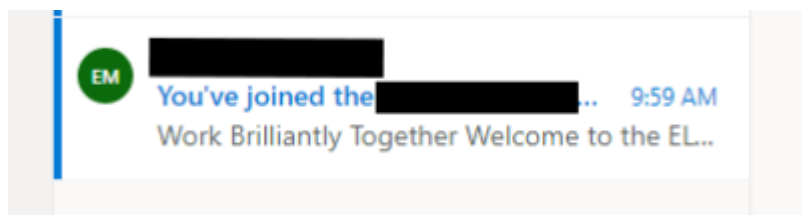
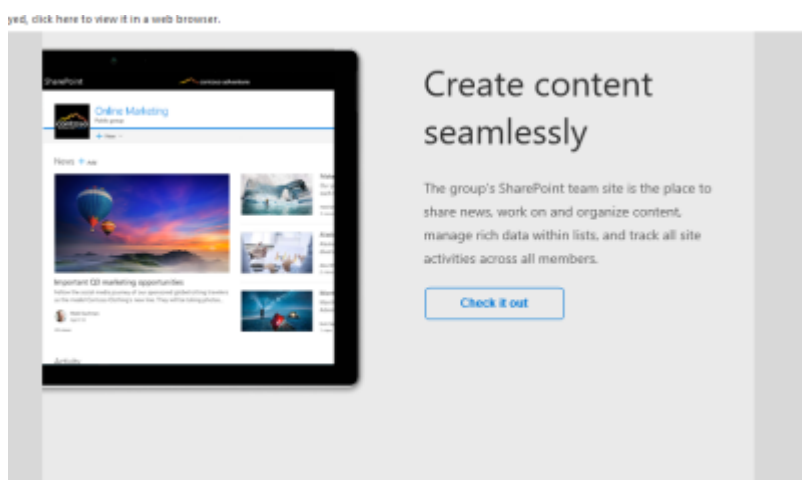


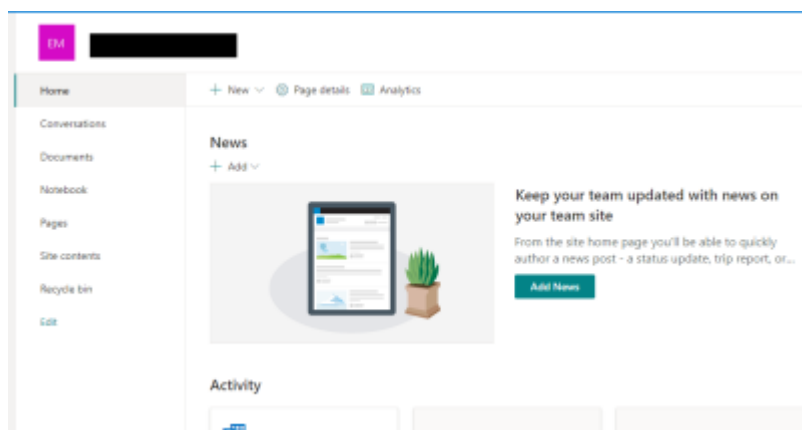
Once the SharePoint site has been created and you have been added as a member, you should receive a Welcome Email with the Site name in the Subject.



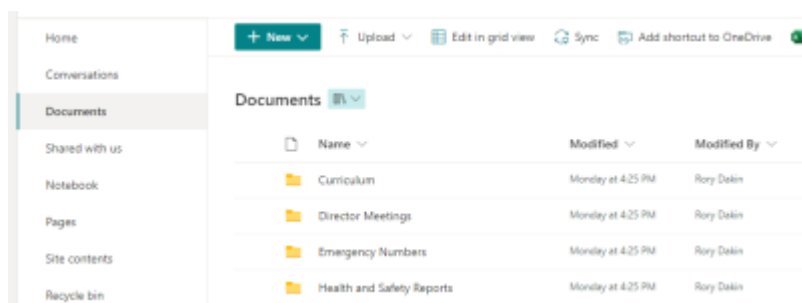
Open the welcome email for the SharePoint site you would like to start syncing files for.



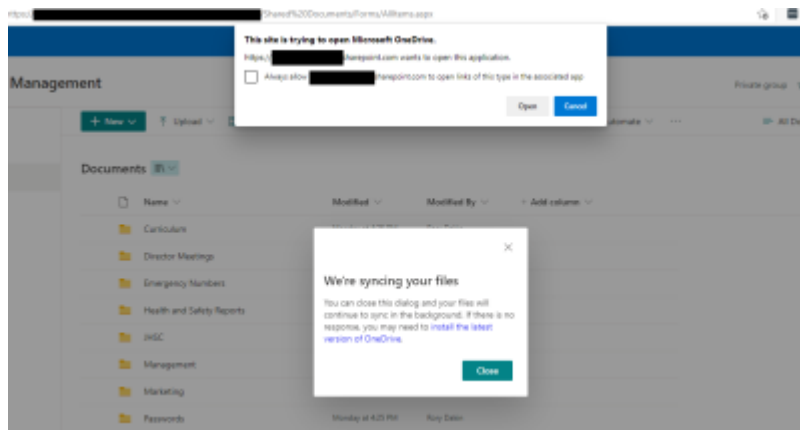
Usually, all you need to do is to scroll down to the **Check it out** button in the welcome email and click on it to open the site in your browser. You will be asked to log into your Microsoft 365 account if you aren't already.



Once you connect to the SharePoint site online, click the **Documents** link on the left.

