Syncplicity Instructions
For External Users

Contents

Setting Up an Account

An email will be sent from Syncplicity (no-reply@syncplicity.com) letting you know that a folder has been shared. Click on "Open Folder."
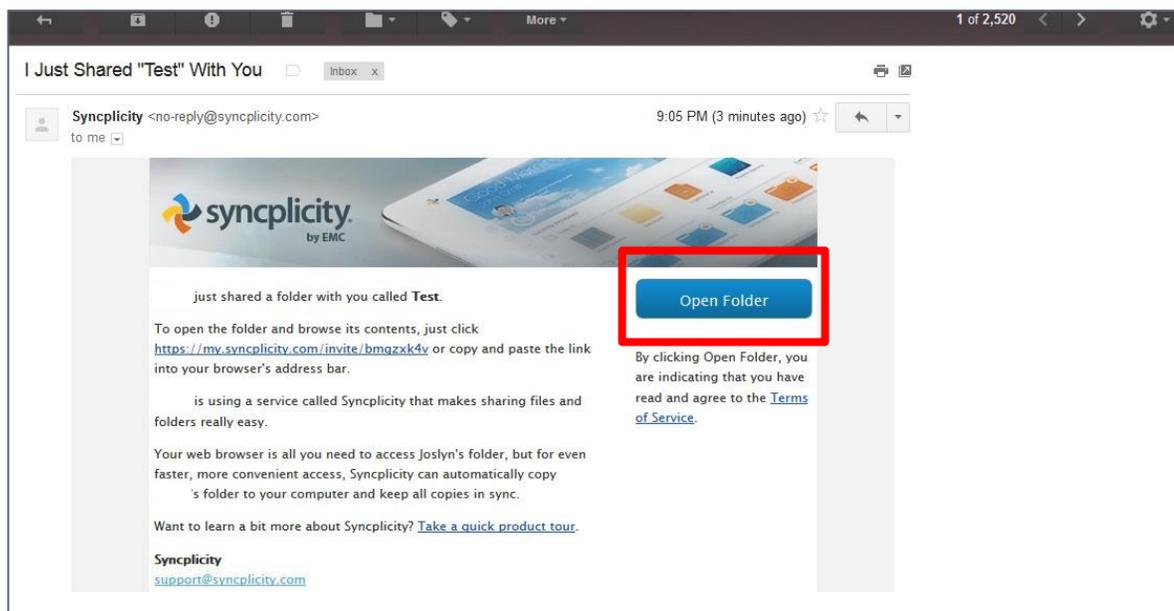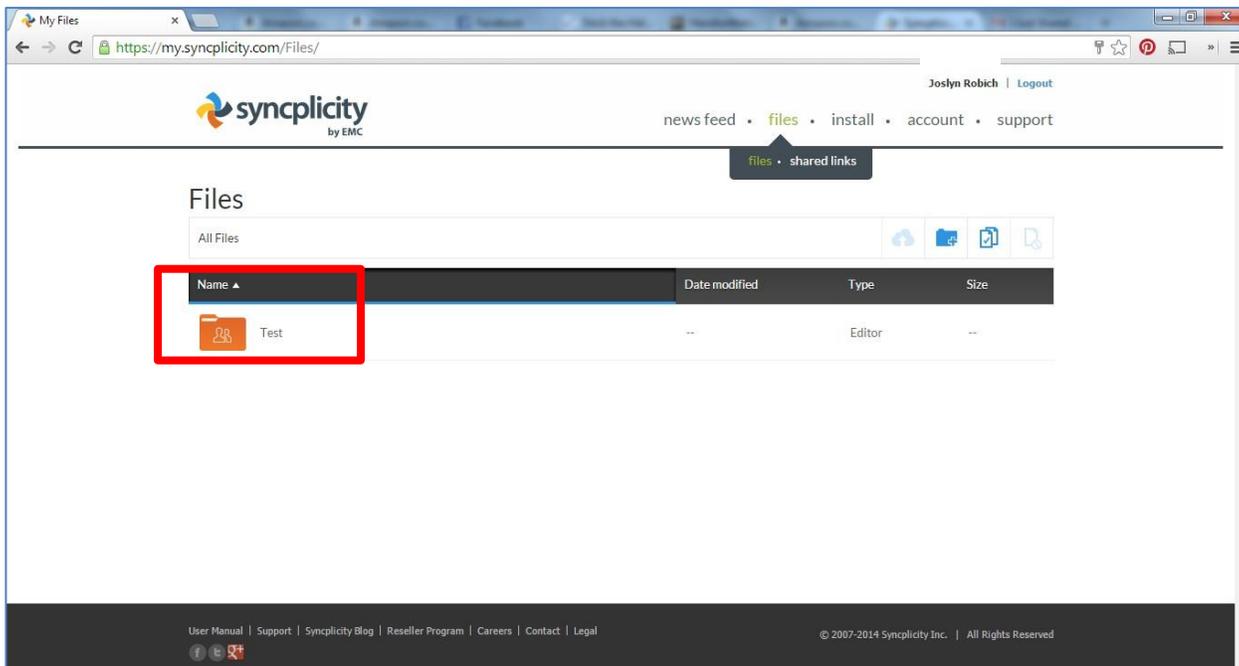

