

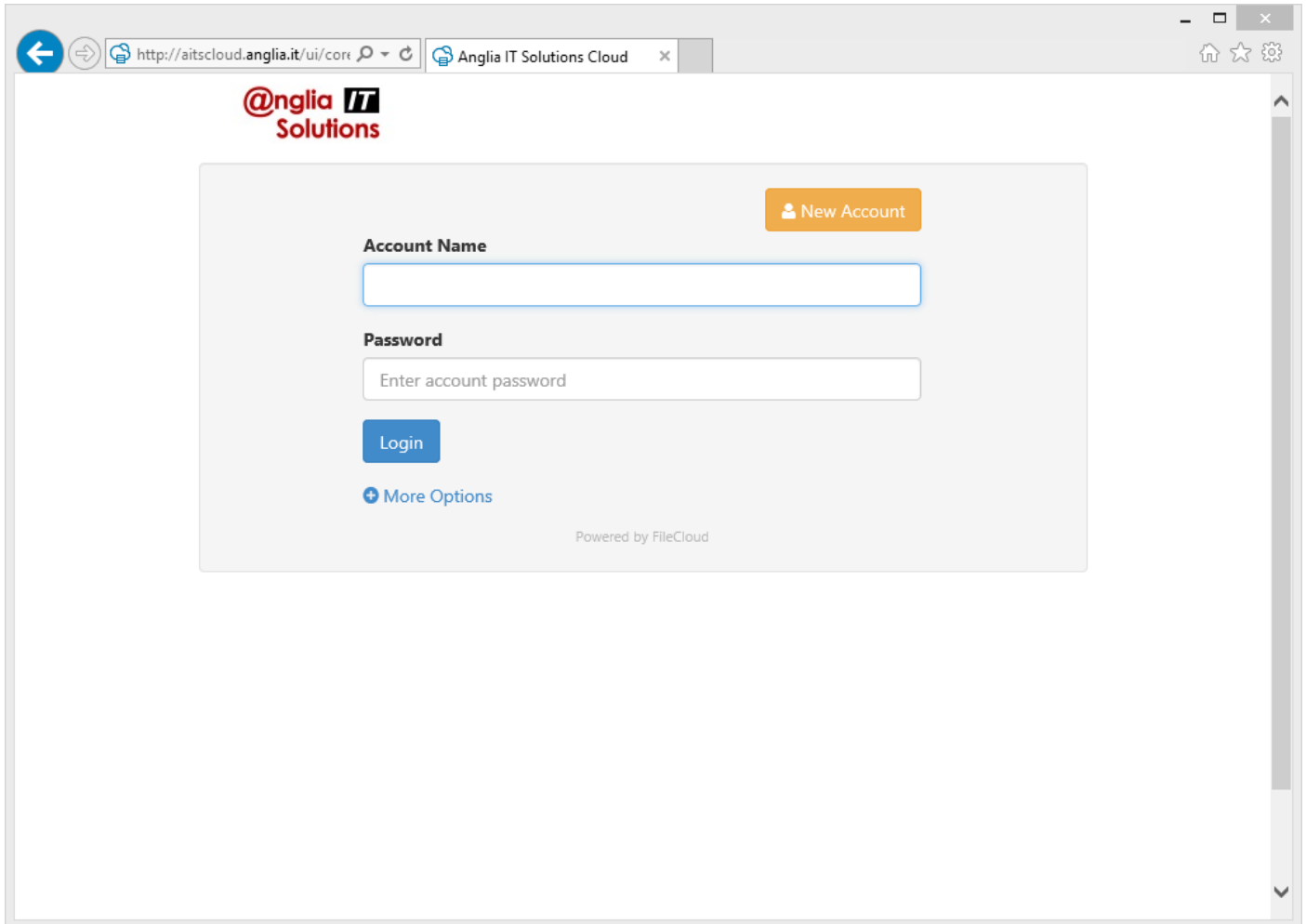
# Installing the Anglia IT FileCloud Client Software

To install the client on a Windows based computer:

