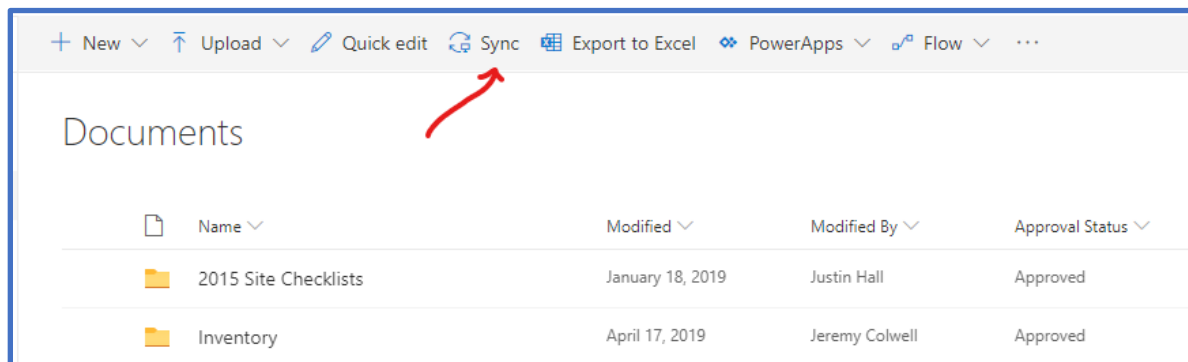


## Adding SharePoint (Sync) to your PC

It is much less confusing and much more efficient to have single point on the PC to access your SharePoint files. Using this single point, or Sync point, you can use Windows Explorer to easily move to your SharePoint files just as you previously did with the “S:” drive (or similar network drive)

After logging in to [www.office.com](http://www.office.com), go to your SharePoint site, click on Documents on the left side, then click on “Sync” in the documents taskbar. This will add a direct link to Windows Explorer. It will take some time to fully install as it will copy all the files from SharePoint to your PC.



After clicking the Sync button, you will get a popup like:

The image shows a screenshot of a SharePoint interface with two overlapping popups. The top popup is a security warning titled "Open Microsoft OneDrive?". It contains the text "https://towneproperties.sharepoint.com wants to open this application." and two buttons: "Open Microsoft OneDrive" and "Cancel". A red arrow points to the "Open Microsoft OneDrive" button. The bottom popup is a sync progress screen titled "Getting ready to sync...". It features an illustration of a person sitting on a bench with a laptop, connected to a cloud. The text in the popup reads: "We are connecting to OneDrive on your device. [Copy library ID](#) to configure this library to sync automatically." and "If there is no response, you may need to [get the latest version of OneDrive](#)." The background shows a list of items with columns for "Modified By" and "Approved".

The result of this action will be an icon added to your folder list in Windows Explorer. This is essentially a shortcut to get to the Cloud Based SharePoint files. Instead of going to the “S:” drive, you will now go to this New Icon to work.

