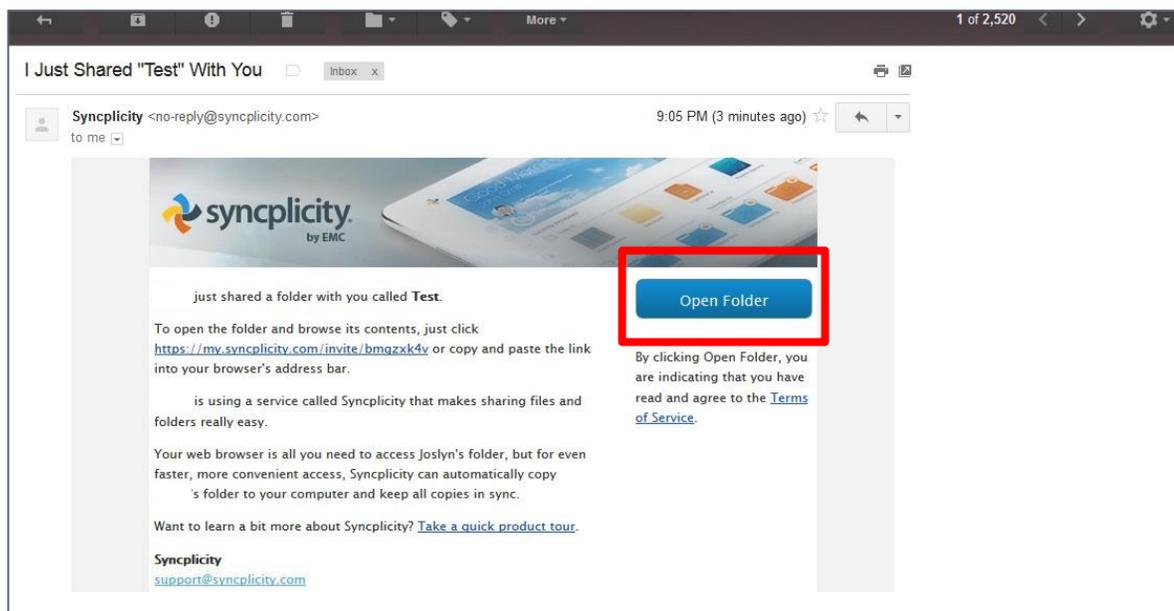


## Contents

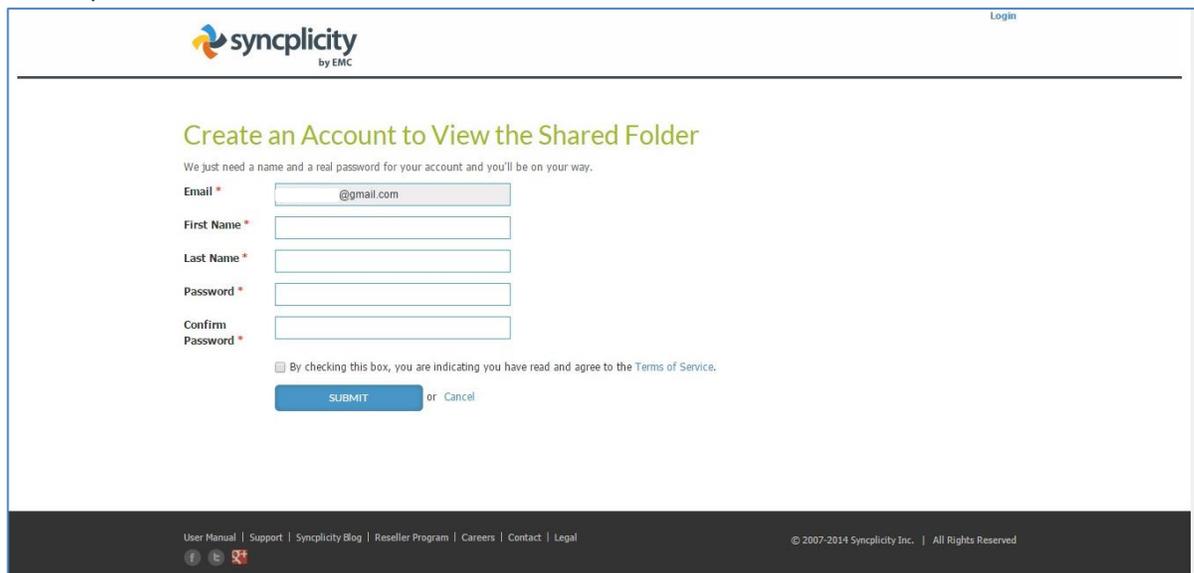
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## Setting Up an Account

