to **Accept** the licence terms and then select **Install** to proceed.
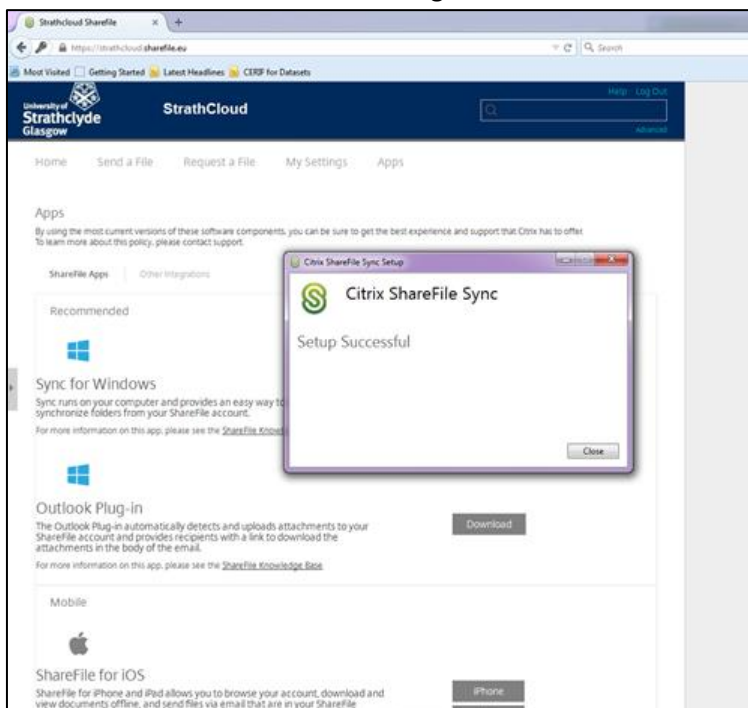

12. The window will update as shown below.

13. The installation will progress and you should soon see the window below. Select **Finish.**
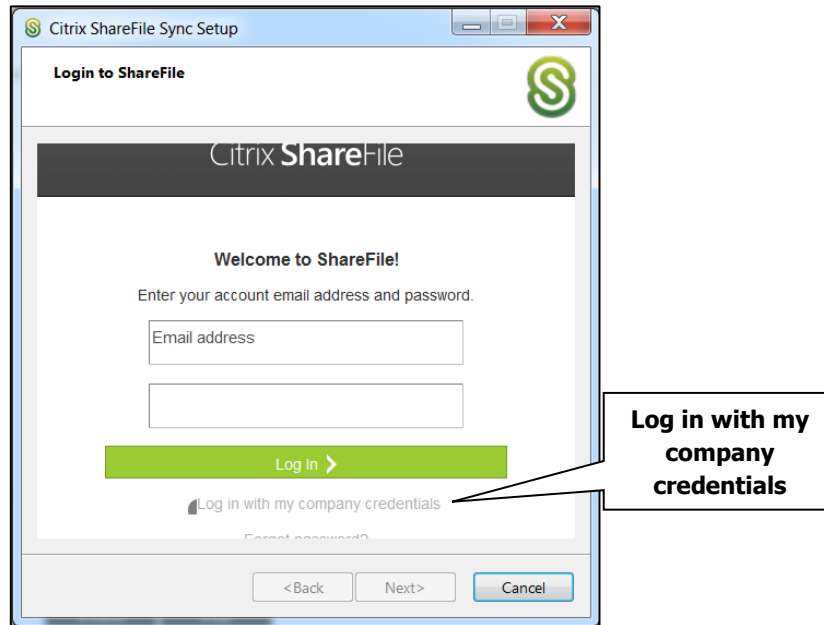

