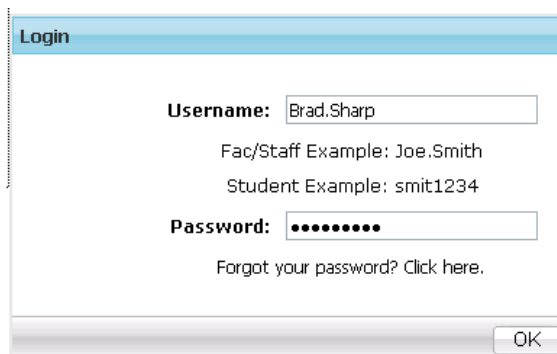


Step 1. Installing BearDrive Desktop on your Computer

BearDrive Desktop is the UNC branded name for the Xythos Drive. The BearDrive desktop allows Microsoft Windows users to map their BearDrive folder to their desktop computer to access their files without logging into the BearDrive Desktop. BearDrive Desktop is licensed per user; therefore a user can install the BearDrive desktop client on their work and home computers. The steps below demonstrate how to install the BearDrive Desktop.

1. Click the link to access the BearDrive download. [BearDrive Desktop Installer](#)
2. At the BearDrive Login Screen enter your Username and Password. Click OK.



Username:

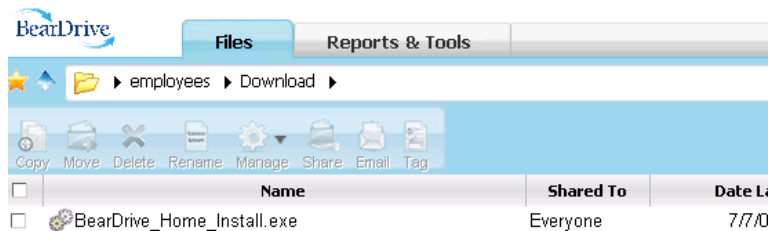
Fac/Staff Example: Joe.Smith
Student Example: smit1234

Password:

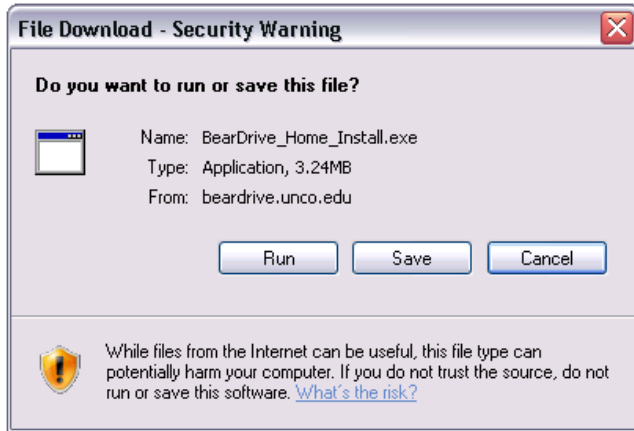
[Forgot your password? Click here.](#)

OK

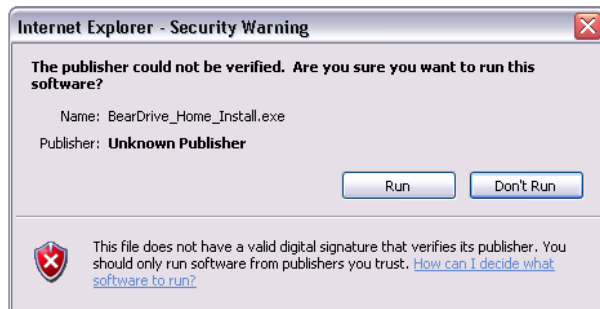
3. **Double Click** on the BearDrive_Home_Install.exe file.



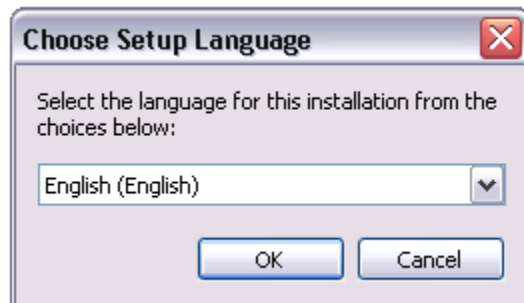
4. At the File Download – Security Warning window **click Run**.