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



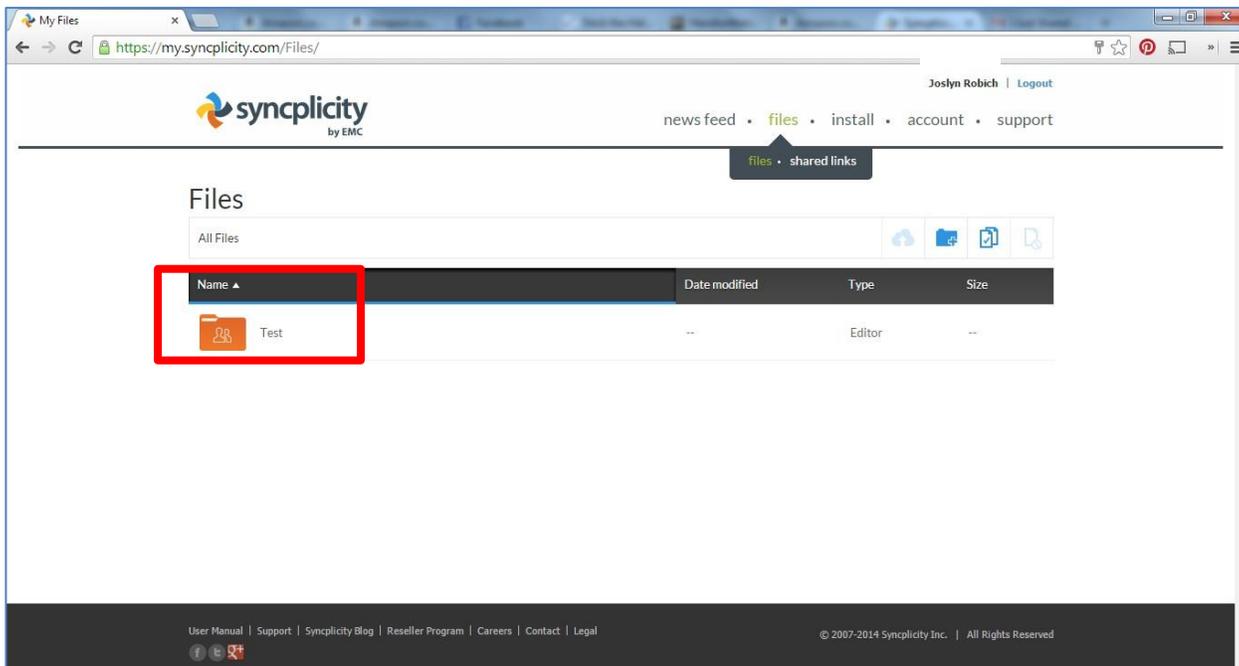
This will open up a web browser and ask you to create an account. Please use the email you received the invitation and create a password.