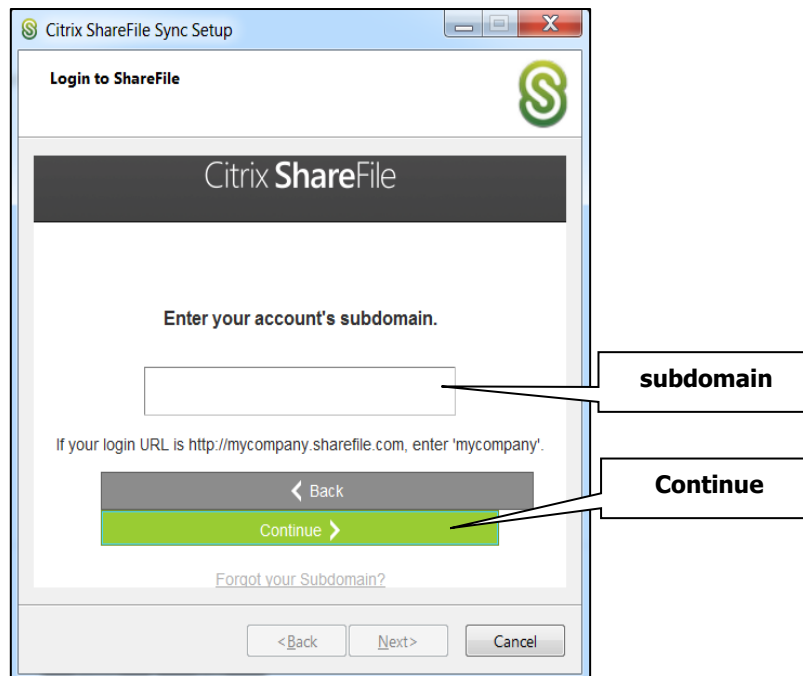14. You will then be shown the following notification.

If, in step 5, you left the "Pre-configure with my account information" box checked, then you should not need to do steps 15 to 19. So, if you don't now see the prompt below, then you can skip to step 20.

15. Following this the window below may open. If so, select **Log in with my company credentials**
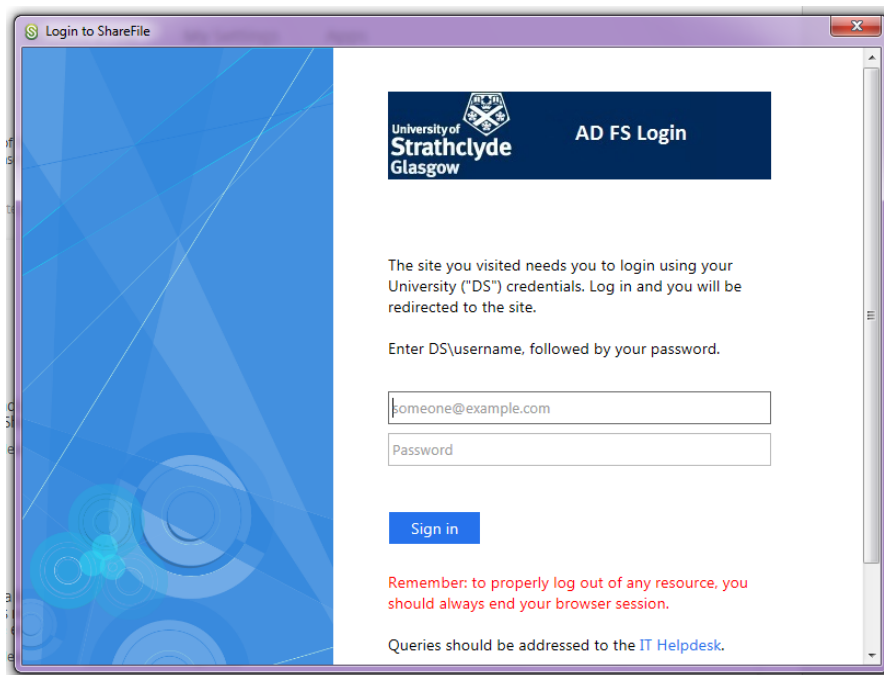

