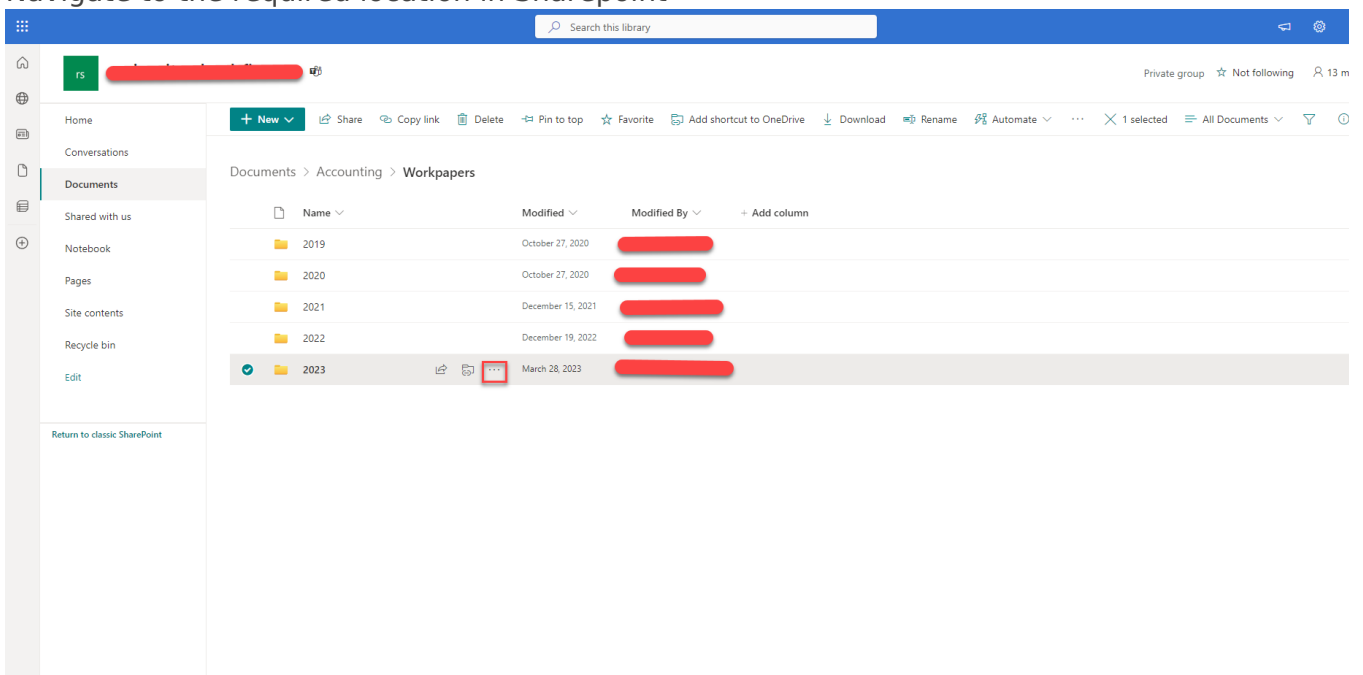


Sharepoint

- [Adding user to Folders in Sharepoint](#)
- [Removing a Deleted site in SharePoint](#)
- [Sharepoint Sync to File Explorer](#)
- [Show all sites user has access to](#)

