

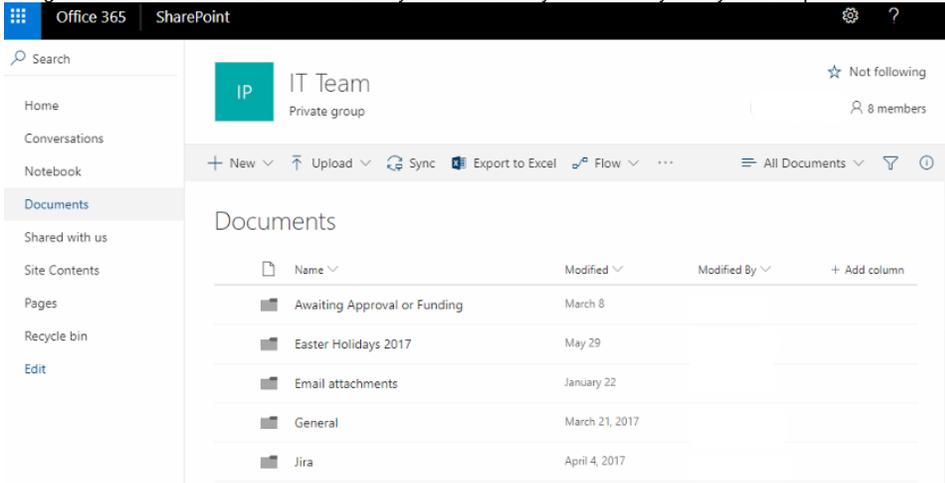
# Syncing a SharePoint Document Library

Use this tutorial to setup syncing a SharePoint Document Library to your Computer (cloud storage similar to OneDrive).

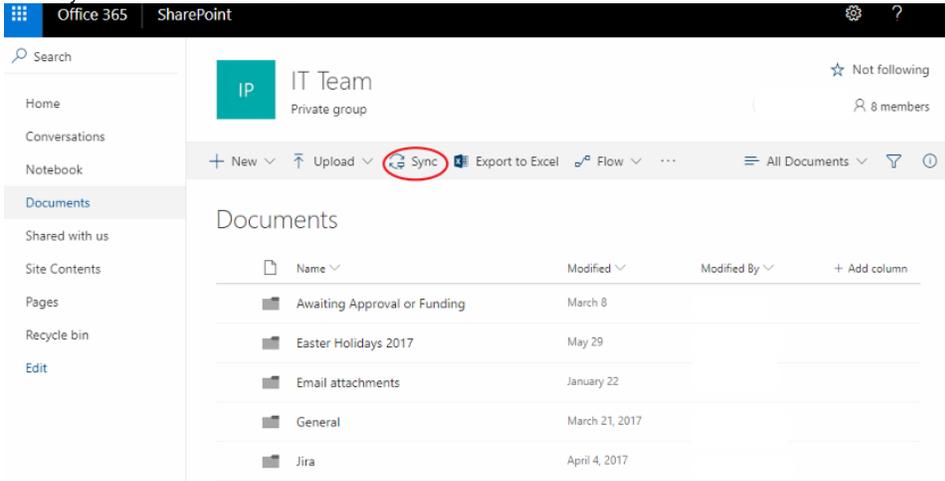
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## Syncing a Document Library

1. **Navigate** to the 'SharePoint Document Library' or Folder that you want to sync to your Computer.



2. **Click 'Sync'** located in the ribbon.



3. **Click 'Open Microsoft OneDrive'**.