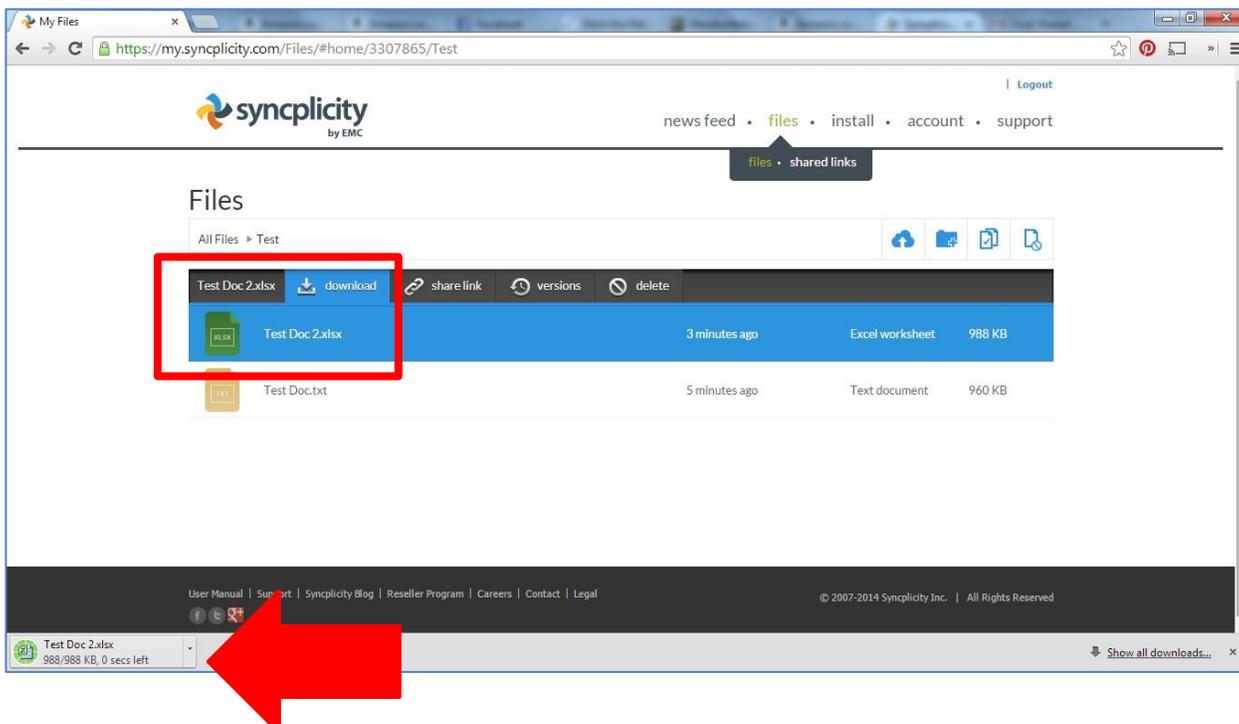
The screenshot shows the Syncplicity account creation page. The header includes the Syncplicity logo and a "Login" link. The main heading is "Create an Account to View the Shared Folder". Below this, there is a sub-heading: "We just need a name and a real password for your account and you'll be on your way." The form contains the following fields: "Email \*" (with "@gmail.com" entered), "First Name \*", "Last Name \*", "Password \*", and "Confirm Password \*". Below the form, there is a checkbox with the text: "By checking this box, you are indicating that you have read and agree to the [Terms of Service](#)." At the bottom of the form, there are two buttons: "SUBMIT" and "or Cancel". The footer of the page includes links for "User Manual", "Support", "Syncplicity Blog", "Reseller Program", "Careers", "Contact", and "Legal", along with the copyright notice "© 2007-2014 Syncplicity Inc. | All Rights Reserved".

