

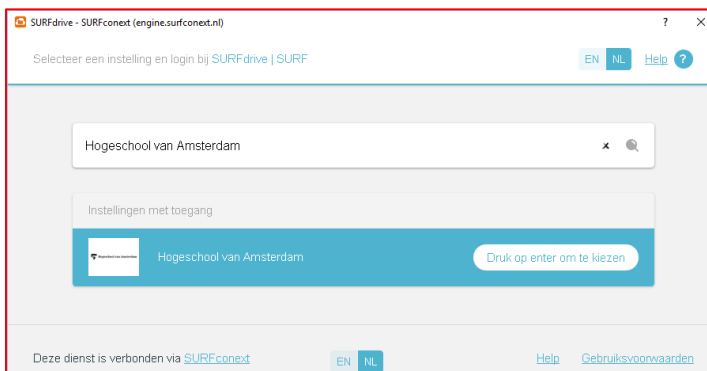
Working with SURFdrive

This manual will show you the steps that need to be followed the first time you use SURFdrive on your managed ICT-Workstation. SURFdrive comes pre-installed on every managed ICT-Workstation.

1. You can start SURFdrive by opening the **Start menu** and by clicking on **SURFdrive**. If this is the first time you open SURFdrive, you will need to set up the program and provide some details to use SURFdrive.



2. In order to log in to SURFdrive, enter **Hogeschool van Amsterdam** in the Search Bar and click on the search result.

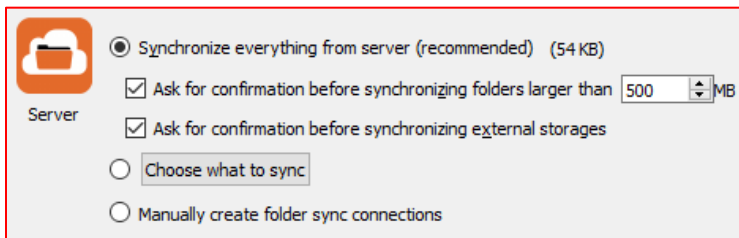


3. You are asked to enter login credentials. Please enter your **AUAS-ID / HvA-ID** and your **password** and click on **Sign In**.

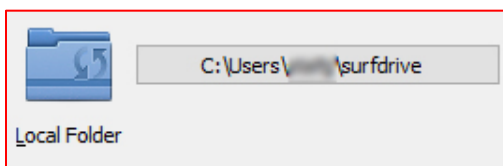
4. On the next screen, click **Allow**.



5. In the next screen, you can make two choices. First, you can choose to sync all of your SURFdrive files and folders locally, or only sync specific folders.



6. The second choice is where the files and folders are synchronized to on your hard drive. On an ICT-workstation, SURFdrive automatically chooses **C:\Users\HvA-ID\SURFdrive**. The recommendation is to keep this folder. On a different computer, you could also save the files in a different location.



7. After this, click **Connect**.

NB: The files and folders you choose to synchronize will be saved locally on the C-drive of your ICT-workstation. Each employee has 250GB of storage space in SURFdrive to save data, but not every ICT-workstation has enough storage space on the C-drive to save 250GB of local data. We recommend saving files and folders that you do not always need to access in SURFdrive without synchronizing them with your local C-drive..