How to sync a SharePoint Online document library to a local machine

This article will detail how to make shared files in SharePoint available in file explorer.

Before you start

The requirements for this process to work are

- Access to office.com using 365 email and password credentials.
- Access to the required SharePoint site already via the office.com portal.
- OneDrive client installed on the local machine and signed in already.

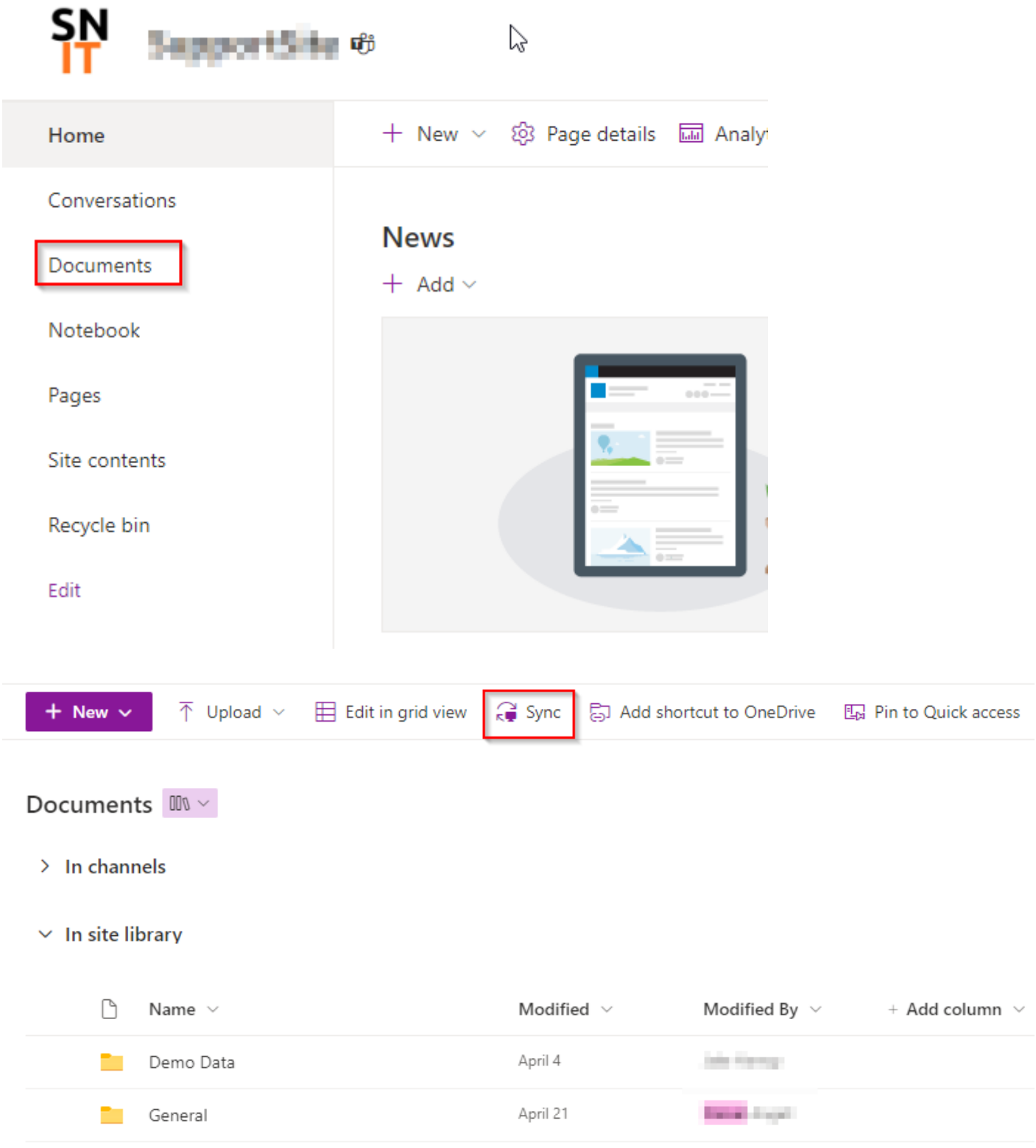
1. Browse to the sharepoint site required in a web browser.

