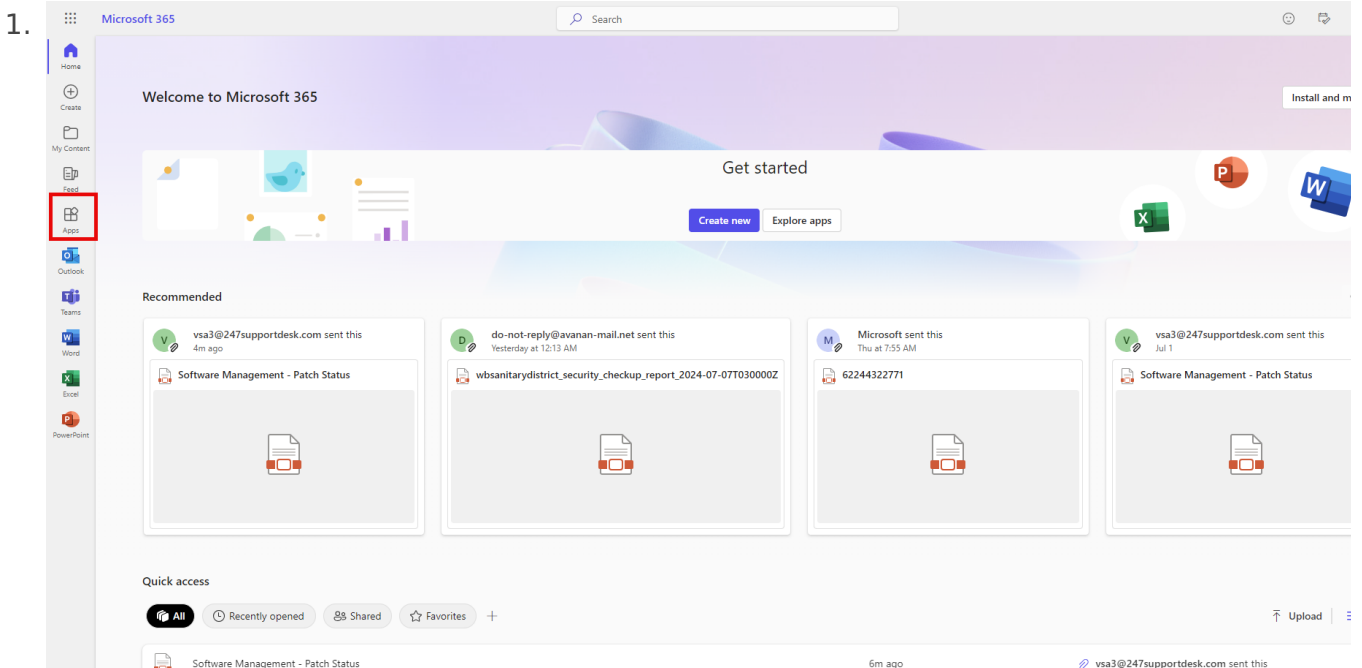


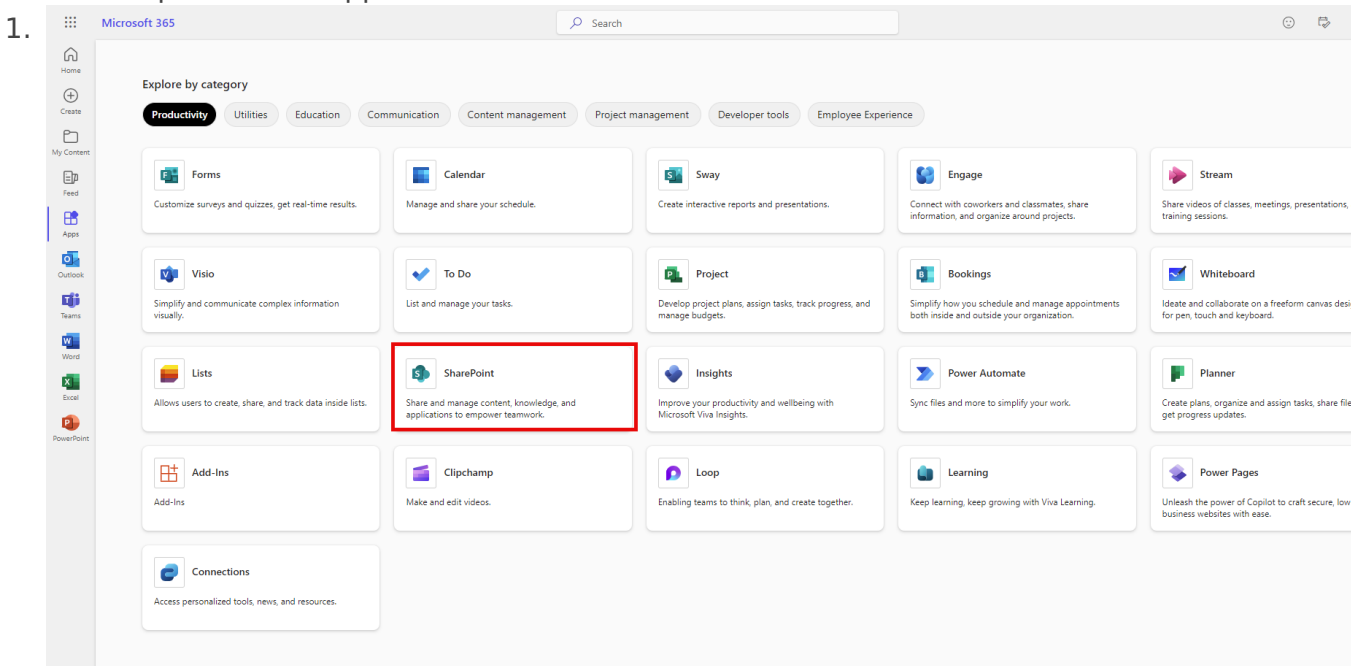
# Sharepoint Sync to File Explorer

## Instructions