This will open up a web browser and ask you to create an account. Please use the email you received the invitation and create a password.

Viewing/Downloading a File

To view or download a file, you will then enter your account. The folder(s) that have been shared with you should display. Click on it to access the files.
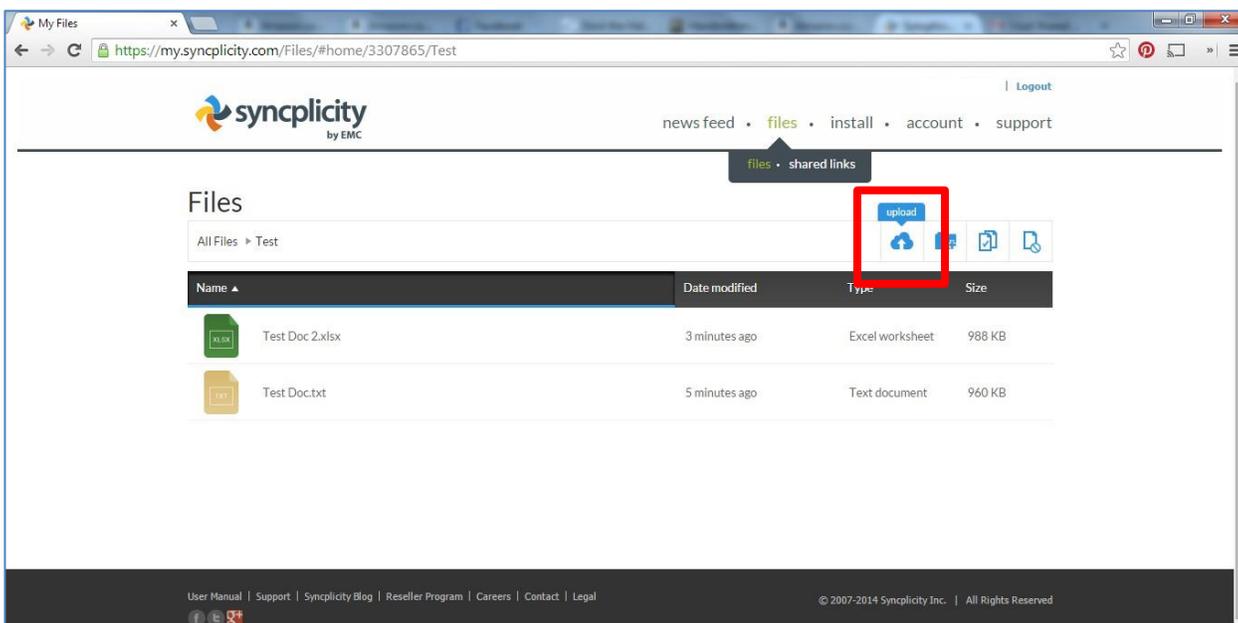