5. If you receive the Internet Explorer Security Warning below **click Run**.



6. At the Choose Setup Language windows verify that English (English) is selected and **click OK**.



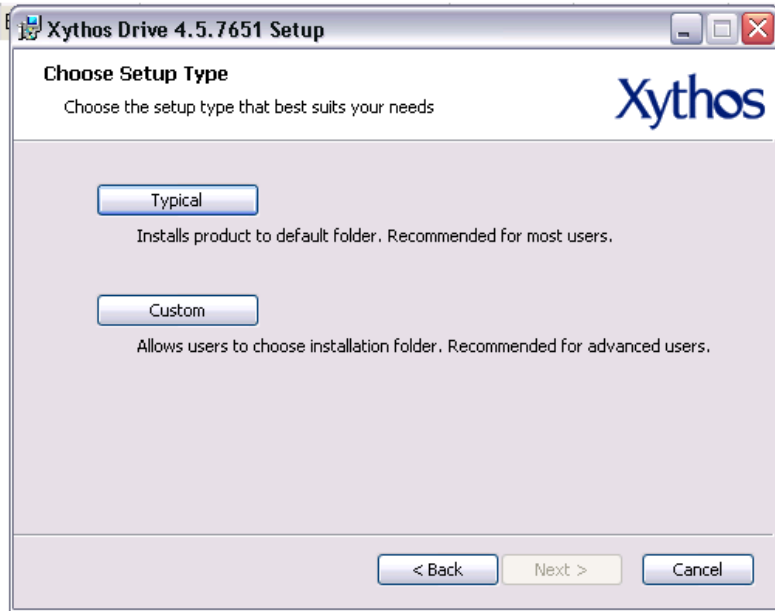
7. At the Xythos Drive 4.5.7651 window **click Next**.



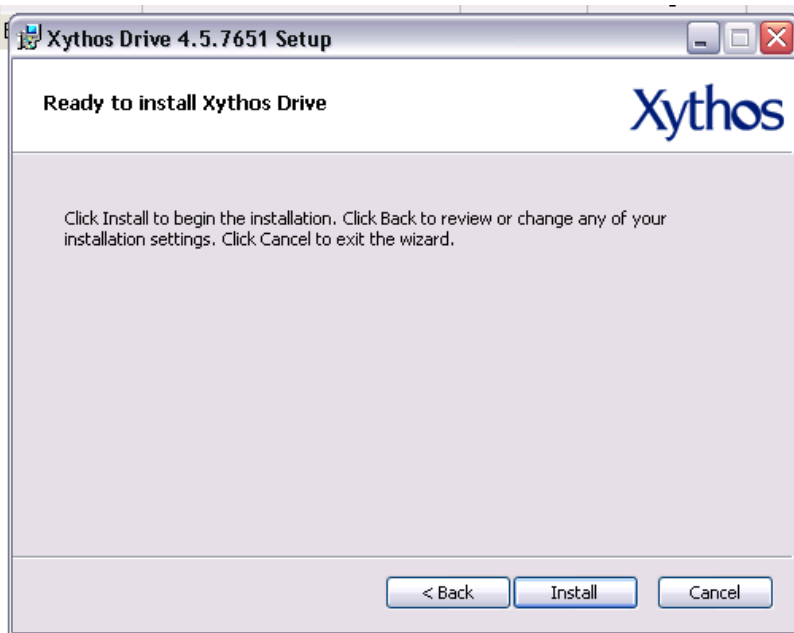
- At the End-User License Agreement window, **select the " I accept the terms in the License Agreement Checkbox"** and then **click Next**.



- At the Choose Setup Type window **click the Typical button**.