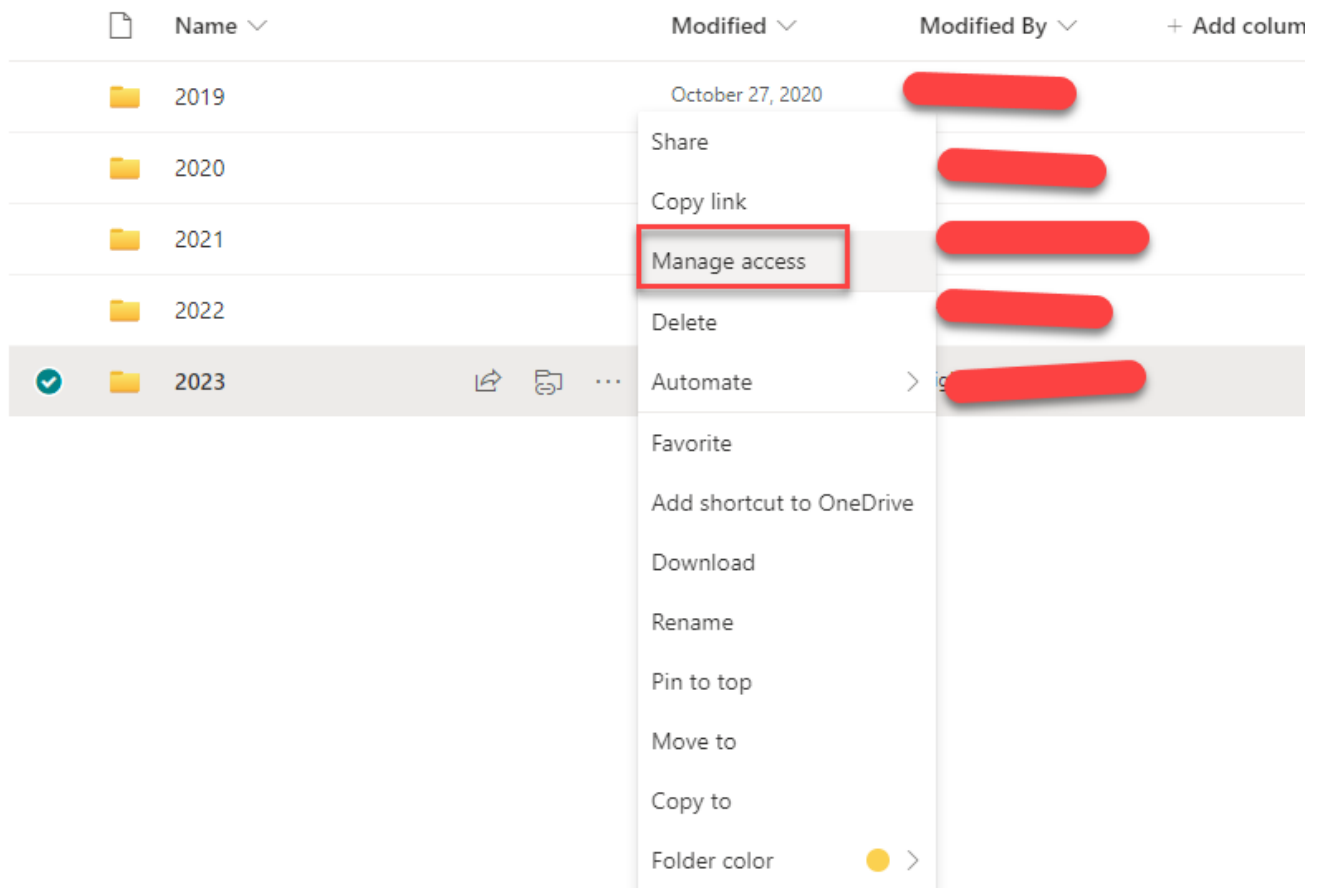
Adding user to Folders in Sharepoint

- Navigate to the required location in Sharepoint

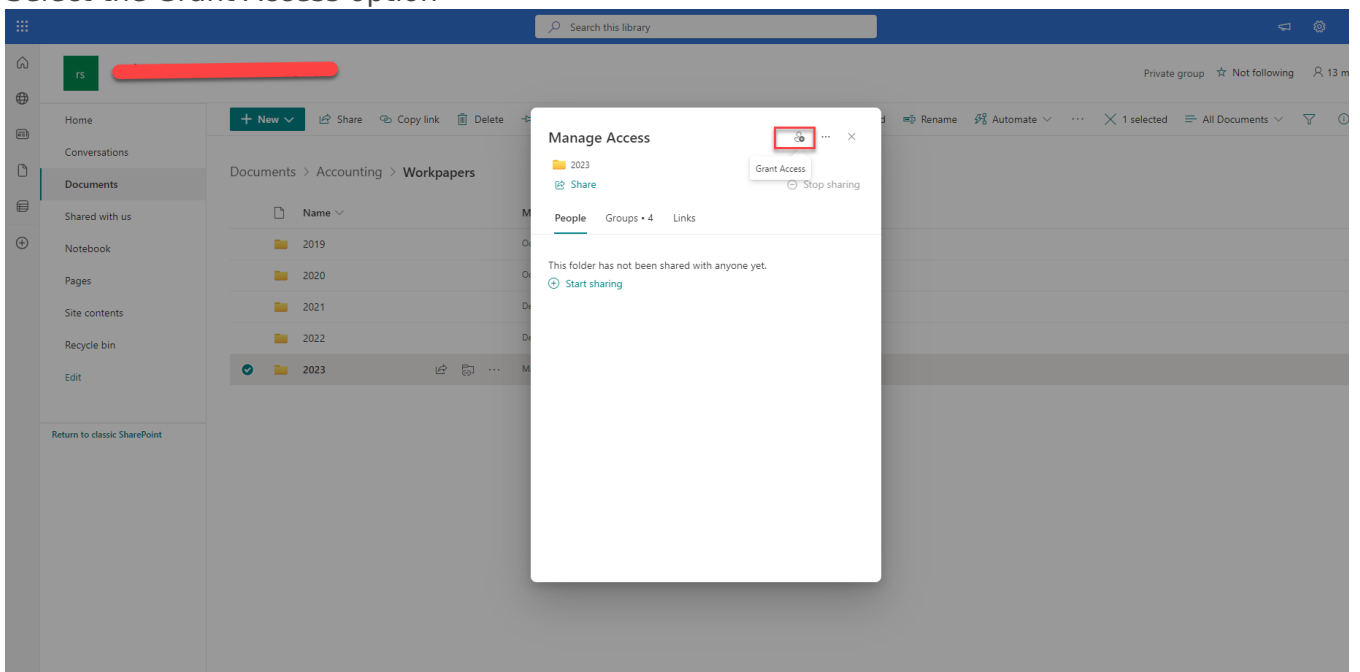


- Select the folder and choose the three dots
- Choose the "Manage Access button"