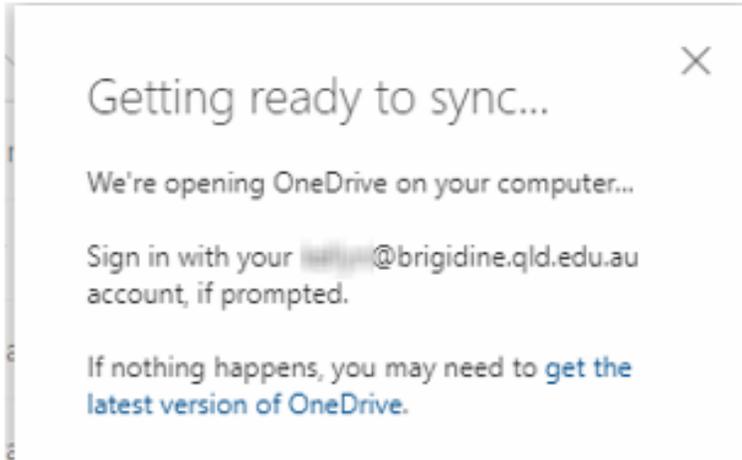
 You may wish to tick Always open these types of links in the associated app to prevent the popup in the future.

## Open Microsoft OneDrive?

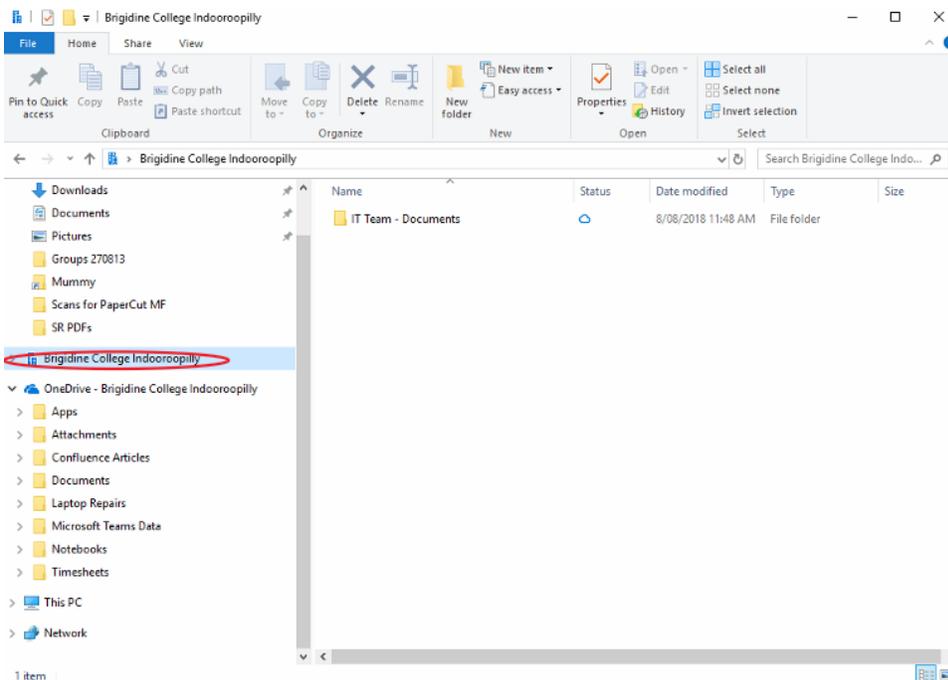
Always open these types of links in the associated app

Open Microsoft OneDrive

Cancel



- The documents will now sync from the SharePoint Document Library to your computer. You can find them under the Brigidine College Indooroopilly folder in File Explorer



## SharePoint Sync Symbols

File Explorer icons show you the sync status of your offline folders and files

 : File has not been opened before but is available to open with internet access. (occurs when files first appear in SharePoint Document library)

 : File has been opened before and available to open without internet access (occurs when file has been opened and is in sync with online version).

 : File is not syncing correctly, please refer to the tutorials inline. [Fixing OneDrive \(Sync Issues\)](#) [OneDrive All Sync Icons](#)



## Related articles

- [Checking a File's Version History in SharePoint](#)
- [Syncing a SharePoint Document Library](#)
- [SharePoint Alerts](#)
- [Risk and Compliance Form Documentation](#)
- [Search for Sites in SharePoint](#)