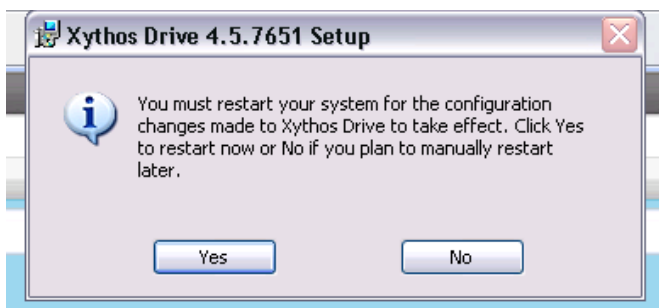
10. At the Ready to install Xythos Drive window **click install**. Windows will install the BearDrive Desktop.



11. Once the install is complete **click Finish** at the Completed the Xythos Drive Setup Wizard window.



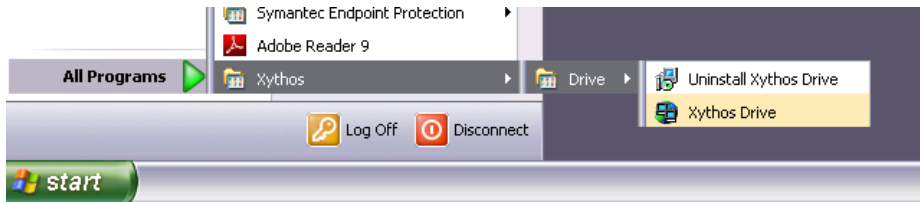
12. You will be prompted to restart your computer. Save all of your work and **click the yes button** to restart your computer.



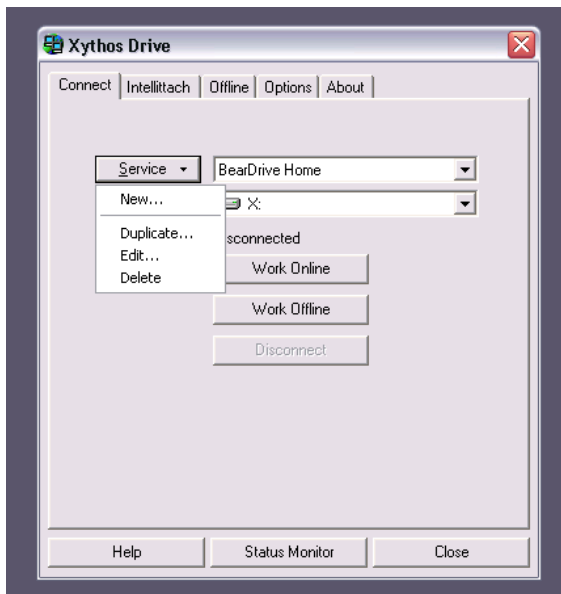
Step 2. Configuring and Connecting the BearDrive Desktop Client

In order to connect to the BearDrive Desktop you must follow the steps below to configure the client to connect to your BearDrive folder.

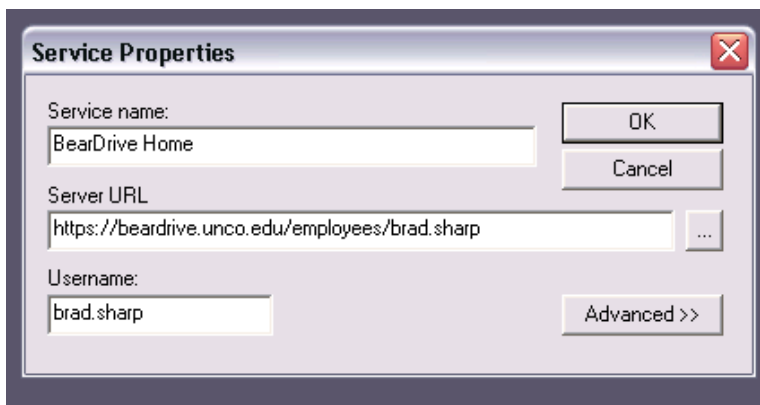
1. **Click on the Start Menu, select all programs, select the Xythos Folder, select the Drive folder, then select Xythos Drive.**