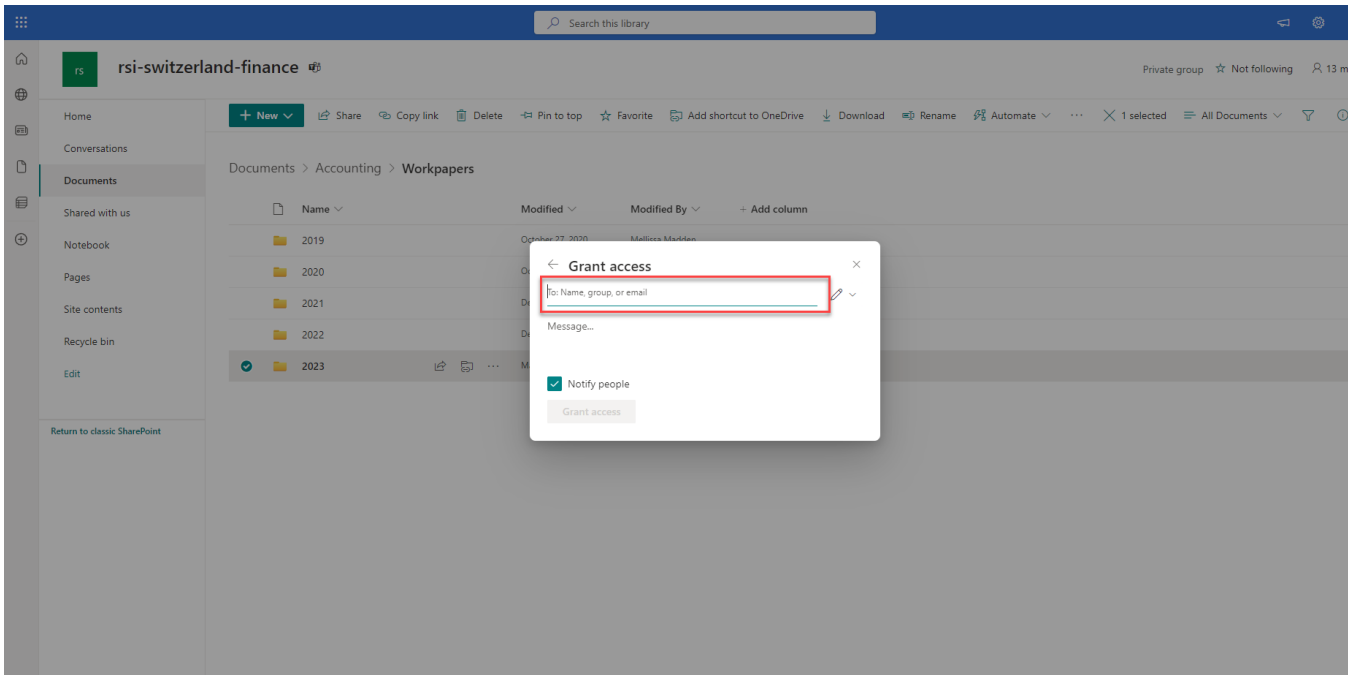
Documents > Accounting > Workpapers



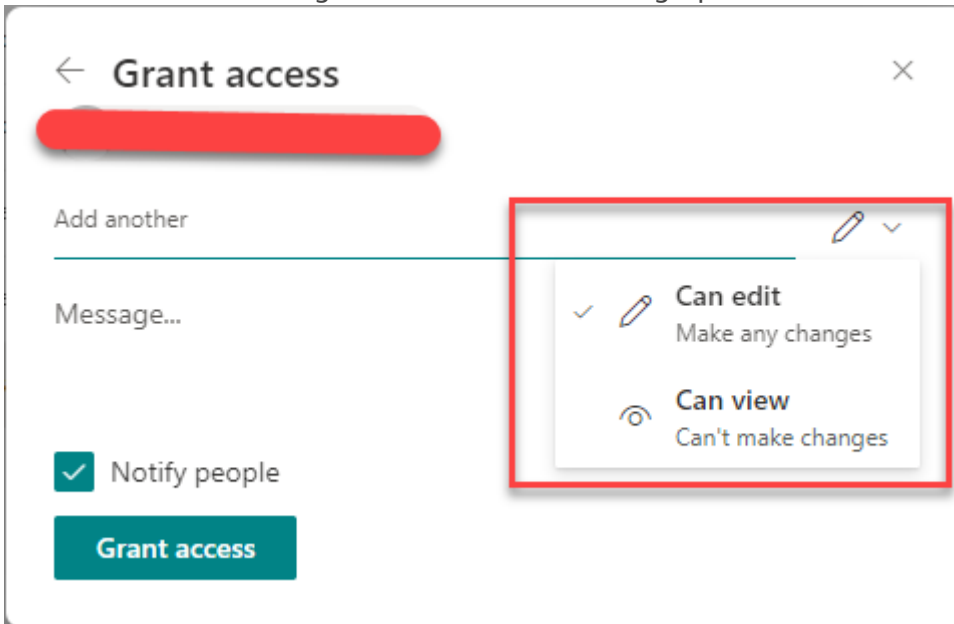
- Select the Grant Access option



- Type the email address of the person you wish to share with in the box



- Click the icon to the right of the name to change permissions for the user.



- Finally select the Grant access button at the bottom.

Removing a Deleted site in SharePoint

Deleting a Site in SharePoint does not fully delete it. Here I will explain how to fully delete a site.