for Sharepoint sync

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



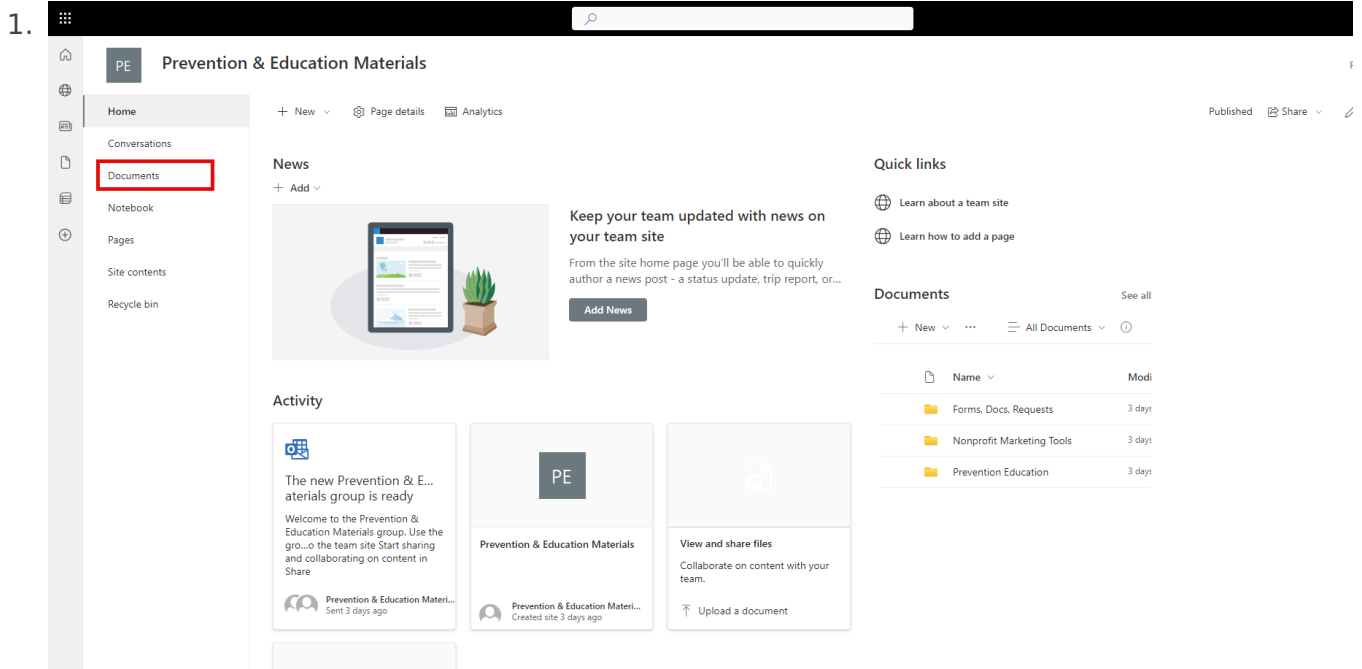
