

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**.



Home
Conversations
Documents
Notebook
Pages
Site contents
Recycle bin
Edit

+ New
⚙ Page details
📊 Analy

News

+ Add

+ New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access

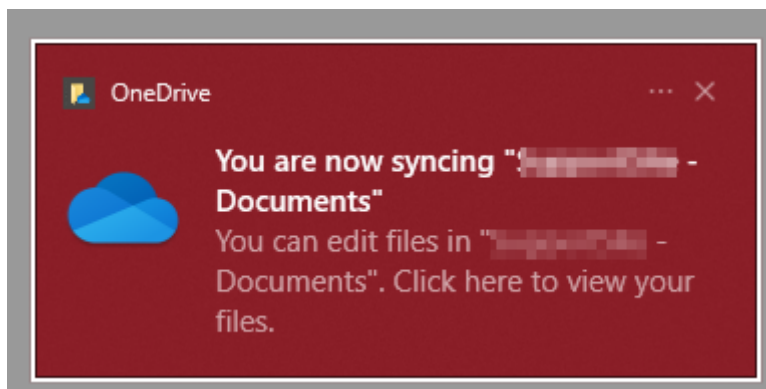
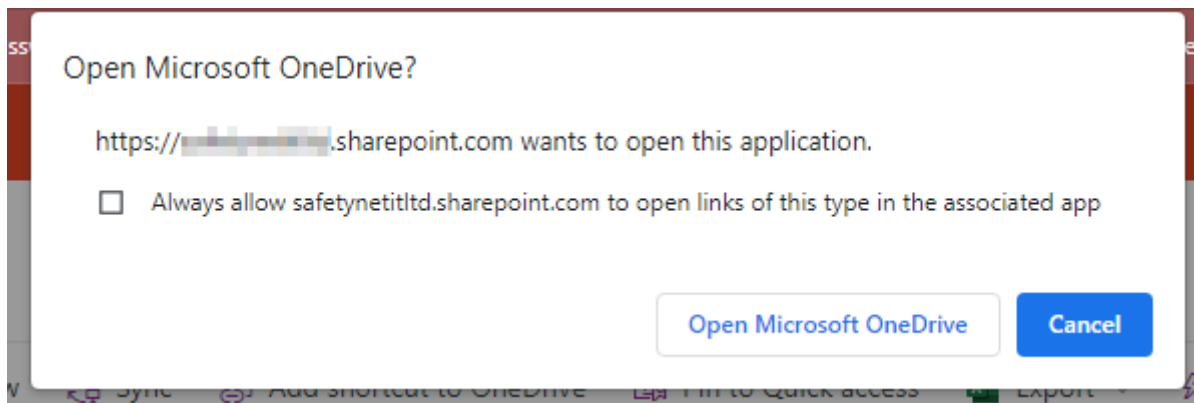
Documents

- > In channels
- ∨ In site library

Name	Modified	Modified By	+ Add column
Demo Data	April 4		
General	April 21		

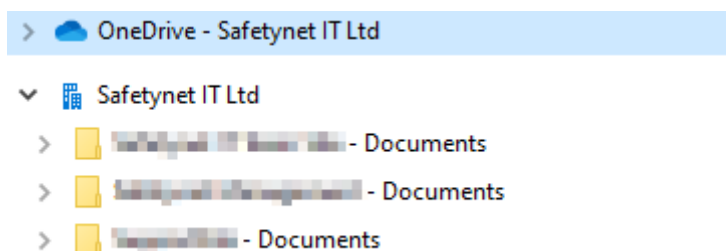
3. This will produce a prompt for you to allow this site to sync using the locally installed onedrive client.

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.

Revision #5

Created 7 July 2022 10:23:58 by Daniel

Updated 7 July 2022 12:52:27 by Daniel