1. Log into the Sharepoint admin site and delete the site from the Active Sites list.
2. Open Powershell.
 1. Install the Microsoft.Online.SharePoint.PowerShell module using `Install-Module Microsoft.Online.SharePoint.PowerShell`
 2. Connect to the top level site using `Connect-SPOService -Url <topLevelSite> -Credential GlobalAdmin@Contoso.com`
 3. Remove the deleted site using the command `Remove-SPODeletedSite -Identity <URL of the SharePoint site>`

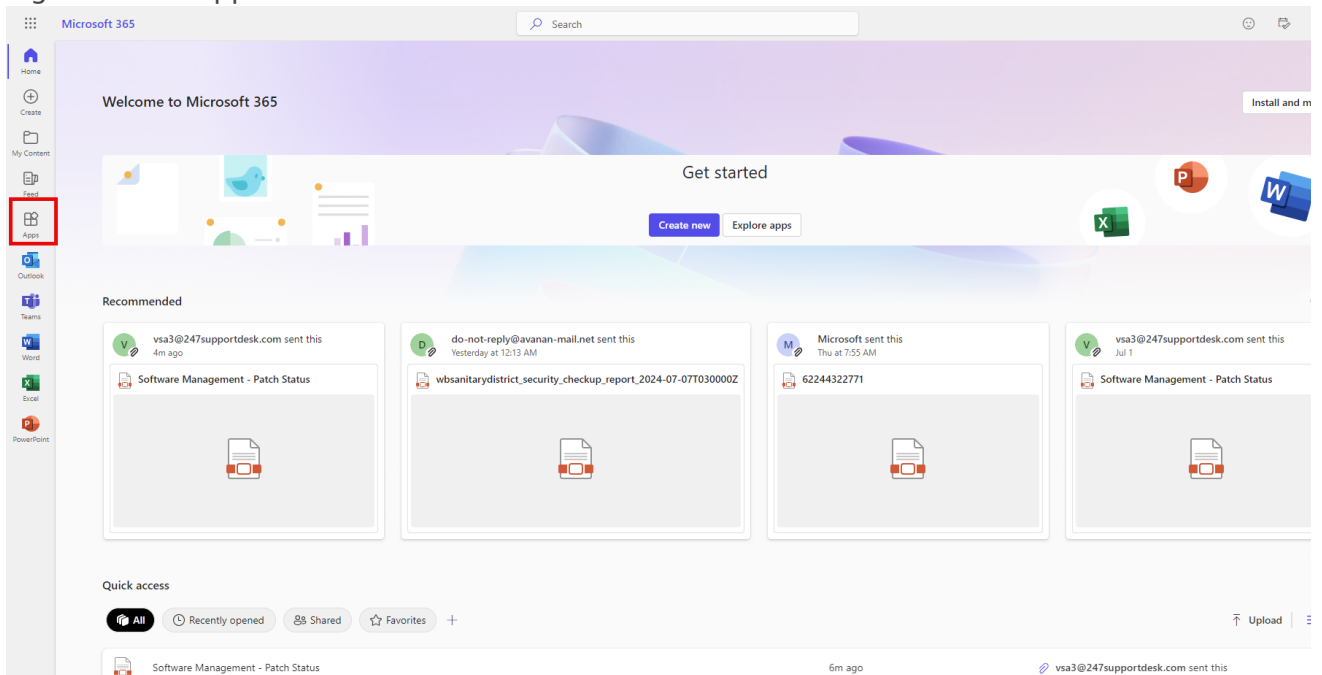
#SharePoint #Deleted Site #Remove Sharepoint Deleted Site

