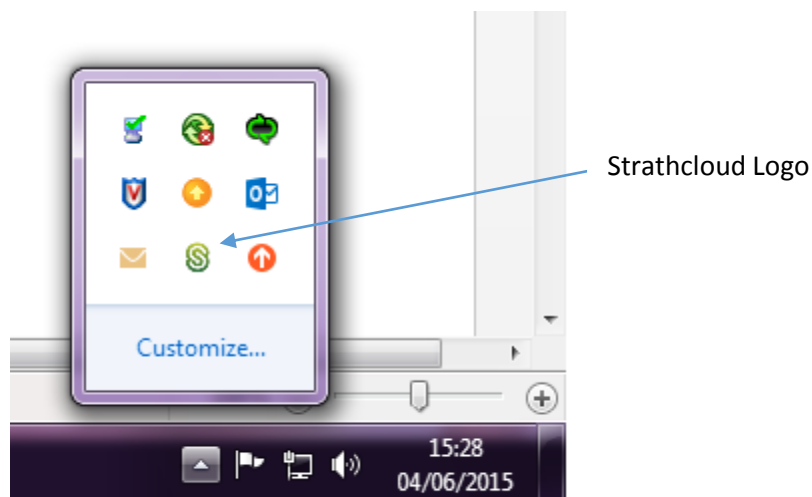


## Editing Preferences in Strathcloud Sharefile “Sync for Windows”

Once you have installed the “sync for windows” app, you may from time to time need to edit your preferences. The most common reason would be that someone has shared a folder with you or a shared folder has been created for you in Strathcloud and you want to sync the files in it to your PC or laptop.

It is very easy to edit your preferences:

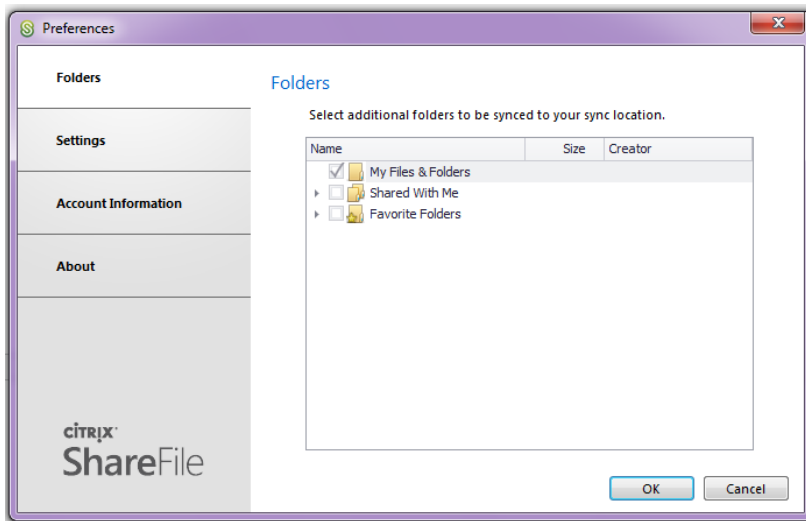
Look at the bottom right hand side of your computer screen. You will either see the Strathcloud ‘S’ logo in the bar that runs along the bottom or you may need to click on the arrow button as shown below to find it.



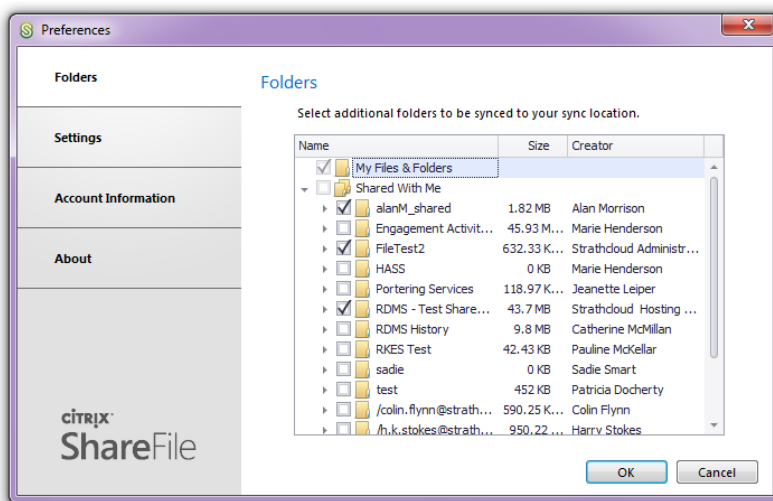
When you have located the logo, hover your cursor over it and right click.

Now click the three dots ... at the top-right of the window, to reveal the menu, then select ‘Preferences’ from the menu.

Strathcloud will now open the window below. This window shows you the preferences you have indicated in relation to syncing folders to your computer or laptop. ‘My Files and Folders’ is always checked to indicate that the files and folders within will always sync to your pc or laptop. ‘Shared with me’ is not checked unless you choose to do so.



You can choose to check the box next to 'Shared with Me' to sync all the files and folders within it. Or you may choose only to sync selected folders within 'Shared with Me'. As shown in the example below, if you click on the arrow next to 'Shared with me' a list will appear showing all the folders that are available to you in 'Shared with me'. You can then choose to select one or all of these to be synced to your pc or laptop.



Once you are happy with the preferences you have selected remember to click 'Apply' to save them. Strathcloud will immediately begin to sync the files for the folders you have selected.

If you have any further questions about syncing or preferences please contact the University helpdesk most appropriate to you.