3. Find Sharepoint in the apps section



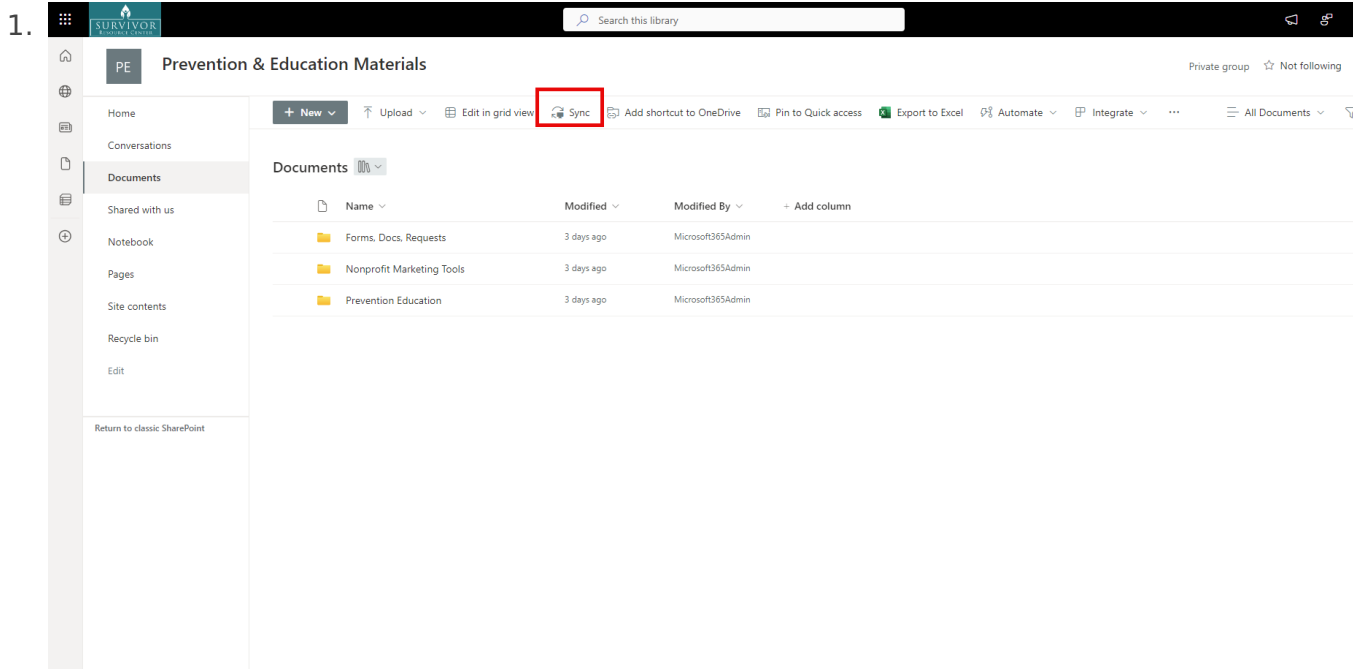
4. In sharepoint search type "contentclass:sts\_site"