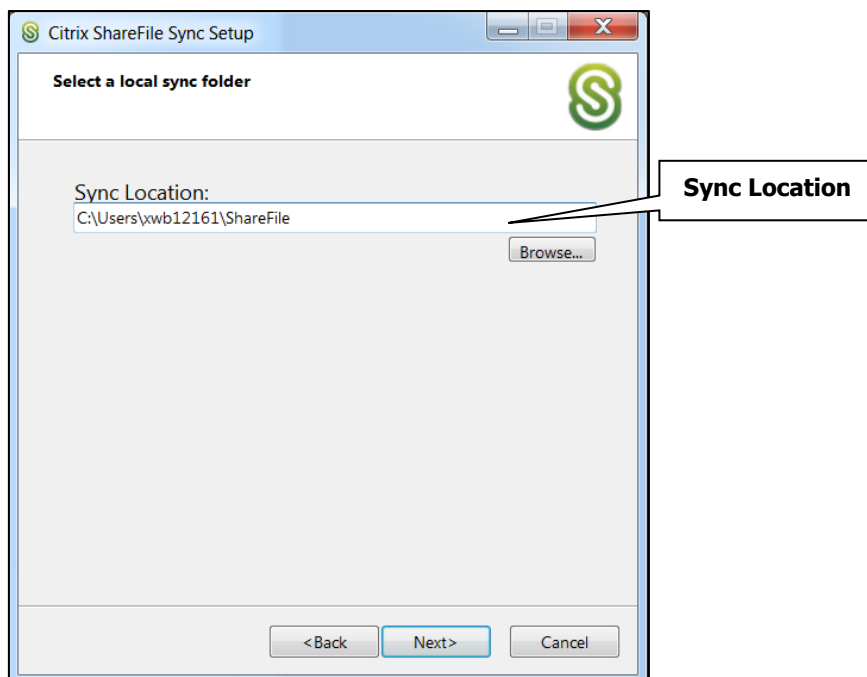16. Enter your account's sub domain (Strathcloud)
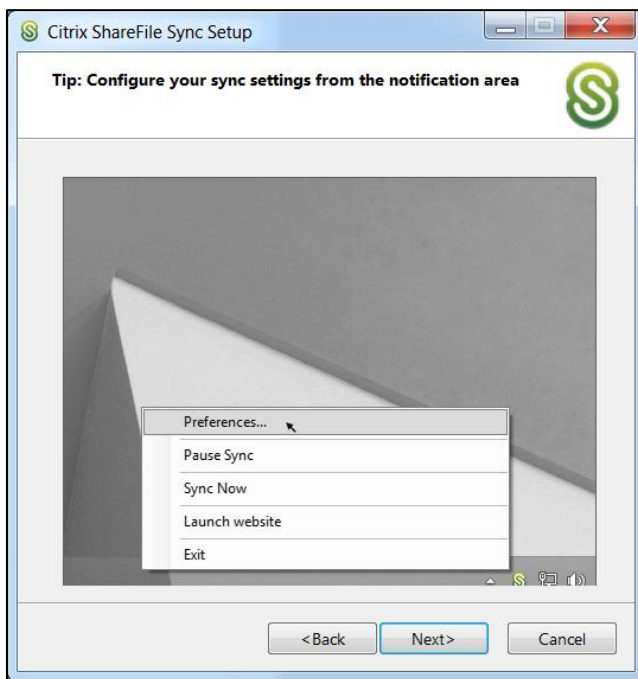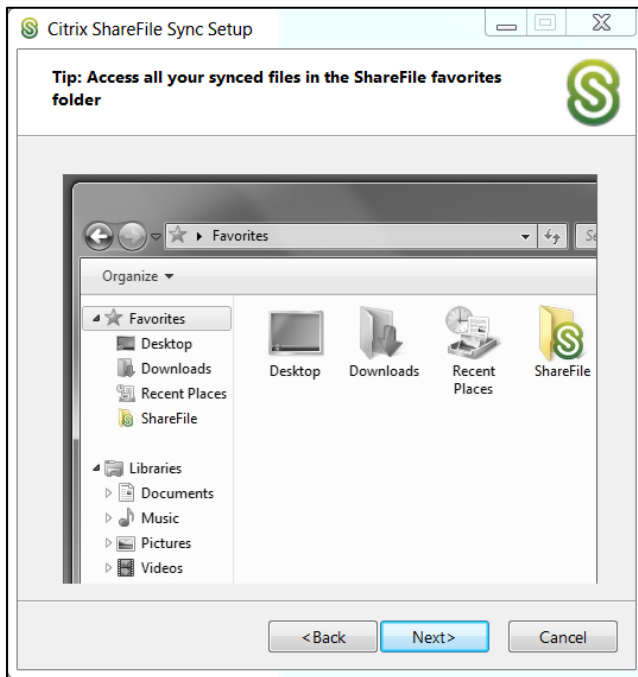