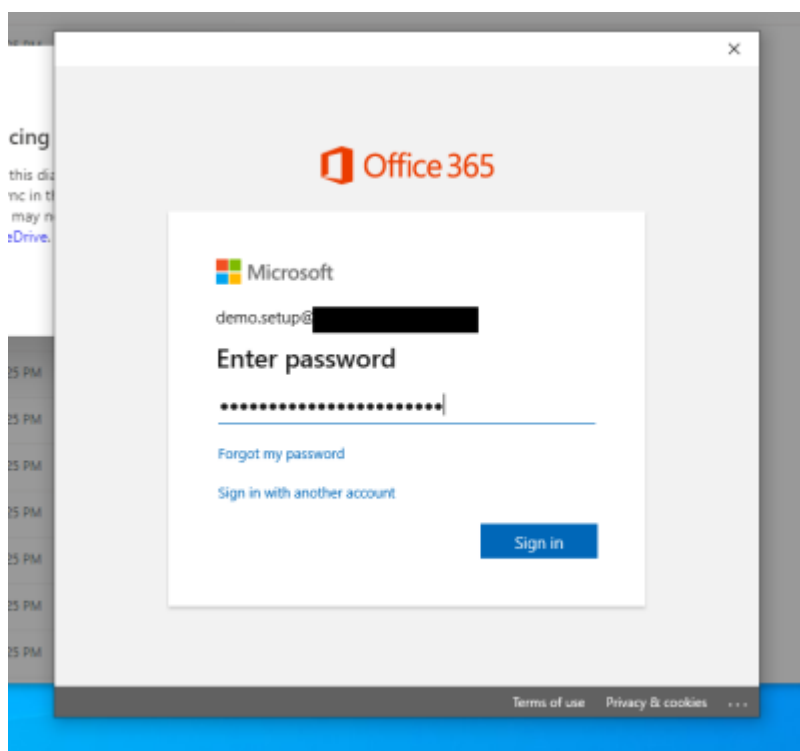


Click on the **Sync** link on the top menu to start the process.

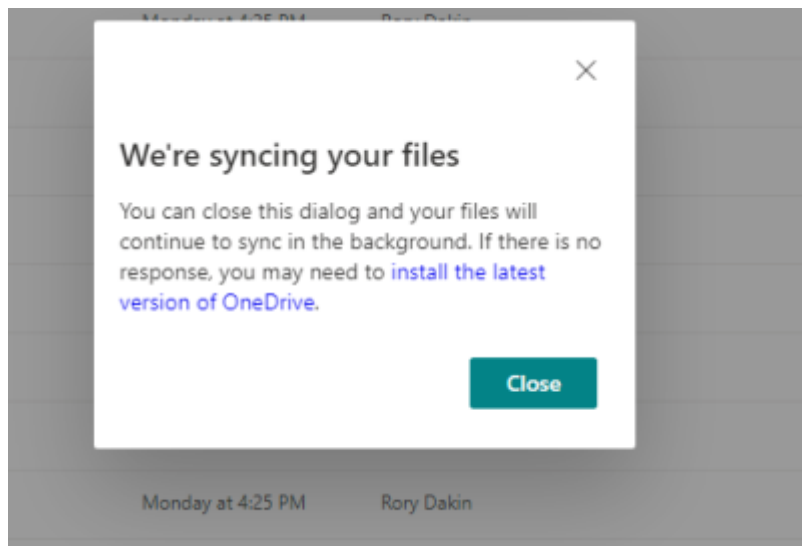


Check the **Always allow..** checkbox and then click the **Open** button.

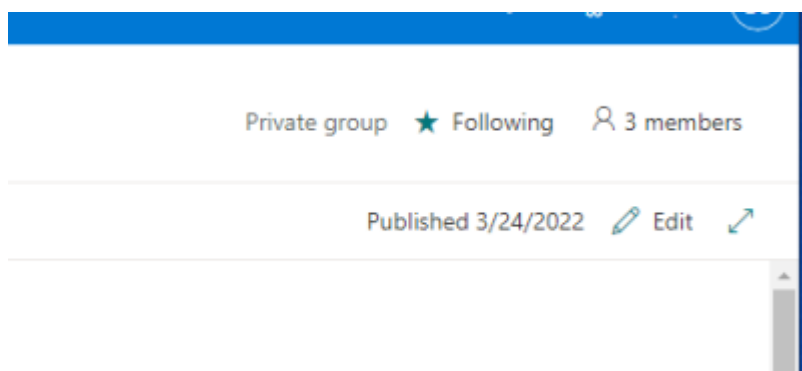
If you get a pop up for OneDrive (SharePoint uses OneDrive for the actual sync process) as in the following picture, get in touch with me so that I can finish setting this up for you.



Once you receive the confirmation pop up of **Now syncing your files ...**, go ahead and click the **Close** button.



Make sure that you also click the **Not Following** link in the top right hand section of the SharePoint site so that this site will show up in your SharePoint favourites when online (it will change to Following when you do).



Open File Explorer on your computer (the yellow folder icon on your task bar). You should now see the SharePoint site added to your File Explorer above **This PC**. (You may need to expand out the site to see it by clicking on the arrow to the side)

If you always want to have a copy of the files stored on your local hard drive **AND AS LONG AS YOU KNOW YOU HAVE ENOUGH SPACE**, right click on the directory you want to store on your drive and click on the **Always keep on this device** option. You will see the icon for that directory turn from a blue cloud to a green circle with a check mark when done.

As mentioned above, SharePoint uses OneDrive to do the actual synchronization of files - keep an eye on the icon for OneDrive as it will tell you if there are any issues with this process.

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Last update: **2024/06/06 16:35**

