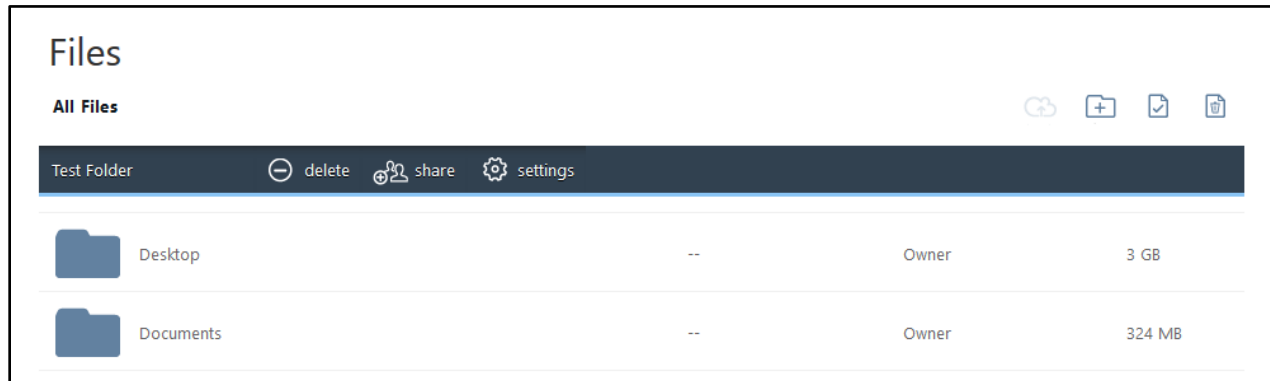


Syncplicity (For Faculty & Staff use only)

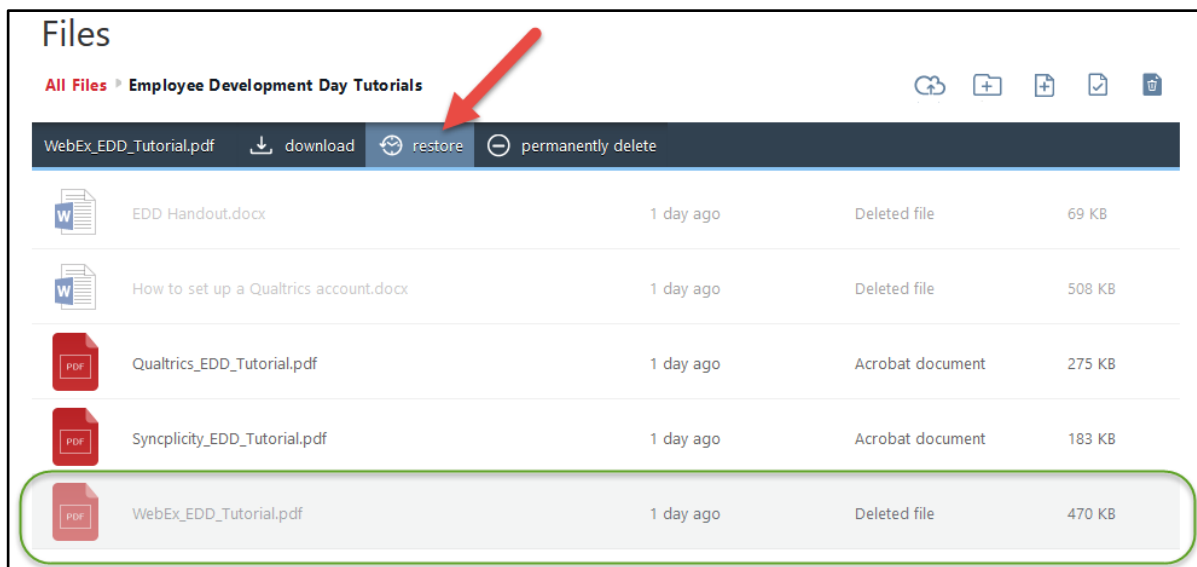
How to access your files from any computer:

- Go to <https://tamucc.syncplicity.com> Login and authenticate using Duo. All of your files from your workstation “Documents” and “Desktop” will be available.



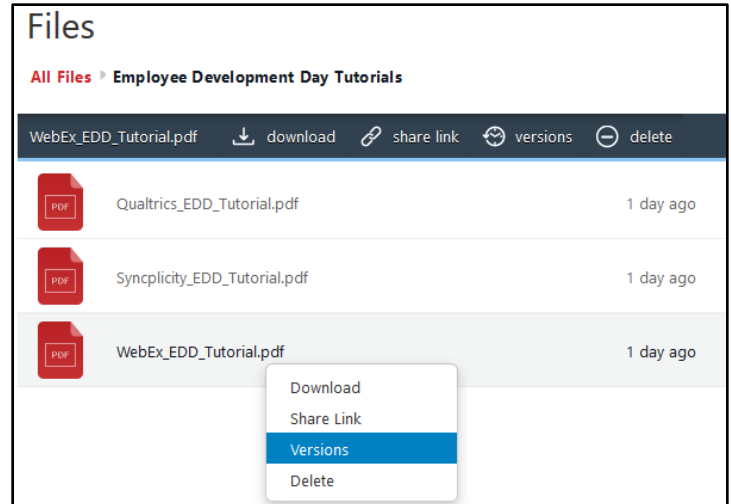
How to restore a deleted file:

- From <https://tamucc.syncplicity.com> click on the trash can icon “show deleted items” in the top right corner, just above the list of files. While this button is enabled, *all deleted files within your folders will reappear*. Click the file you want to restore and then click the “restore” button on the ribbon. To hide the deleted items again, click the trash can icon once more.



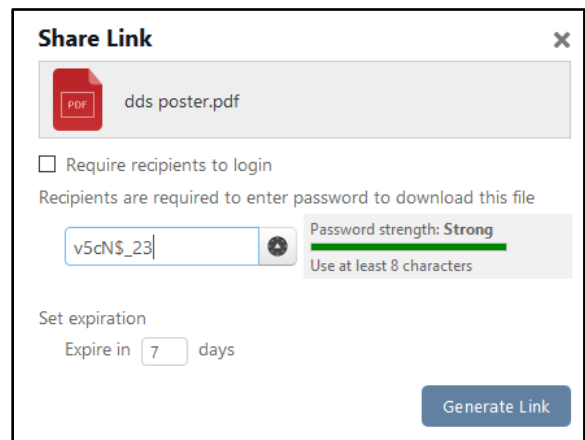
How to restore a previous version of a file:

- From <https://tamucc.syncplicity.com> right click the file you need a previous version of. A drop down menu will appear. Select “Versions” from the menu. A small window will open that shows the previous 5 versions of your document. Click the version you want to restore and it will be downloaded back onto your computer.



How to share a Syncplicity file:

- Click on the file name you want to share. An option to “share link” will appear in the dark blue ribbon – **click it**. A window will appear where you can modify permissions for the document. You will need to set a password for the file. The file will only be available for a maximum of 7 days. Click “Generate Link” and Syncplicity will give you a unique link to your document. *Send the link and password to the appropriate recipient.*



How to share a Syncplicity folder:

Note: When you share a folder all files within that folder are shared with the recipient.

- Select the folder you want to share. An option to “share” will appear on the ribbon – click it. In the “to:” line, write the email of the person you want to share the folder with, then use the drop-down menu to select what role you want them to have (*editor or reader*). Click “share” – the recipient will receive an email letting them know you have shared with them.