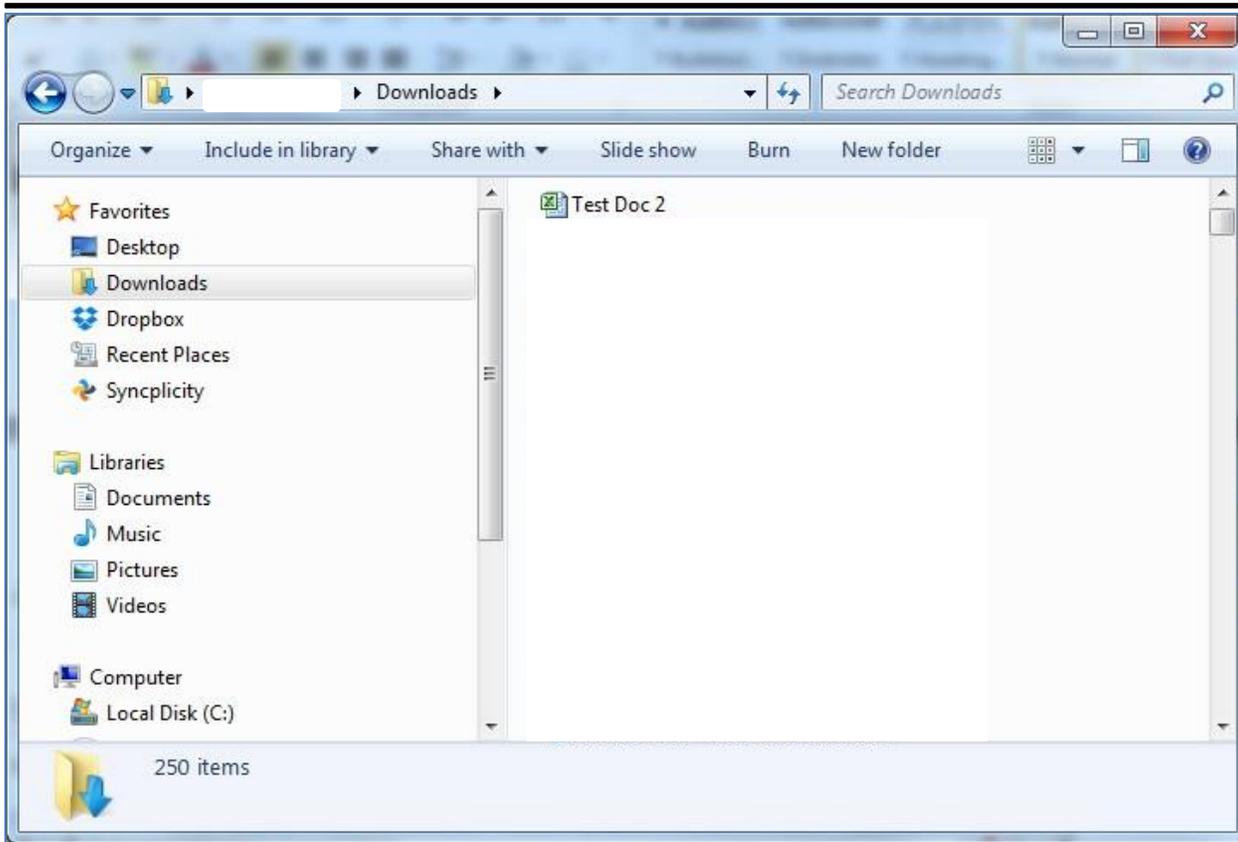
## Viewing/Downloading a File

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.