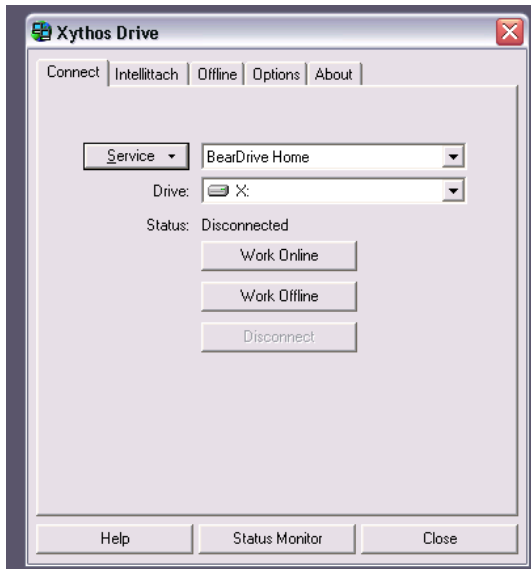
- From the Xyθος Drive window **Click the Service Dropdown Arrow and select Edit ...**



- At the Service Properties window, in the server URL box **type / and then your username**. The server URL should look as follows, `https://beardrive.unco.edu/empolyees/firstname.lastname`. In the Username: box **type your username**. **Click OK**.



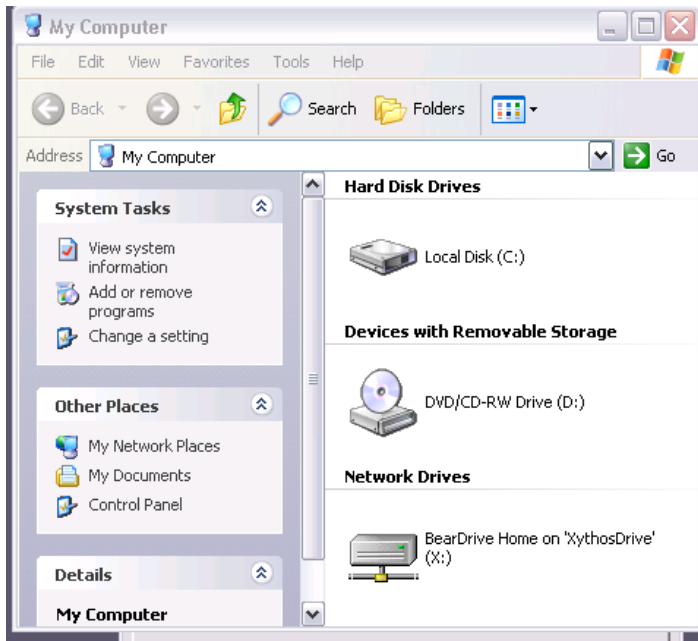
4. At the Xythos Drive window **click the Work Online button.**



5. At the Username and Password window verify your username is correct then **type your password** in the Password: box. **Click OK.**



6. Your BearDrive folder is now connected to the X: If you click on My Computer you will notice the X: Drive is connected to BearDrive.



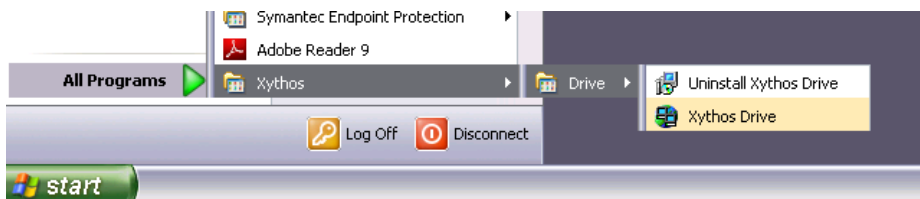
7. The BearDrive Desktop client is also located in the Notification Area of the Task Bar. To disconnect from BearDrive desktop double click on the BearDrive Desktop icon and then click the Disconnect button.