5. Find the sharepoint site you need in the list

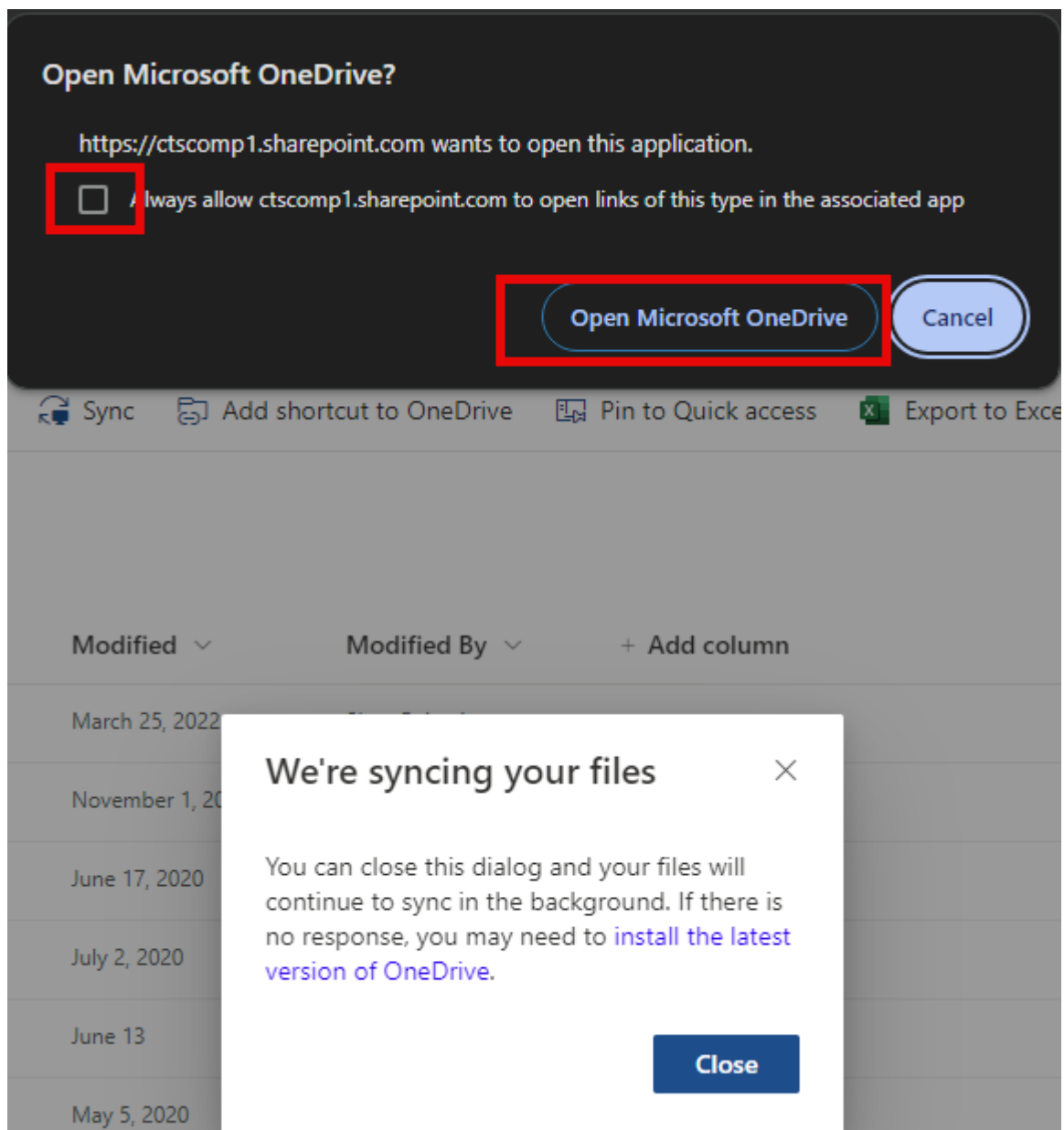
6. on the sharepoint site home page you will select documents tab



