

Syncplicity Quick Start

Add Any Folder to be Synchronized

Syncplicity gives you the ability to sync one, multiple, or all folders on desktop/laptop, giving you access to all of your data from any device, even through a web browser, allowing you to share folders individually without altering your workflow.

- You no longer need to manually drag-and-drop files into a special folder or upload them to the web first.
- Files updated within shared folders are automatically synced to each folder's respective users.
- Individual permissions can be applied to each folder separately.

For Windows users, right-click on a folder you want to sync, scroll to "Syncplicity" and select "Add to Syncplicity". For Mac users, click on a folder with two fingers, scroll down to "Share", select "Share with Syncplicity", and select "Add".

[Learn More >](#)

Share Entire Folders with Others

On any device, expand the menu for the folder you want to share and select "Share folder". You will be prompted to select users and can designate them as Editors or Readers.

[See It In Action >](#)

Send Individual Files Easily & Securely

On any device, expand the menu for the file you want to send, choose "Share link", and select desired security options. There is no file size limit. You can also download the Microsoft Add-In for Outlook and easily attach Syncplicity files from Outlook. Follow the link below and click on the "For Users" drop down menu for further instructions.

[See It In Action >](#)



Access Files While On The Go

Be sure to download the Syncplicity apps from your devices app store for your tablet and smart phone, and enjoy access to your stuff anytime, anywhere. You can also use a browser by visiting:

my.syncplicity.com

Mobile Access & Editing of Office Documents

On your mobile device, open any Microsoft Office document and enjoy powerful editing capabilities built right in.

Restore Deleted Files or Old Versions

Syncplicity saves copies of files that you've deleted, and old versions of files that have been updated. Need it back? On any device, expand the File menu to see old versions, or expand a Folder menu to show deleted files.

[See It In Action >](#)

What Do The Icons Mean?

On Windows:

	File being synced		File synchronized
	Folder not being synced		Folder synced
			Folder being synced & shared

On Mac:

	File being synced		File synchronized
	Folder being synced		Folder synchronized

Mobile devices & browser:

	Folder You Own (Not shared)		Folder You Own (Shared)		Folder owned by other user (Shared w/ you)
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Watch training videos at Syncplicity University for more quick start tips:

[Quick Start Tips >](#)