The file(s) in the folder are displayed. Select the desired file (it will then be highlighted) and then click on "download." Once completed, the file will either be at the bottom of the page and/or in your "downloads" file on your computer. Click on the file to open.
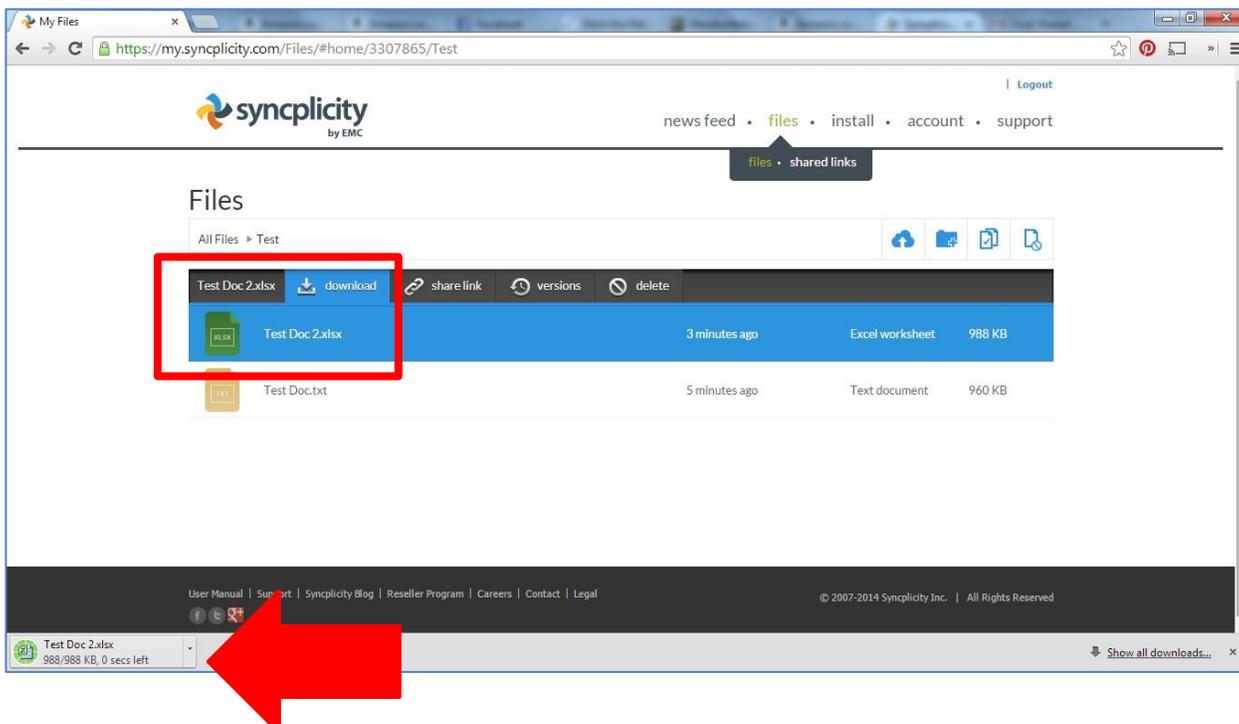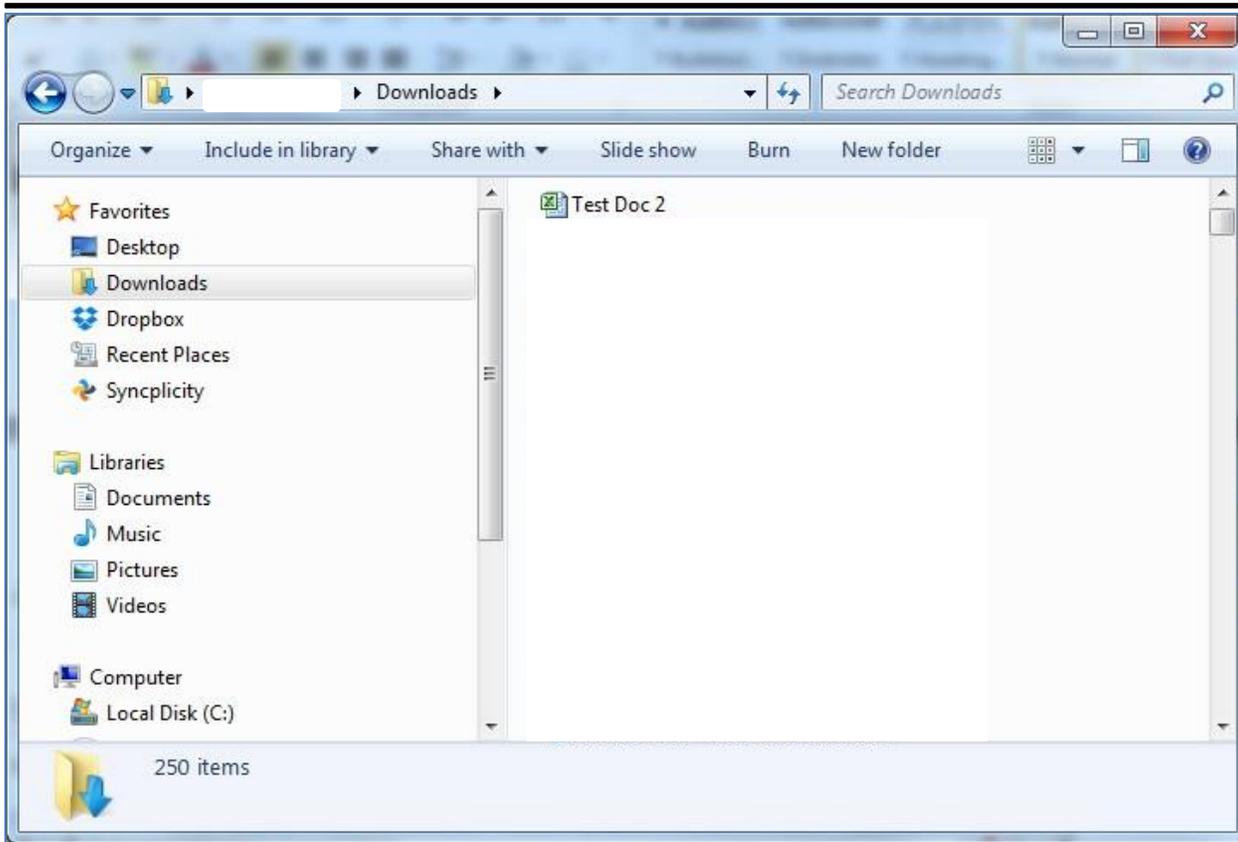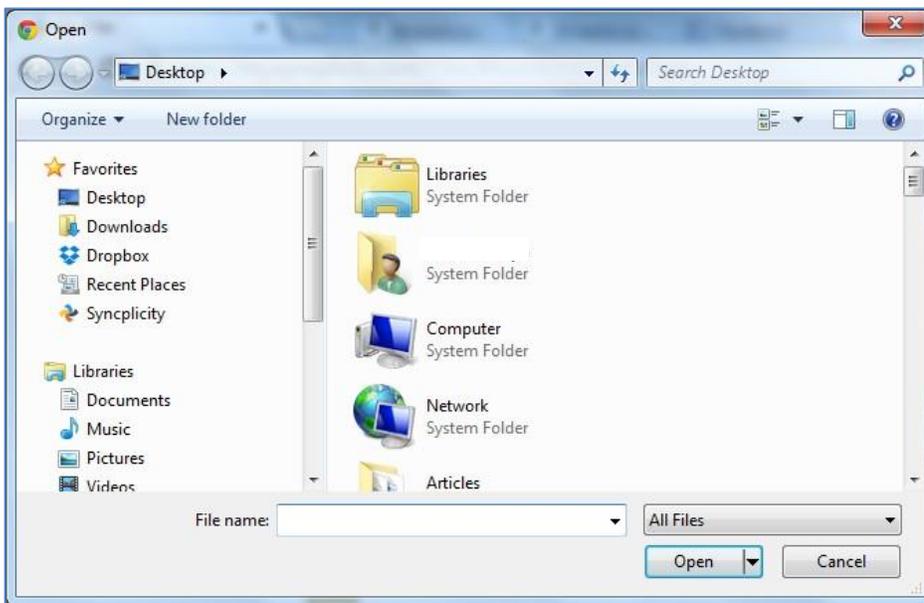
Uploading a File

Click on the upload button.

This will bring up a folder to browse for the file. Select the file you wish to share.

The file will upload into the same folder that was shared. You have the option to delete it if needed. The file will automatically be shared with the file owner and any other users that have access to the Syncplicity folder. You can send an email to the person you wish to share the file with so they know to access the folder.