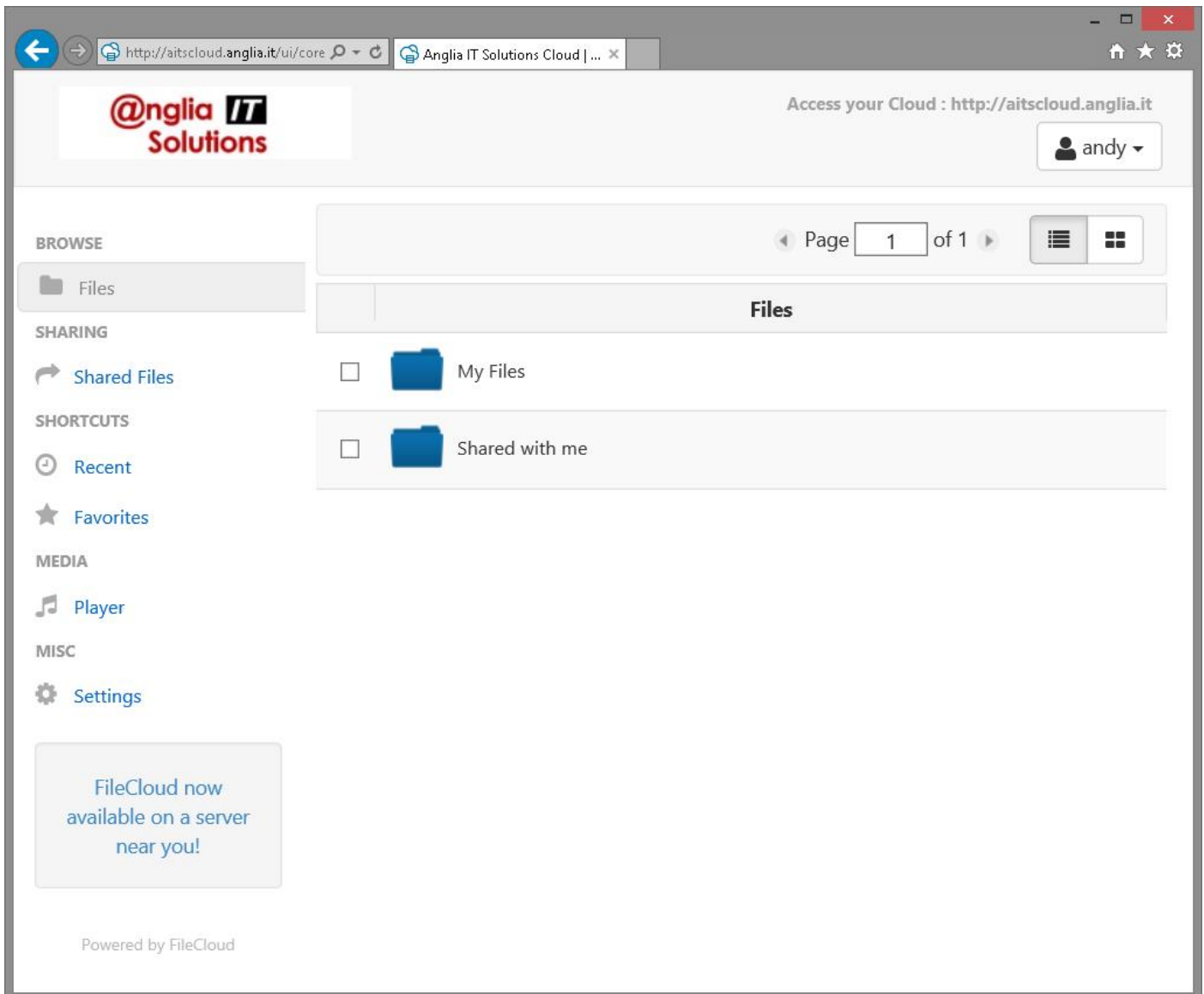
1. Open up a web browser (e.g. Internet Explorer, Firefox or Google Chrome), and navigate to the following site:

[http://\[customername\].aitscloud.co.uk/](http://[customername].aitscloud.co.uk/)

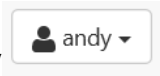
You will be presented with the following web site:

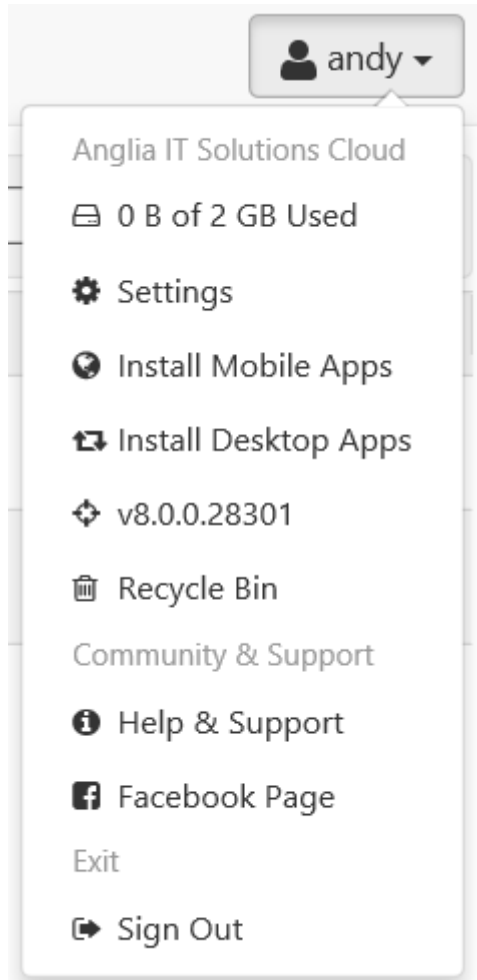


2. Type in your account name and password. These will have been given to you when we set up FileCloud.
3. Click the “Login” button. You will then be presented with the following page:



In this screen you can see your own personal folder and a folder containing files which have been shared with you by other users.