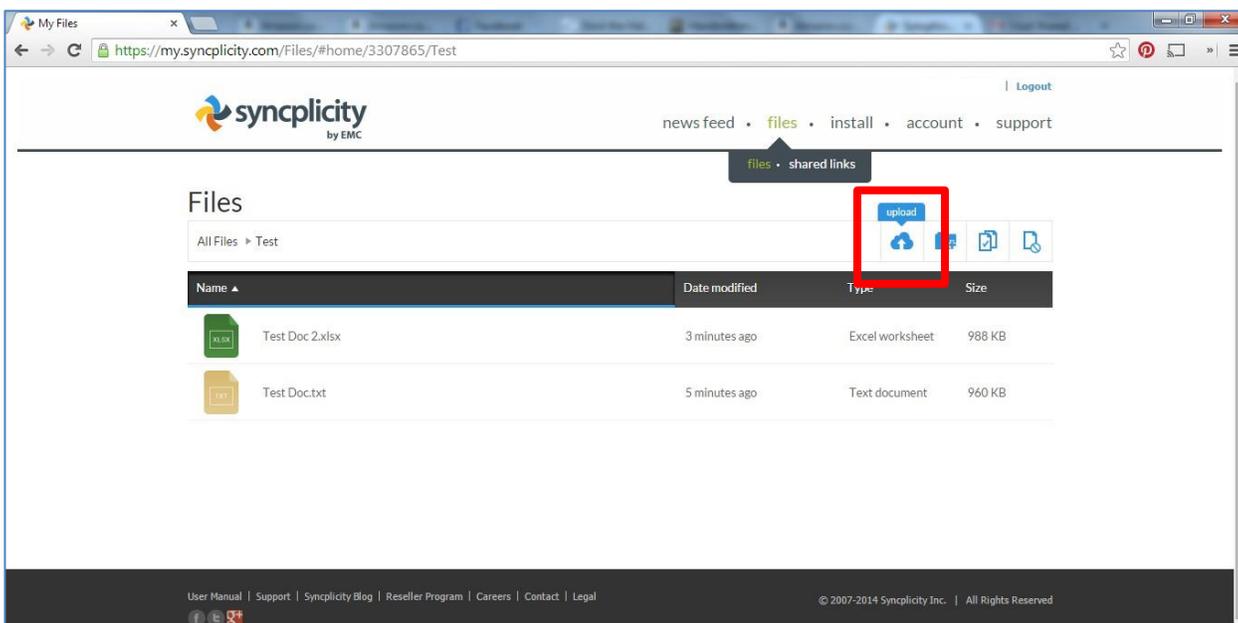
The file(s) in the folder are displayed. Select the desired file (it will then be highlighted) and then click on “download.” Once completed, the file will either be at the bottom of the page and/or in your “downloads” file on your computer. Click on the file to open.



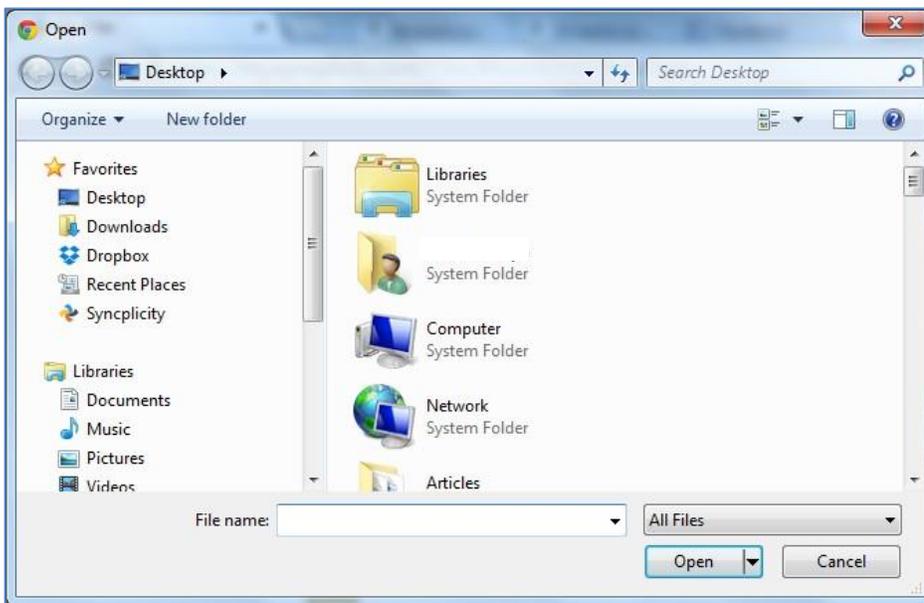


## Uploading a File

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.

