Syncing a SharePoint Document Library

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

- Syncing a Document LibrarySharePoint Sync SymbolsRelated articles

Syncing a Document Library

. Navigate to the 'Sha	rePoint Document Library' or Folde	r that you want to sync	to your Computer.
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Search Home Conversations	IP IT Team Private group		☆ Not following A 8 members
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Pages	Awaiting Approval or Funding	March 8	
Recycle bin	Easter Holidays 2017	May 29	
Edit	Email attachments	January 22	
	General	March 21, 2017	
	Jira	April 4, 2017	

2. Click 'Sync' located in the ribbon.

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Pages	Awaiting Approval or Funding March 8	
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	General March 21, 2017	

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. (i)



4. 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

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



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

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