Sharepoint Sync to File Explorer

Instructions for Sharepoint sync

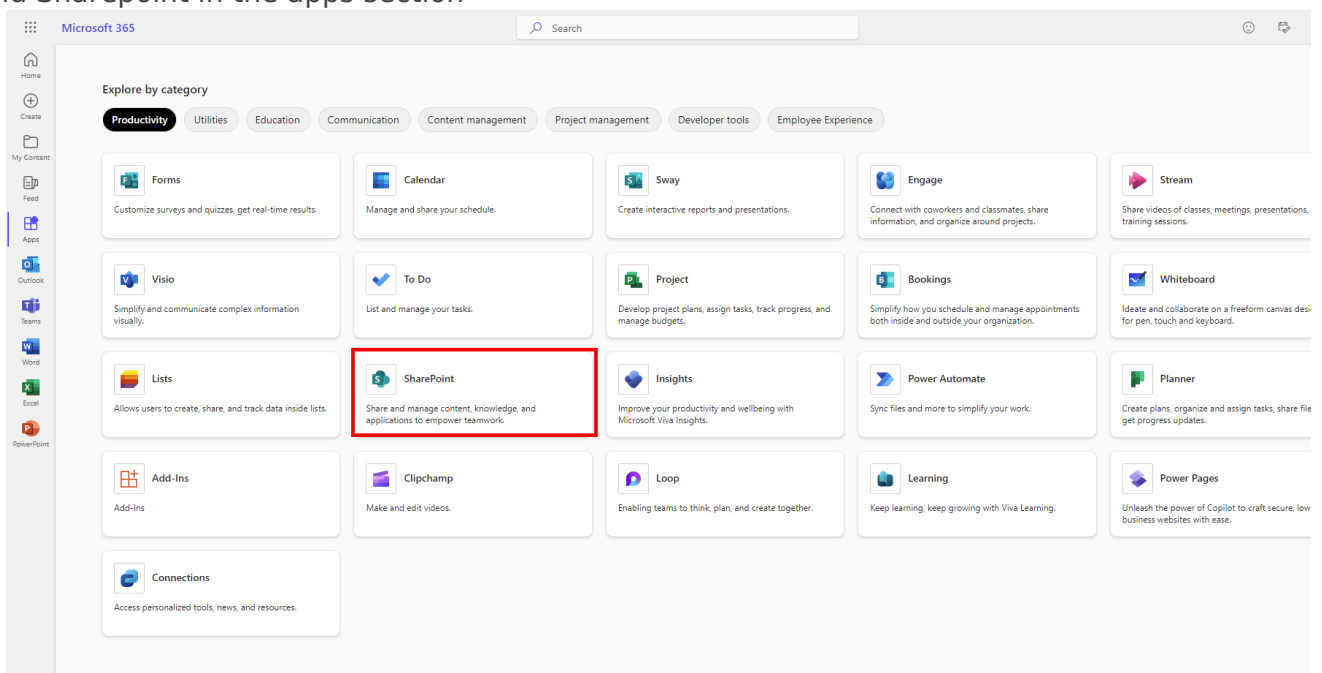
1. Navigate to <https://portal.office.com> in your web browser
2. Navigate to the Apps section on the left

1.



3. Find Sharepoint in the apps section

1.