An example URL could be https://yourcompany.sharepoint.com/sites/accounts

OR

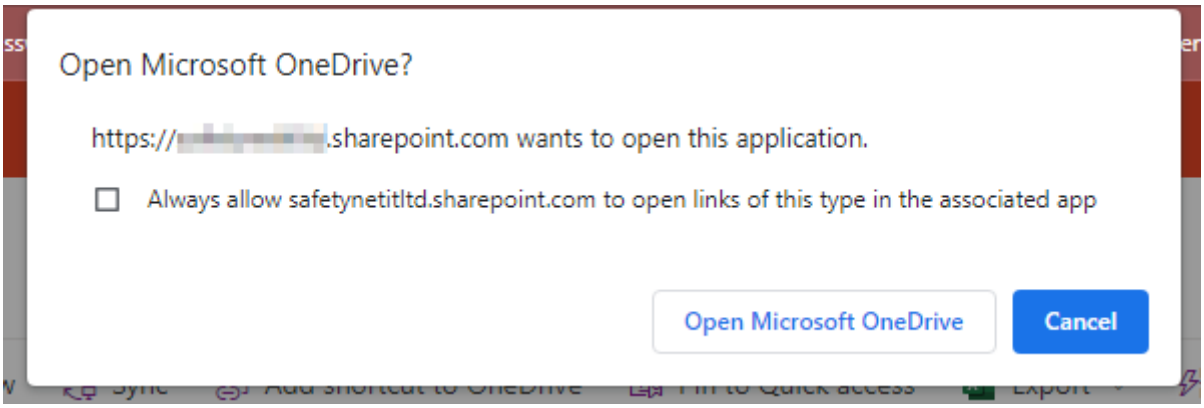
Access via the Office 365 portal > https://office.com > Sharepoint > Select the Sharepoint site.

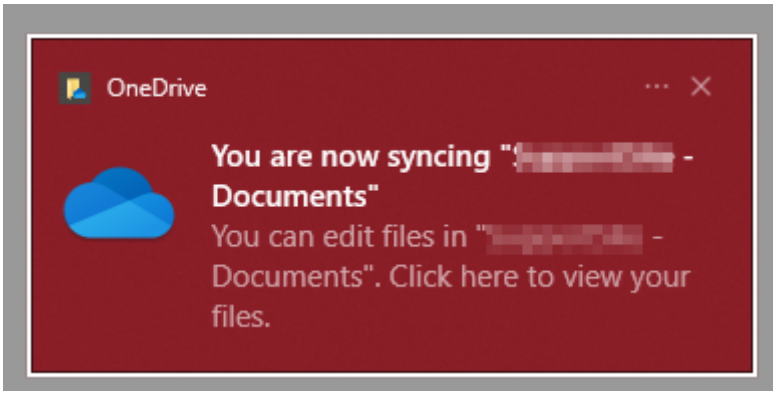
2. Once at the site head to **documents** and then choose **sync**.



3. This will produce a prompt for you to allow this site to sync using the locally installed onedrive client.

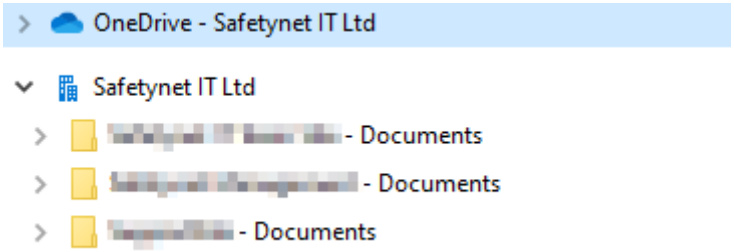
Choose **Open Microsoft OneDrive.**





4, Open **file explorer** to confirm data is synced.

The newly synchronized site data will be available under the SharePoint icon, a blue office icon.



Repeat this step with other SharePoint sites for any additional data required.

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