

### Using 'Sync for Windows' on a Home PC or Shared laptop

If you install the 'Sync for windows' app onto a PC then it will ask you to authenticate/log in when you first set it up and then it will not ask you to do this when you log on to the computer in future. This is fine as long as the computer itself has some security that ensures you are the only person able to access Sharefile. If you are using a home PC or laptop or a shared PC or laptop that does not ask you to sign in then installing the 'Sync for Windows' creates a risk that someone other than you can access your Strathcloud and the files and folders it contains.

In addition to any PC or laptop holding University data being subject to the University encryption policy, it is also advisable that you create user accounts and give them passwords on the PC or laptop so that your Strathcloud is available only to you.



So for example you could have one user account for you that is password protected and one that is for the rest of the family and has no password. When a user switches on the PC or laptop they will be presented with the different accounts and asked to pick one as shown below



If a password has been set then the user would be prompted for a password – again as shown:



## To create a user account

1. To open User Accounts, click the Start button , click Control Panel, click User Accounts and Family Safety, and then click User Accounts.
2. Click Manage another account.  If you're prompted for an administrator password or confirmation, type the password or provide confirmation.
3. Click Create a new account.
4. Type the name you want to give the user account, click an account type, and then click Create Account.

Once the accounts are created you can add passwords by going into Control panel as shown below:

