![syncplicity]

Syncplicity is an application that allows you to sync and share files securely from any device.

The features include the ability to:

- share files with faculty, staff and students
- share files with those outside PVAMU
- allow access for editing and collaboration
- synchronize your files for your personal use on various mobile devices
- replace Dropbox with our secure option

Syncplicity uses a web interface to sync your files and share them securely with others. When you sync your files and folders, it will do so across all the devices you have registered to your Syncplicity account. If you share those same files with others, it allows them access to view, edit or delete based on the permissions you give them. When you share folders with others, it allows them to perform the previous functions and also to create new files for sharing, again based on the permissions you allow.

A. Existing Syncplicity users

Existing Syncplicity users can access their Syncplicity Account by going to https:\\ pvamu.syncplicity.com
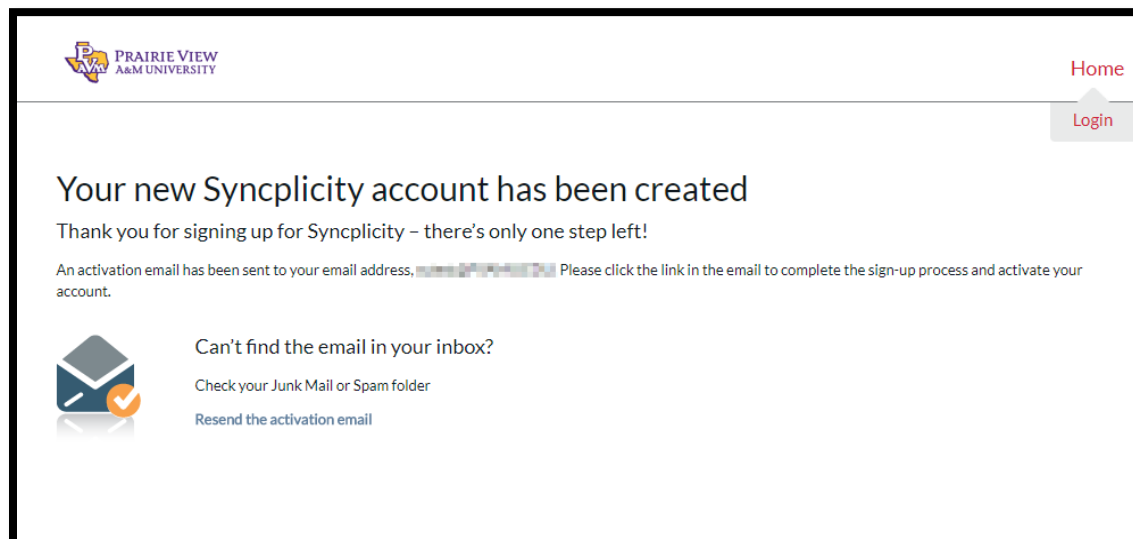
1. Log in with your PVAMU Credentials

B. New Users

If you are a student/Faculty/Staff at PVAMU & don't have a Syncplicity Account, you can self-signup for a Syncplicity Account by following the below mentioned steps:
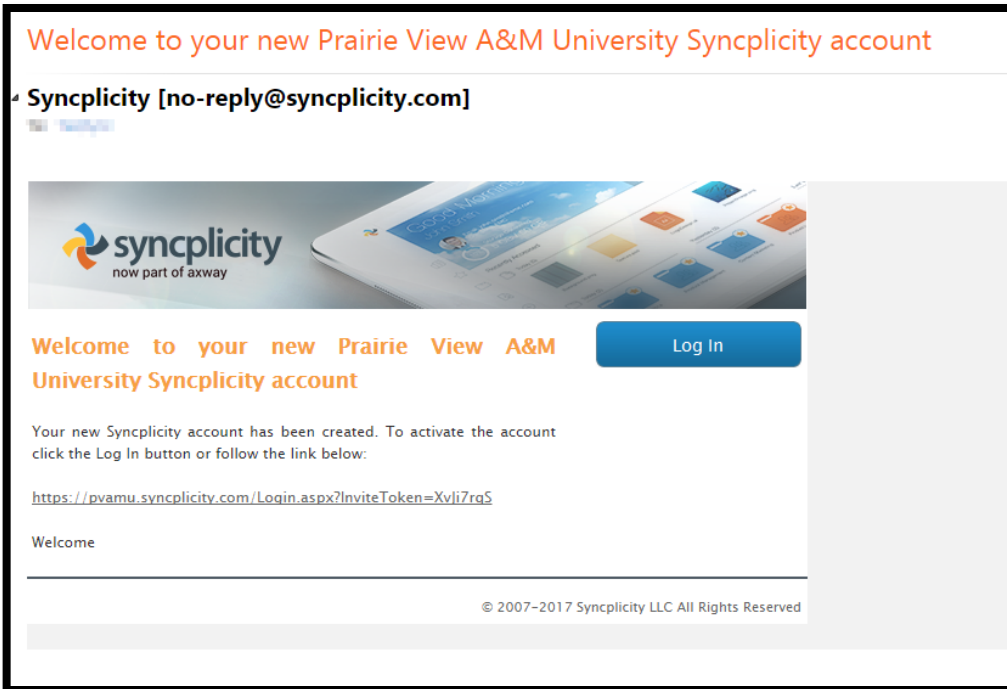
1. Go to Syncplicity-Self-SignUp
2. Enter your PV Credentials
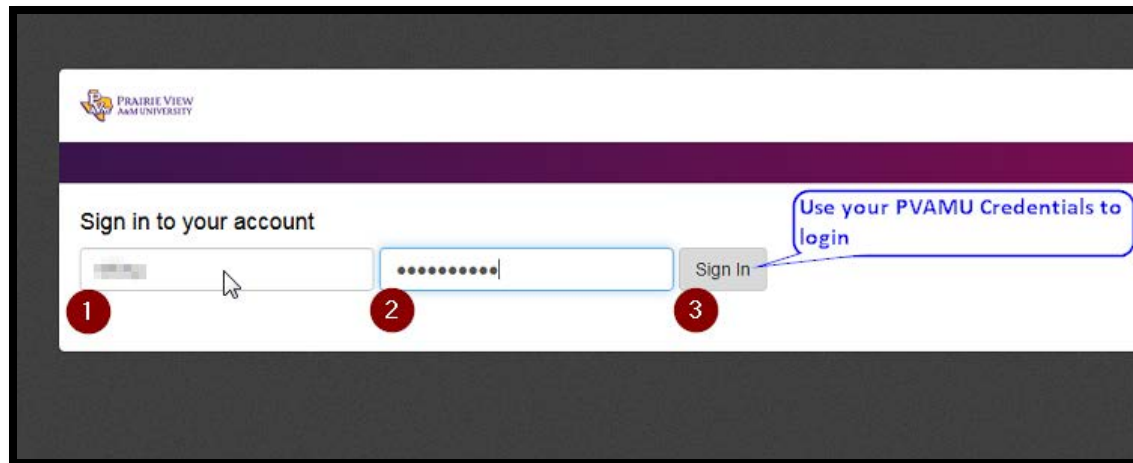
3. Activate your account

4. Once your account is created you will receive a **Welcome e-Mail** from [Syncplicity](). Click on the link to activate your account.

Welcome to your new Prairie View A&M University Syncplicity account

Syncplicity [no-reply@syncplicity.com]

Welcome to your new Prairie View A&M University Syncplicity account

Log In

Your new Syncplicity account has been created. To activate the account click the Log In button or follow the link below:

https://pvamu.syncplicity.com/Login.aspx?InviteToken=XvJi7rgS

Welcome

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5. Fill in your details and accept the policy

Prairie View A&M University) Logout | Support

PRAIRIE VIEW
A&M UNIVERSITY

Activate your Syncplicity account

Get started now by entering your first and last name.

Email *

First Name *   ①

Last Name *   ②

Acceptable Use Policy *

☑ By checking this box, you are indicating you have read and agree to your organization's Acceptable Use Policy

③
Submit or Cancel
④

6. You will now be taken to the 'Install' option,

If you have a Windows OS, click on the link '**Download Syncplicity**'.

If you have a different OS, select the OS displayed under 'install' menu & then follow the instructions displayed on the window.

You can install the application on your Mac or Windows PC or on your mobile devices including iOS and Android
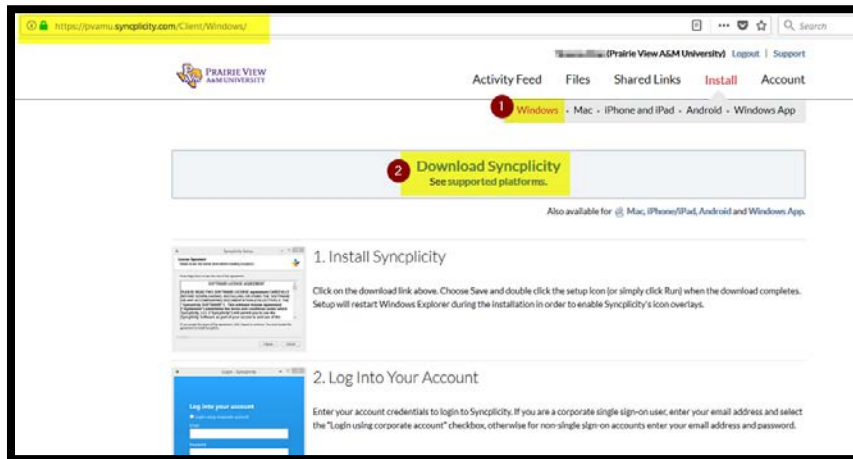

If you are a student, you can install the client on your personal device ONLY.
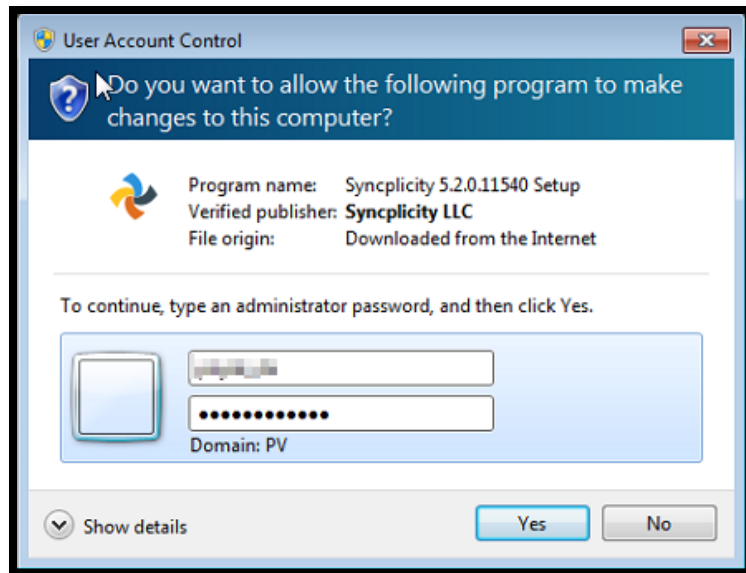
If you are a faculty/Staff & would like to install the client on your office computer, you may do so if you have Admin rights on your workstation.

If you do not have Admin Rights, please submit a SNOW Helpdesk ticket requesting desktop assistance to install the client.
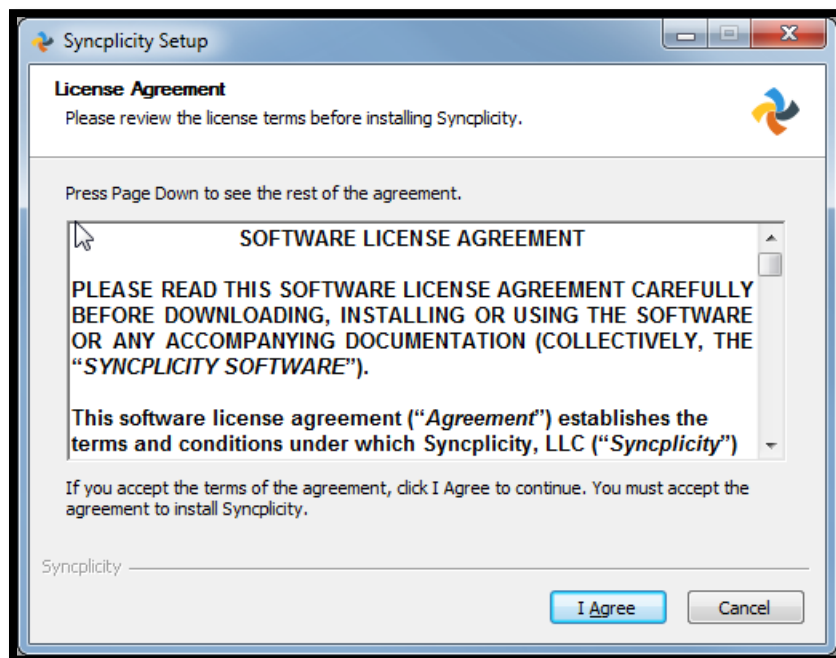
7. Run the client as Administrator
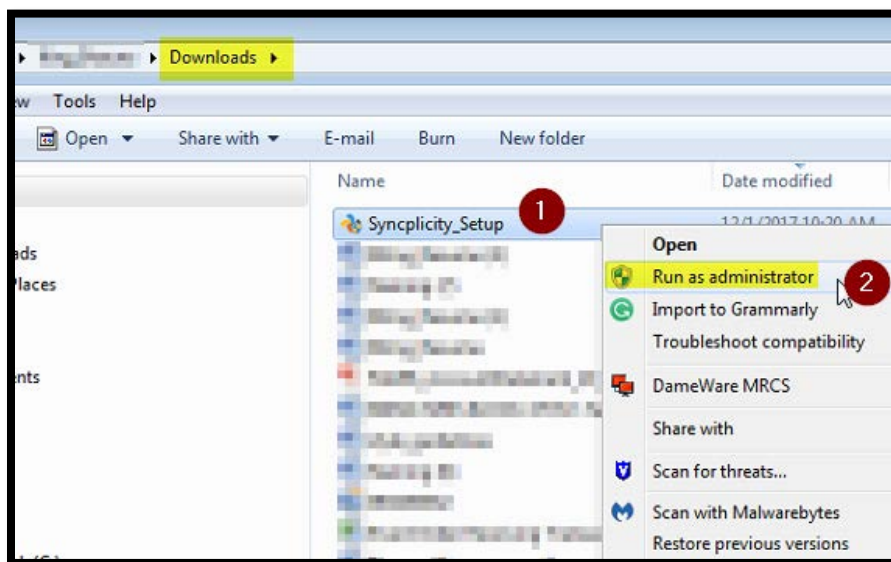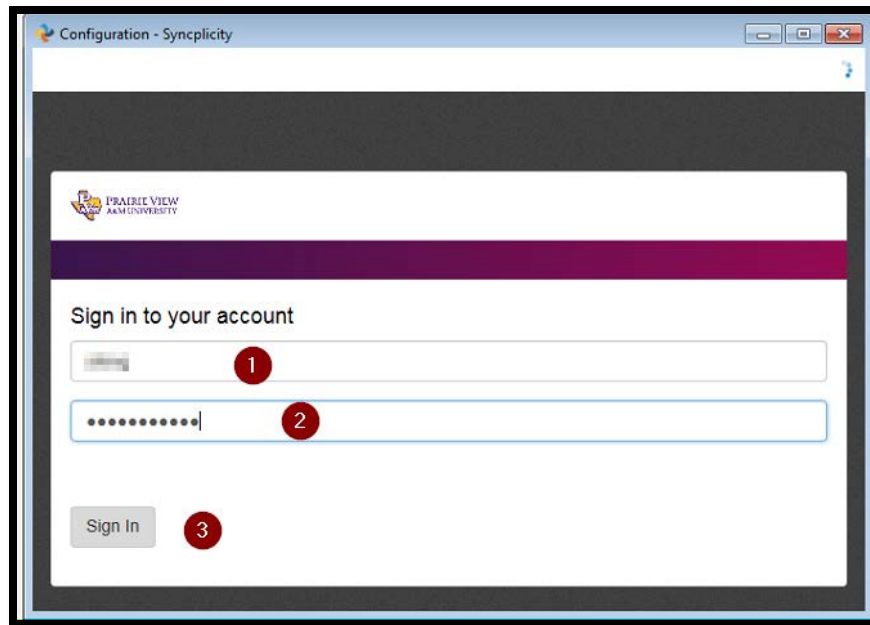

8. Enter your elevated account credentials

9. Accept the Software License Agreement

Post installation you will see a 'Sign in to your account' window

10. Enter your PVAMU Credentials & sign-in

11. Once you login, you will be prompted to choose which directory you would like to sync to your cloud-based storage (Syncplicity)

Choose the required directories and hit NEXT
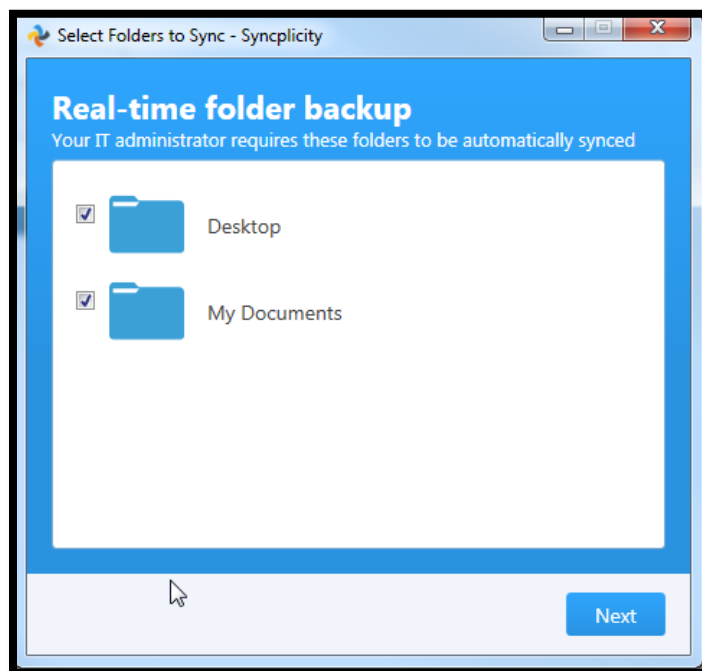
If you are an existing Syncplicity User and you installed the client on a new device, you will be prompted to sync any of your existing documents from your Syncplicity to your new device.

If you do not wish to sync folders to the computer, unselect 'Select all folders' and click on next
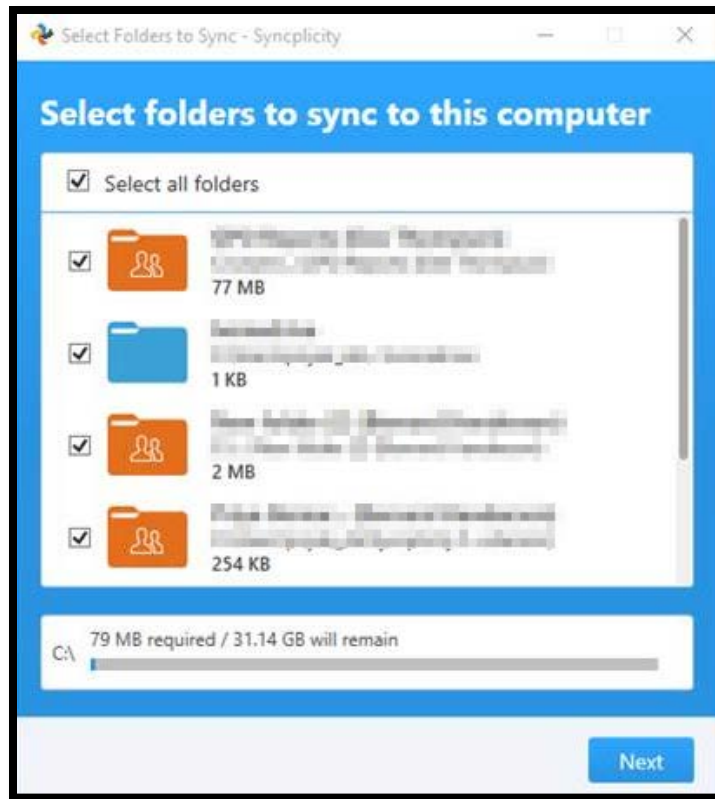
12. You can choose to go through the quick tutorial or skip it
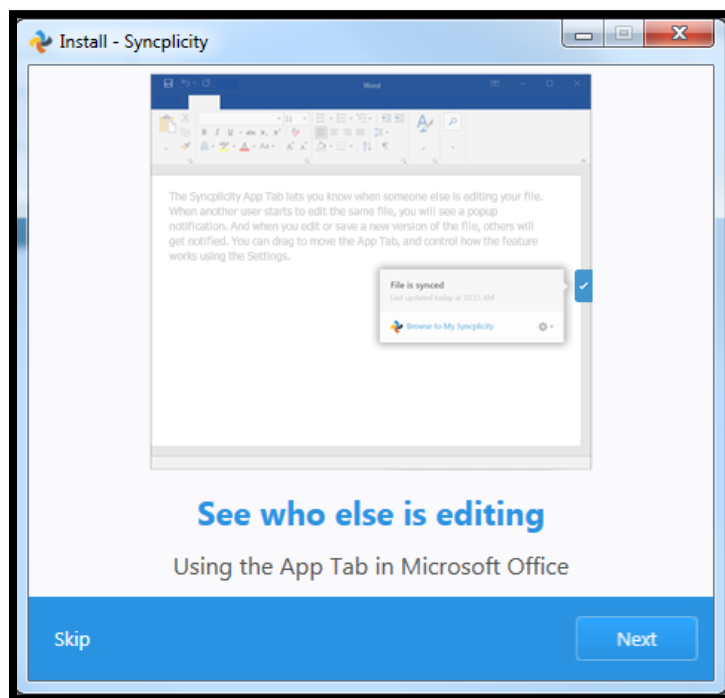
13. You can now see the Syncplicity icon in the system tray as shown below
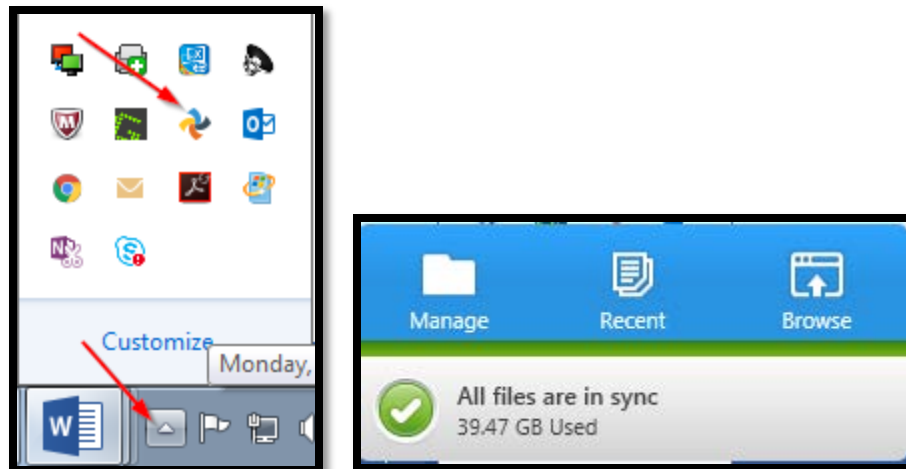
14. You will receive an email that your device is linked to your Syncplicity account
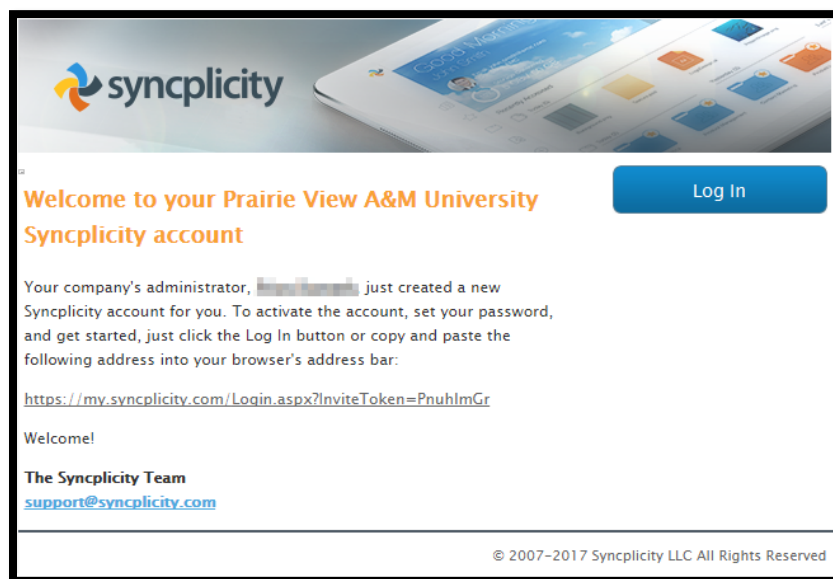
Access your Syncplicity account through web.

Syncplicity can be accessed through web using your @pvamu.edu or student.pvamu.edu email address and the password that you used to activate your account. The instructions are as below:

Browse to https://my.syncplicity.com/ Enter your PV email address and password and click Log in
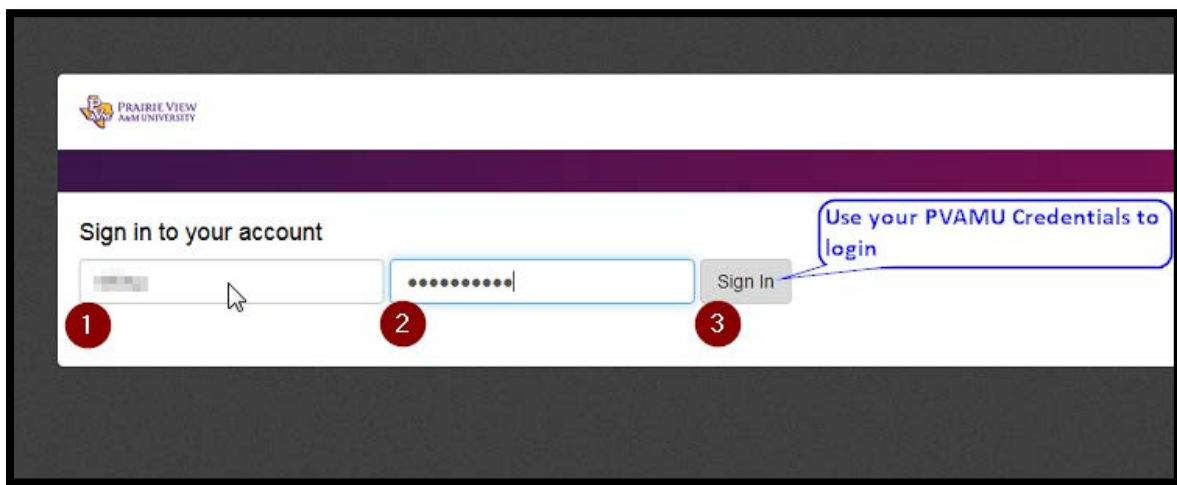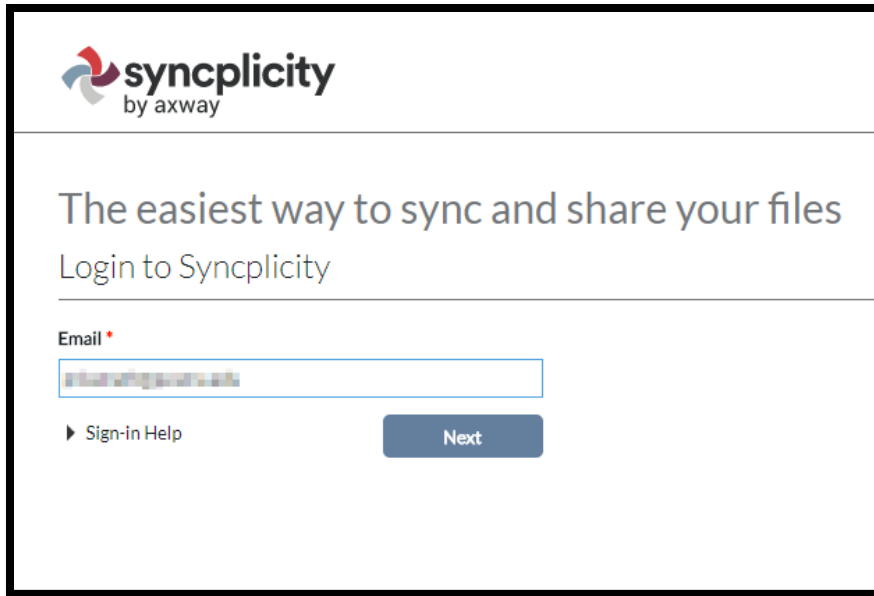
OR

Right click the Syncplicity icon from the system tray and select 'Browse to My Syncplicity'
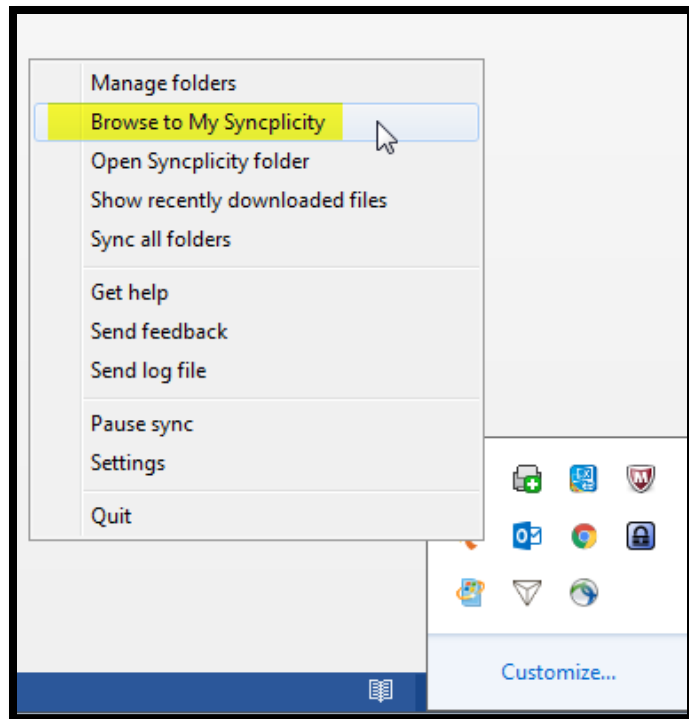
This is how your Syncplicity account will look based on your selection
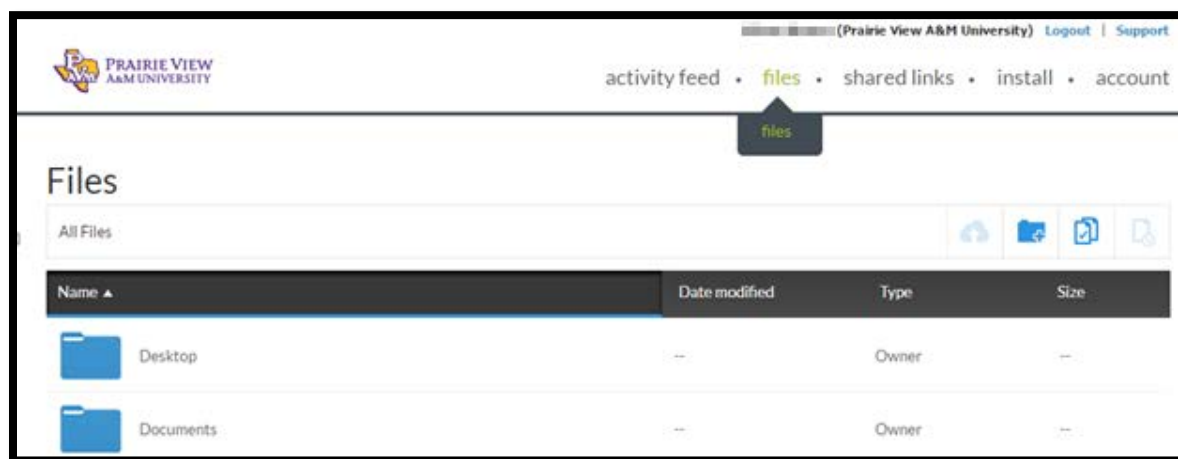
Activity Feed: The "Activity Feed" feature shows you the most recent events that have taken place in your account. Think of it like a Facebook news feed for your files!

Files: The "Files" tab allows you to view the files you have synced as well as those shared with you.

Shared links: Within the Shared Links tab, you can view links you've shared with others.

Install: You can download the desktop client from install menu

Account: This option lets you manage your account, change password, login history and your device information.

Syncing to [Syncplicity](#) occurs through a web interface and allows you to store your folders in the cloud. This can benefit you in several ways:

- Information stored in the cloud can serve as a backup in the event of hardware failure
- Files within folders stored in the cloud can be accessed from mobile devices including phones and tablet Microsoft Office documents can be viewed and edited in this manner.
- You can choose to share files with others through the web interface

General information

1. What is PVAMU Cloud?

PVAMU Cloud is an application that allows you to sync and share files securely from any device. Powered by Syncplicity, features include the ability to:

- share files with faculty, staff and students
- share files with those outside the HSC
- replace Dropbox with our secure option
- allow access for editing and collaboration (non-concurrent)
- synchronize your files for your personal use on various mobile devices
- access departmental file shares from your iPad

This service is available to: Faculty, Staff, and Students

Syncplicity is provided at no charge to Prairie View A&M University.

2. How does PVAMU Cloud work?

Syncplicity uses a web interface powered by Syncplicity to sync your files and share them securely with others. When you sync your files and folders, it will do so across all the devices you have registered to your Syncplicity account. If you share those same files with others, it allows them access to view, edit or delete based on the permissions you give them. When you share folders with others, it allows them to perform the previous functions and also to create new files for sharing, again based on the permissions you allow.

3. How can I access PVAMU Cloud?

Request for a Syncplicity Account by contacting/submitting a [SNOW Helpdesk ticket](#) or call 936-261-2525

4. What devices are supported?

Mac and PC as well as iOS, Android, and Windows mobile devices.

Quick Start Quick Tips:

1. How do I sync my folders to Syncplicity?

From your desktop, you can find your folder, right-click on it, and choose Syncplicity, then Add to Syncplicity. At that time, an icon will appear that indicates the folder is being synced to your storage area.

2. When I sync my files with Syncplicity, do all my desktop files sync?

No, not unless you choose to sync them all. Files and folders can be synced individually based on your preferences.

3. I accidentally deleted a file. Can it be recovered?

Yes. See how to retrieve a deleted file.

4. I accidentally deleted a folder. Can it be recovered?

When deleted from Syncplicity, primary folders (and files located within them) are permanently deleted from all devices and cannot be restored. (**Please heed warning message!)**

5. How do I access files on my mobile devices?

If online, you may access your files and folders in Syncplicity. Limited files and folders will be available offline on your device. You can add favorite files or folders in order to easily access them offline. Once you login again, the document will by synced automatically.

See how to:

- sync and access files from anywhere
- make changes on the go
- sign a document and annotate a PDF
- Auto-Share Meeting Docs & Images

6. Can I make presentations from my mobile devices?

Syncplicity gives you access to all your files, including PowerPoint presentations. Present them on-the-fly from your iOS or Android device. See how to present from mobile devices.

7. Is my information secure; what can I safely store in Syncplicity?

State law prohibits placing protected, confidential and mission-critical information in Syncplicity Cloud Storage.

8. Can I send large files?

Yes, when sending a large file, share a link to avoid email bounce backs and hassles. You can even restrict access, set expiration dates, and track downloads. See how to send large files.

9. Can I share files and folders for collaboration?

Yes, it is appropriate in instances where you may be sending a file or folder and requesting edits from someone. It's important to note that you should share files and folders to Syncplicity realizing that they can be overwritten when two or more people edit and/or sync during the same time frame. (There are saved versions in case this happens inadvertently.) See how to Share Folders From Anywhere.

10. What can I expect when someone shares a file with me?

You'll receive an email indicating that this is the case. If you are on your desktop, you'll receive a popup notice that allows you to sync it immediately or to postpone for later.

Here are a few links for Syncplicity Fundamentals:

- Getting Started with Syncplicity
- Sharing Files (Shared Links)
- Sharing Folders
- Syncplicity Features
- Mobile Editing of Office and PDF Documents