

HOW-TO GUIDE

Microsoft 365: Syncing a SharePoint Site Using OneDrive

Step 1: Access Your SharePoint Site

A. Open Your Web Browser:

Use any modern web browser such as Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari.

B. Navigate to SharePoint:

Go to your SharePoint site by entering the URL (e.g., <https://yourorganisation.sharepoint.com/sites/yoursitename>).

C. Log in:

If prompted, log in with your Microsoft 365 credentials.

Step 2: Open the Document Library

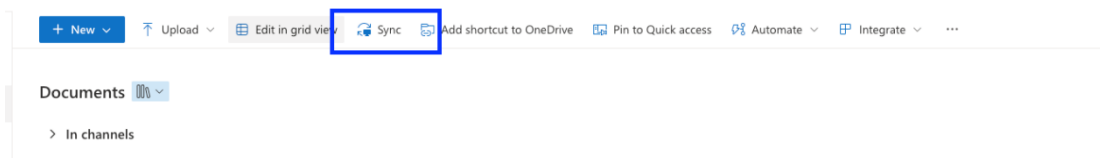
A. Locate the Document Library:

In the left navigation pane, click on **Documents** or the name of the document library you want to sync.

Step 3: Sync the Document Library

A. Click on the Sync Button:

At the top of the document library page, click the **Sync** button.



B. Open OneDrive:

If prompted, confirm that you want to open OneDrive. This will launch the OneDrive sync client.

C. Sign In to OneDrive:

If you are not already signed in, enter your Microsoft 365 credentials to sign in.

D. Choose Sync Settings:

You may be prompted to choose which folders you want to sync. Select the folders you wish to sync or choose to sync everything.

E. Start Sync:

Click **Start Sync** to begin the synchronisation process.

Step 4: Access Synced Files

A. Open File Explorer:

Open **File Explorer** on your Windows PC.

B. Locate OneDrive Folder:

In the left navigation pane, find and click on **OneDrive - [Your Organisation Name]**.

C. Access Synced Documents:

You will see the synced document library and can access your files directly from here.

Step 5: Manage Sync Settings

A. Pause or Resume Sync:

1. Right-click the **OneDrive** cloud icon in the system tray (bottom right corner of your screen).
2. Select **Pause syncing** or **Resume syncing** as needed.

B. View Sync Status:

Right-click the OneDrive icon and select **View sync problems** to troubleshoot any issues.

C. Stop Syncing a Library:

Right-click the OneDrive icon, select **Settings**, go to the **Account** tab, and click **Stop sync** next to the library you want to stop syncing.

Troubleshooting Sync Issues

A. Check Internet Connection:

Ensure you have a stable internet connection for syncing to work properly.

B. Update OneDrive:

Make sure your OneDrive client is up to date. You can check for updates in the OneDrive settings.

C. Check File Size and Type:

Ensure that files you are trying to sync do not exceed the size limit (currently 250 GB per file) and are of a supported type.

D. Check Sync Conflicts:

If there are sync conflicts, OneDrive will notify you. Resolve any conflicts by following the prompts.

E. Reboot Your PC:

Sometimes, a simple reboot can resolve sync issues.

If CyberGuru can be of assistance in any way, please feel free to contact us on 0488 80 GURU (4878) or email cyberguru@cyberguru.com.au.