

SharePoint-Syncing School SharePoint to File Explorer

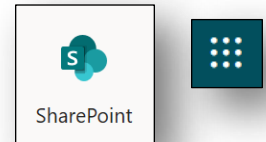
These directions will allow you to sync the School SharePoint Site to the File Explorer on your computer for easy access to files in the School SharePoint Site.

1. Access your Office 365 account.



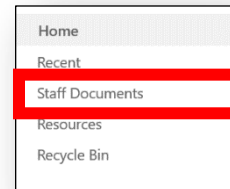
2. Click **SharePoint**.

*Note: If you do not see your School SharePoint Site listed, click on the **App Launcher** in the top left, then select **All Apps**. Scroll to the bottom to access your School SharePoint Site.*

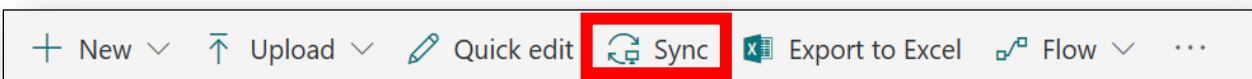


3. Choose your school's SharePoint Site.

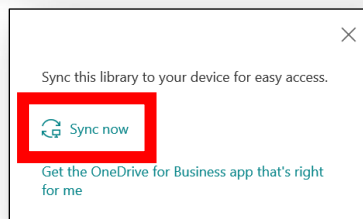
4. On the left-hand side, click on **Staff Documents**.



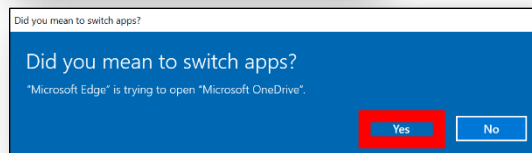
5. At the top, click **Sync**.



6. Click **Sync now**.



7. If prompted, choose Yes.



You will now see the School SharePoint Site synced to your File Explorer.