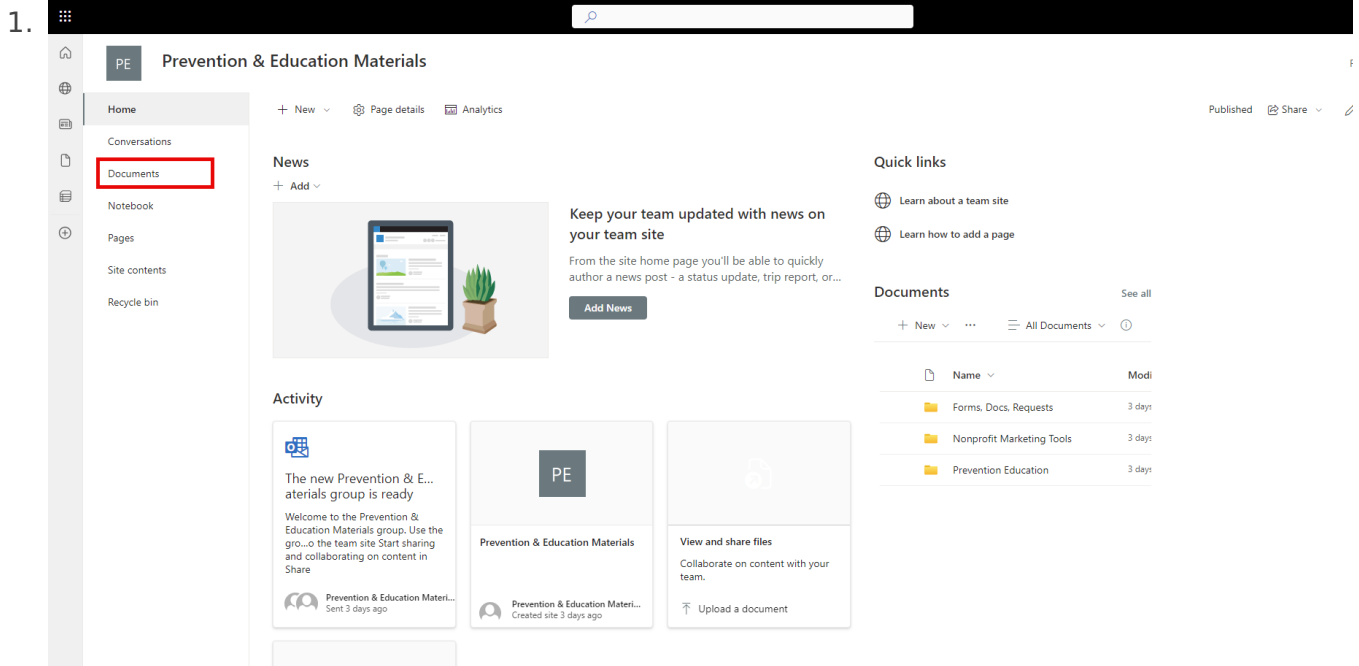


4. In sharepoint search type "contentclass:sts_site"

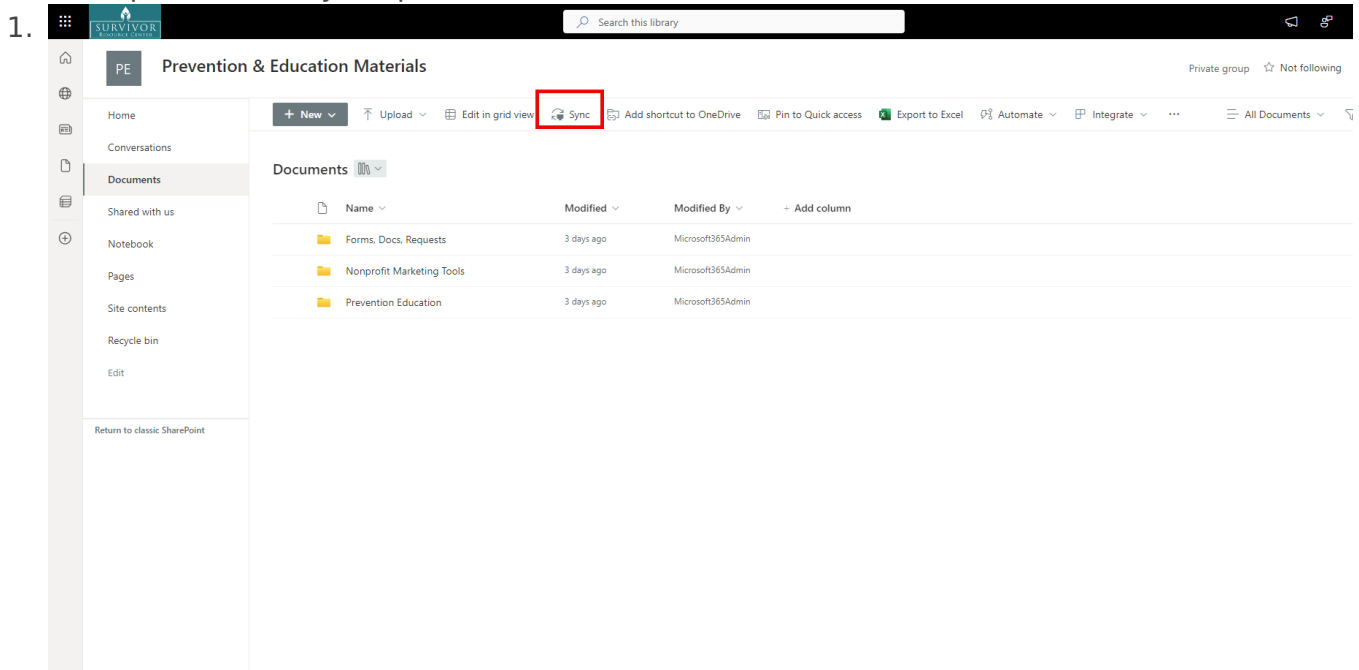


