LabArchives® is pleased to provide our Oxford University users with local, UK based servers, so that none of your data resides outside of United Kingdom. This allows you to adhere to Government policies that mandate that research data not be stored outside of United Kingdom.

**To Login or Create Your Account**

[https://uk-mynotebook.labarchives.com/](https://uk-mynotebook.labarchives.com/)

**LabArchives Inbox**

When sending files to your LabArchives account, use the following email address:

inbox@uk.labarchives.com

**Folder Monitor for Windows**

1. After launching Folder Monitor click “Login”
2. Update the service URL field to https://ukapi.labarchives.com/

**Folder Monitor for Mac**

1. After launching Folder Monitor, click “Login”
2. Update the "Webservice URL" field to https://ukapi.labarchives.com

**LabArchives Microsoft Office Plugin for Windows**

1. On the Authentication window, select the “LA Server” tab
2. Update the “LA Server” field to https://ukapi.labarchives.com
LabArchives Microsoft Office Plugin for Mac

1. Go to File-> LabArchives-> Login
2. On the LA Server menu enter the following: https://ukapi.labarchives.com

LabArchives Mobile App for Android and IOS devices

1. After downloading the app, select the gear icon to open settings.
2. On the server selection list, select “United Kingdom”
3. When you login, tap “Sign in with Institution” and select “University of Oxford”

Login to External Applications using a Password Token

To login to Folder Monitor, the Microsoft Office Plugin and other applications, you may need to create a password token. Password. A password token is a secure string of characters that can be used as a password for your account for 1 hour.

1. Sign into LabArchives via the web browser, click your name at the top right and select "LA App Authentication"
2. The "Password Token for External Applications" screen will appear. You can use the email address and password token to login to the external application.