

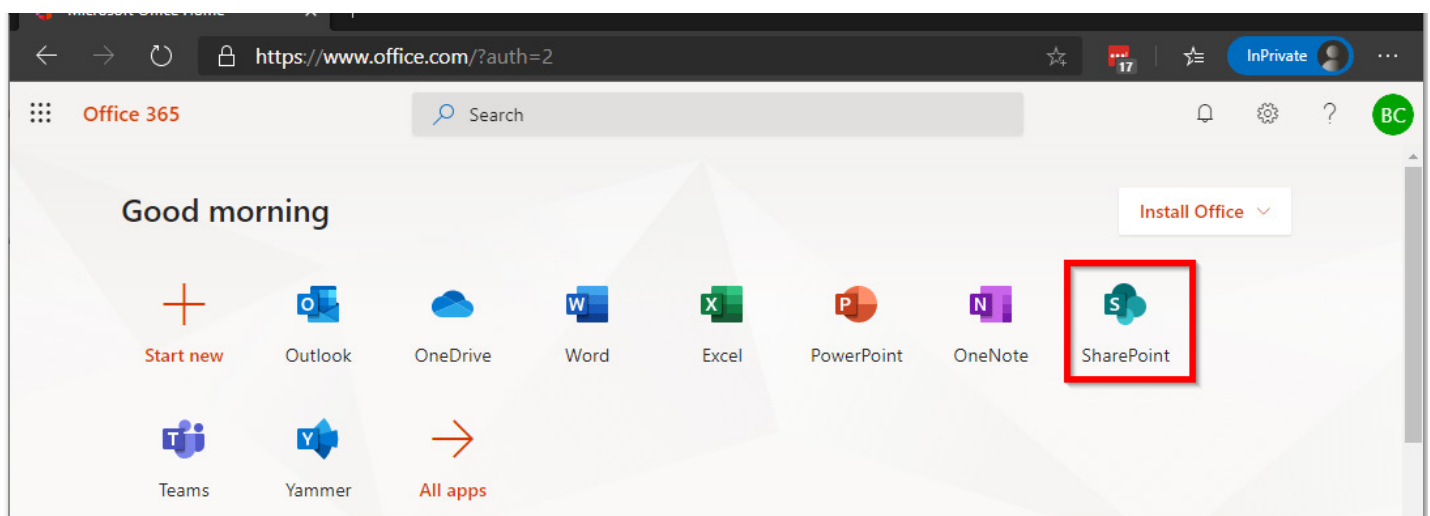
HOW TO SYNC A SHAREPOINT LIBRARY

Microsoft SharePoint is a cloud-supported platform that comes with Microsoft 365, designed to store your organisation's documents. SharePoint is organised into Sites, typically reflecting different departments or business sections of your organisation.

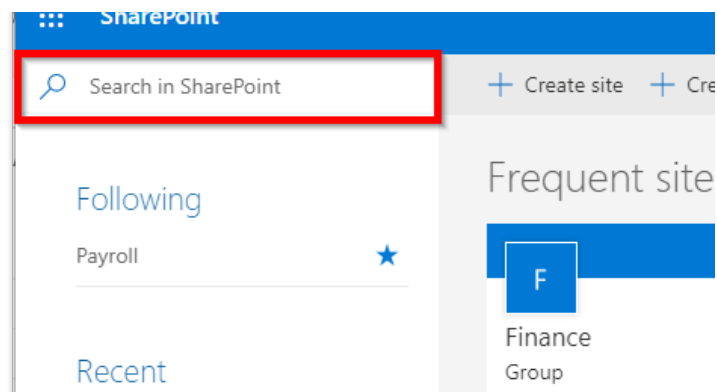
While SharePoint can be viewed via a web browser, many find it more convenient to access organisational documents using Windows Explorer on their desktop or laptop.

To do this you need to sync the document libraries with your computer:

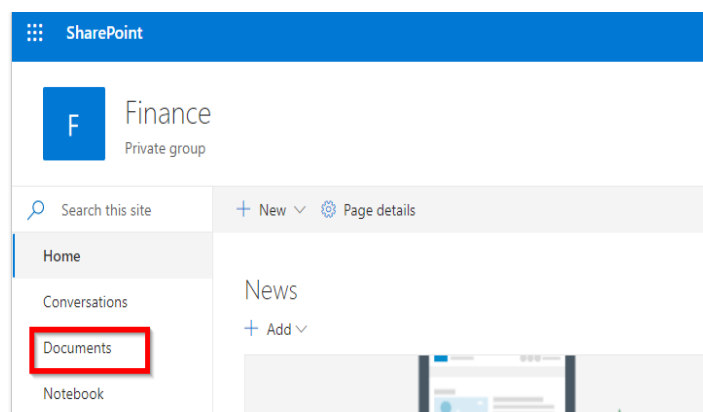
1. In a web browser, go to <https://portal.office.com>
2. Log in with your Microsoft 365 credentials
3. Click on the 'SharePoint' icon



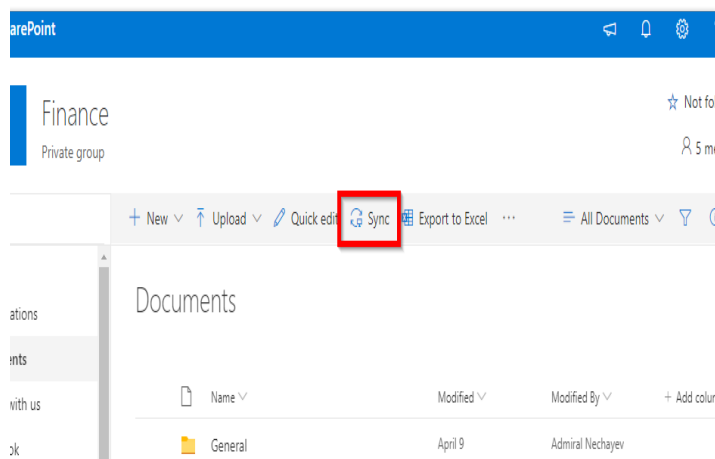
4. Click on the SharePoint site you wish to sync. If your site doesn't appear, you can search for it:



5. Once you are on your chosen site, click on the 'Documents' option from the left-hand site:

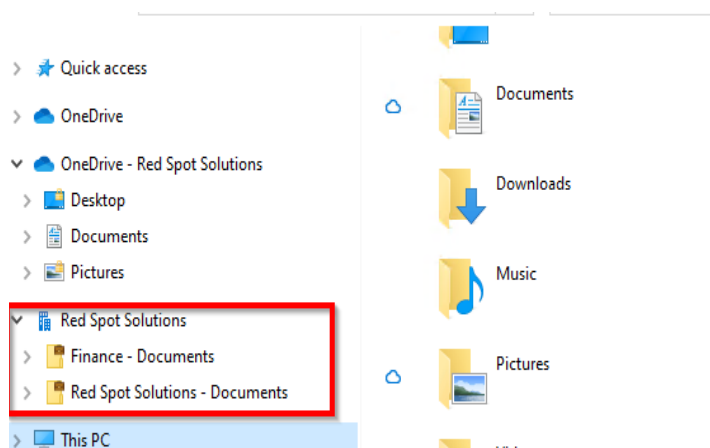


6. Now click on the 'Sync' button:



7. You will be prompted to open 'OneDrive', click Open

8. When you next go into Windows Explorer, you will see the SharePoint library you have just synced:



9. You can now repeat this process for the other sites you wish to sync.

10. Any changes you make to files in these synced folders will automatically sync back to SharePoint on the cloud and for all other users with access to these folders.