5. Find the sharepoint site you need in the list

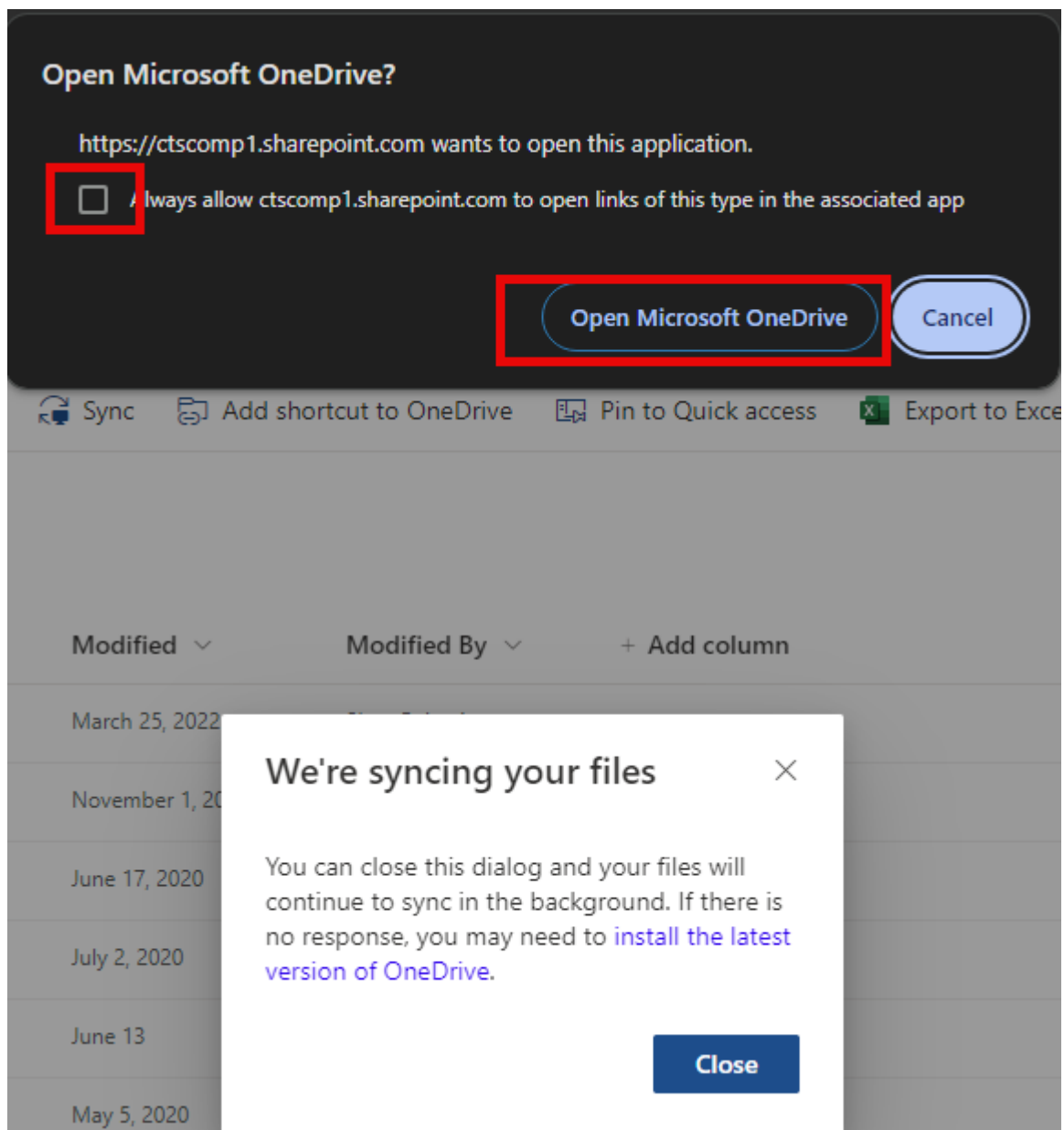
6. on the sharepoint site home page you will select documents tab