7. at the top select the Sync option



8. allow open in sharepoint

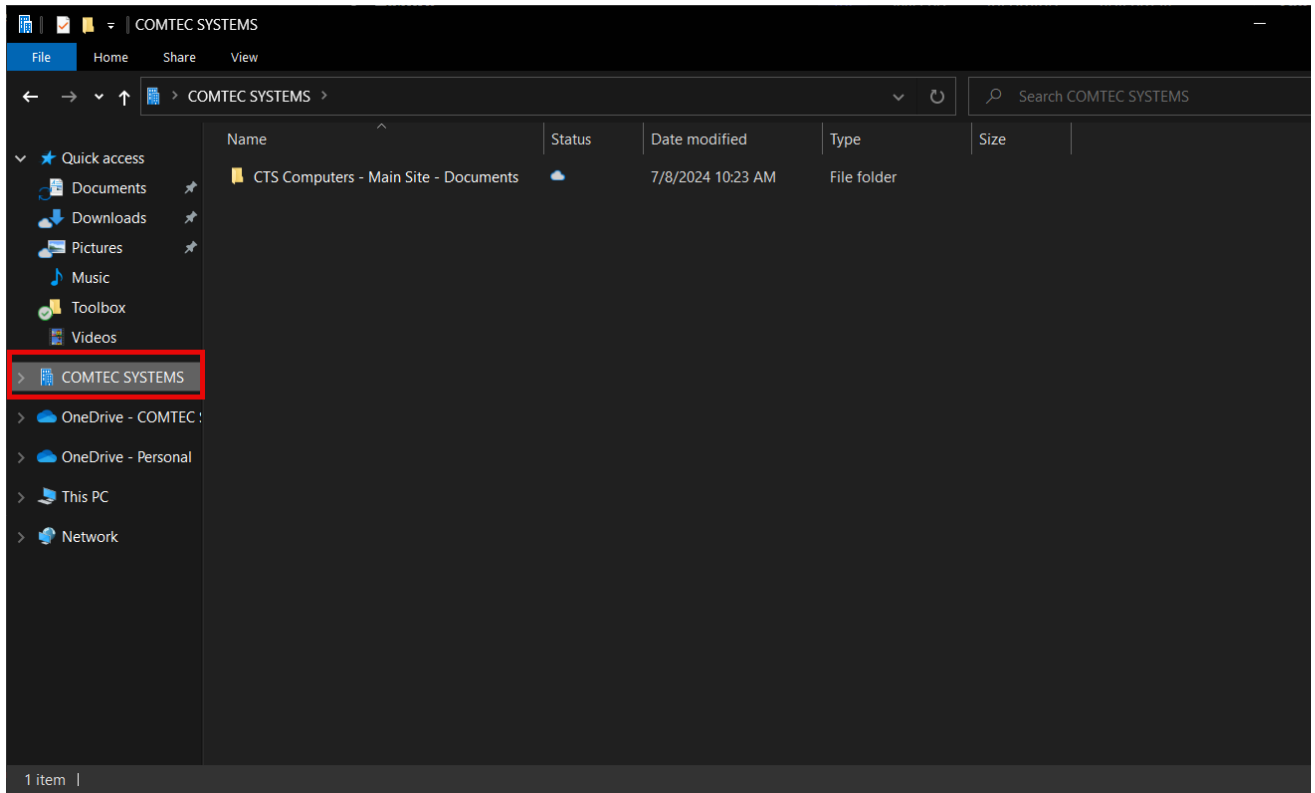


1.

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>

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