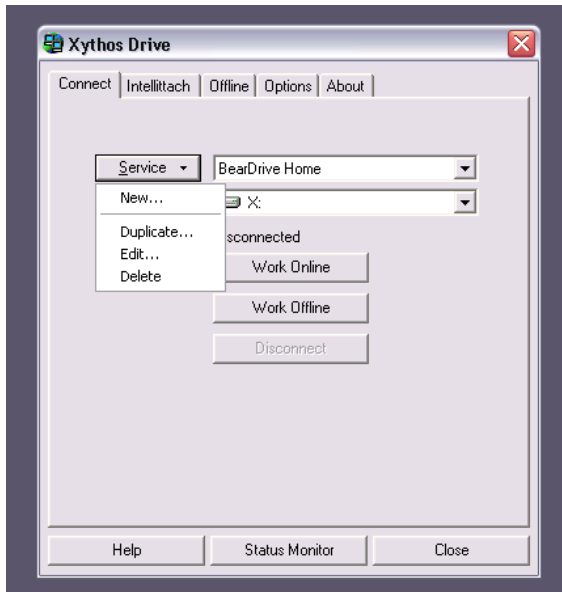
Optional Step: Configuring BearDrive Desktop to Connect Automatically when Windows Starts.

You can configure your BearDrive desktop to connect automatically when Windows starts. Follow the steps below to configure BearDrive desktop to connect automatically.

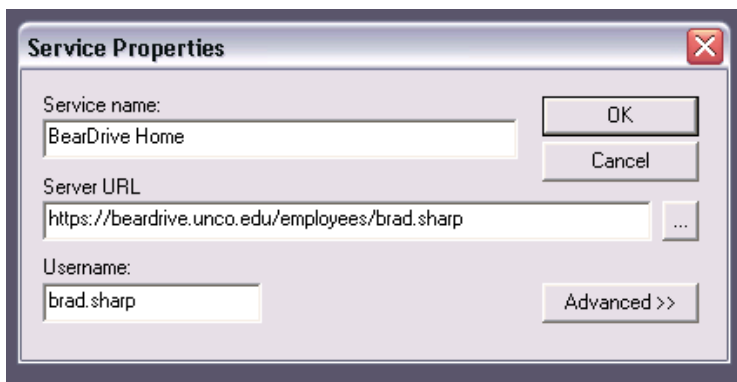
1. **Click on the Start Menu, select all programs, select the Xythos Folder, select the Drive folder, then select Xythos Drive.**



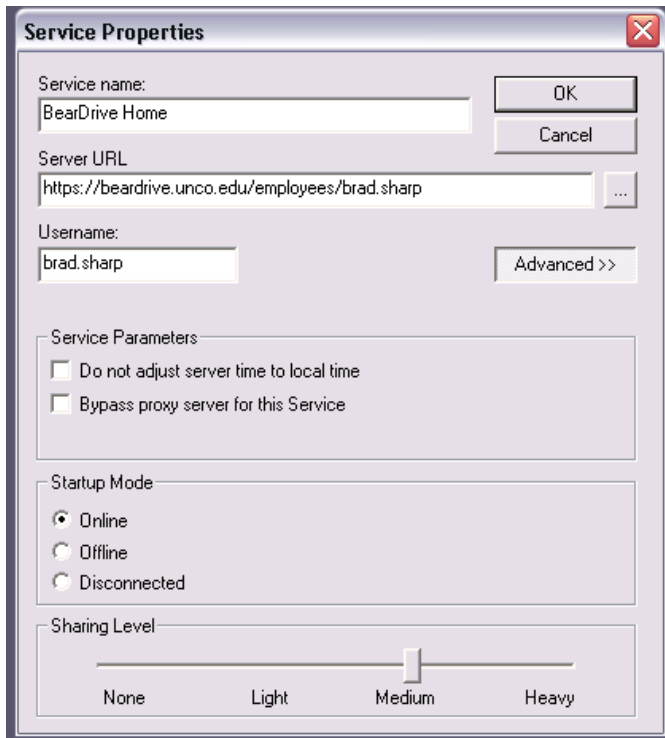
2. From the Xythos Drive window **Click the Service Dropdown Arrow and select Edit ...**



3. From the Service Properties window **click the Advanced >>** button.



4. From the Advanced Service Properties window under Startup Mode, **select the Online radio button. Click OK.**



5. Every time you log into Windows you will be prompted to type your password to connect your BearDrive Desktop. Your BearDrive will then connect to the X: Drive.