7. at the top select the Sync option



8. allow open in sharepoint

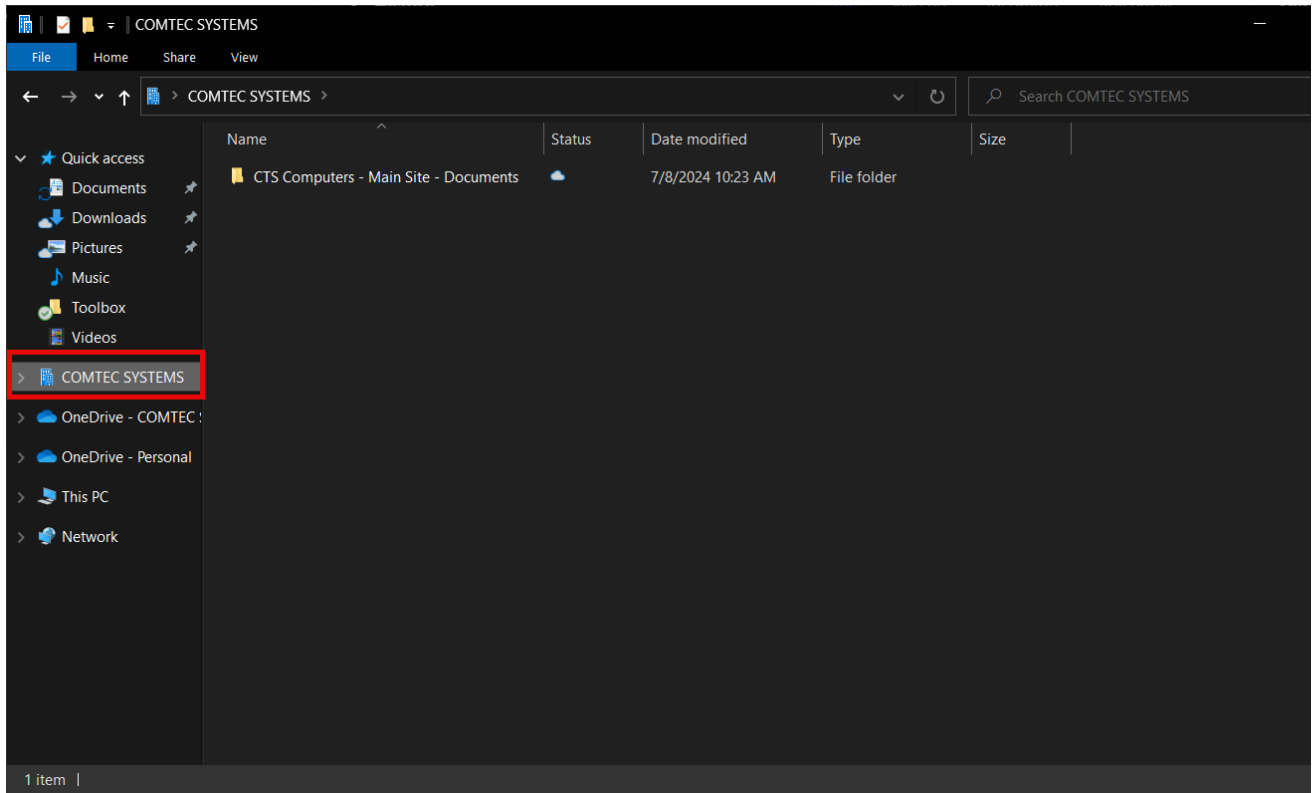


1.

2. Check the box that says "allways allow"

9. In your file explorer you will find an organization tab

1.



2. this folder will contain all your files.

10. For information on what the icons mean look here <https://support.microsoft.com/en-us/office/what-do-the-onedrive-icons-mean-11143026-8000-44f8-aaa9-67c985aa49b3>

Show all sites user has access to

contentclass:STS_Site in the search bar