17. Select **Continue**

18. Enter your **DS username (prefixed with DS\)** and **Password**, then select **Sign In**
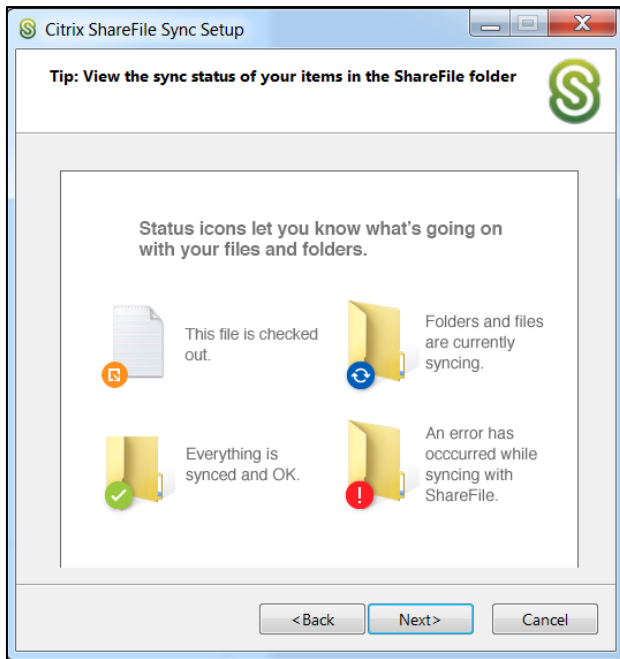

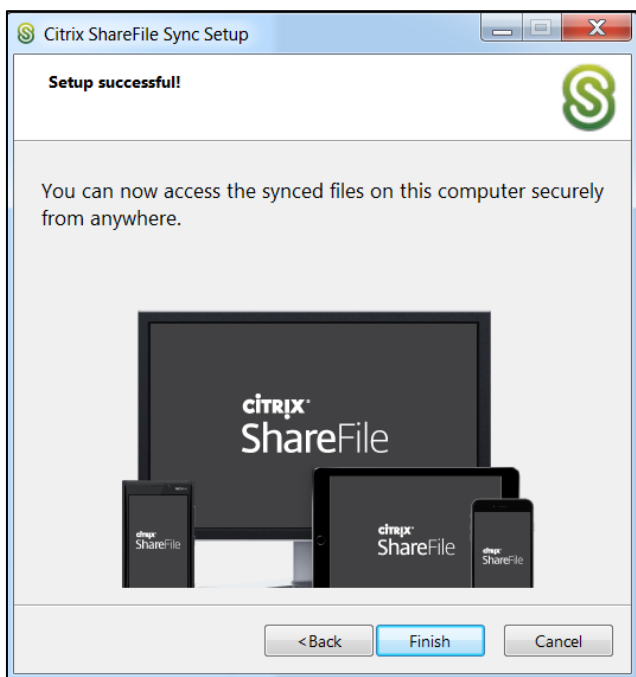19. Confirm location of sync folder and then select **Next.**

20. The next few screens that you are presented with instruct you as to how to use the Sync for Windows. Select next after reading each one.

21. You have now reached the end of the installation process. Select **finish** when you see the window below.

You can now access your Strathcloud files and folders through Windows Explorer and by selecting the Strathcloud Sharefile icon in the bottom right hand corner of your screen (as shown below). You can also save directly to Strathcloud from any programs on your PC/laptop.