4. Now Click on your name in the top right hand corner (  ). You should be presented with a menu:



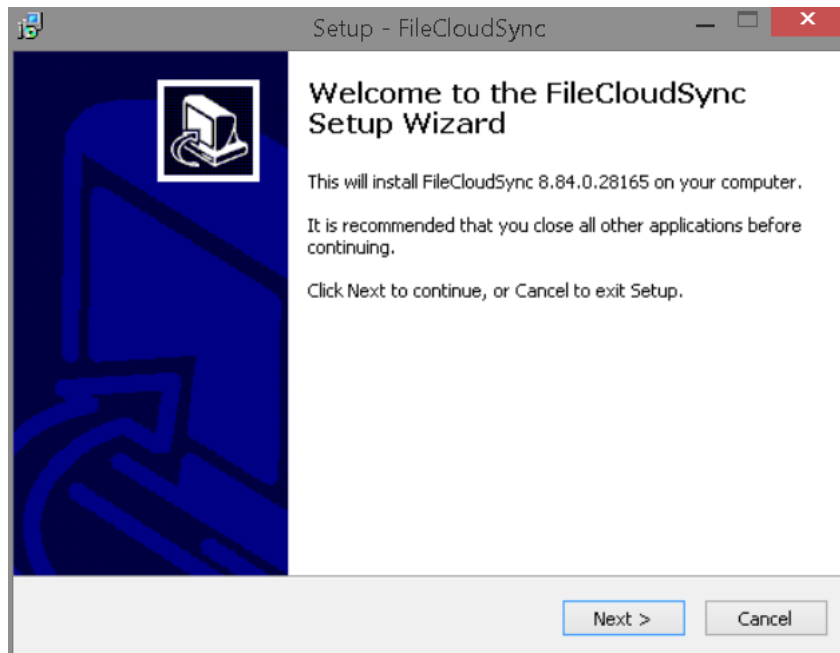
5. In this menu, click on **Install Desktop Apps**.  
6. Click on the **FREE** button under **FileCloud Sync for Windows**



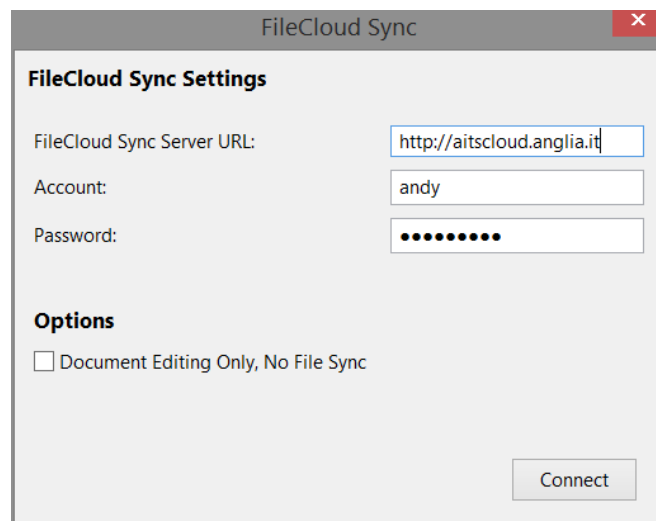
## FileCloud Sync for Windows



- This downloads a file to your computer. Depending on which web browser you are using, click **Save** or **Save File**.
- Once you have downloaded the file, open it. You should then see the following window:



- Click **Next >**.
- In the next screen, leave **Windows Explorer Integration (Requires Admin Privileges)** ticked. Click **Next >**.
- In the next screen, click **Install**.
- If, during the installation process, a message relating to making changes to the computer appears, please click **Yes** or **Continue** depending on your version of Windows.
- You now have the FileCloud client installed on your computer.
- When you first open the client software, you will be presented with the following screen:



Please enter the following information:

<b>Box Name</b>	<b>Information to Enter</b>
FileCloud Sync Server URL	The web address you browsed to at the beginning of this guide
Account	Your FileCloud user account name
Password	Your FileCloud password

The **Document Editing Only, No File Sync** option, when ticked, will stop any files from being stored on your computer when working offline.

15. You can now click the **Connect** button.