

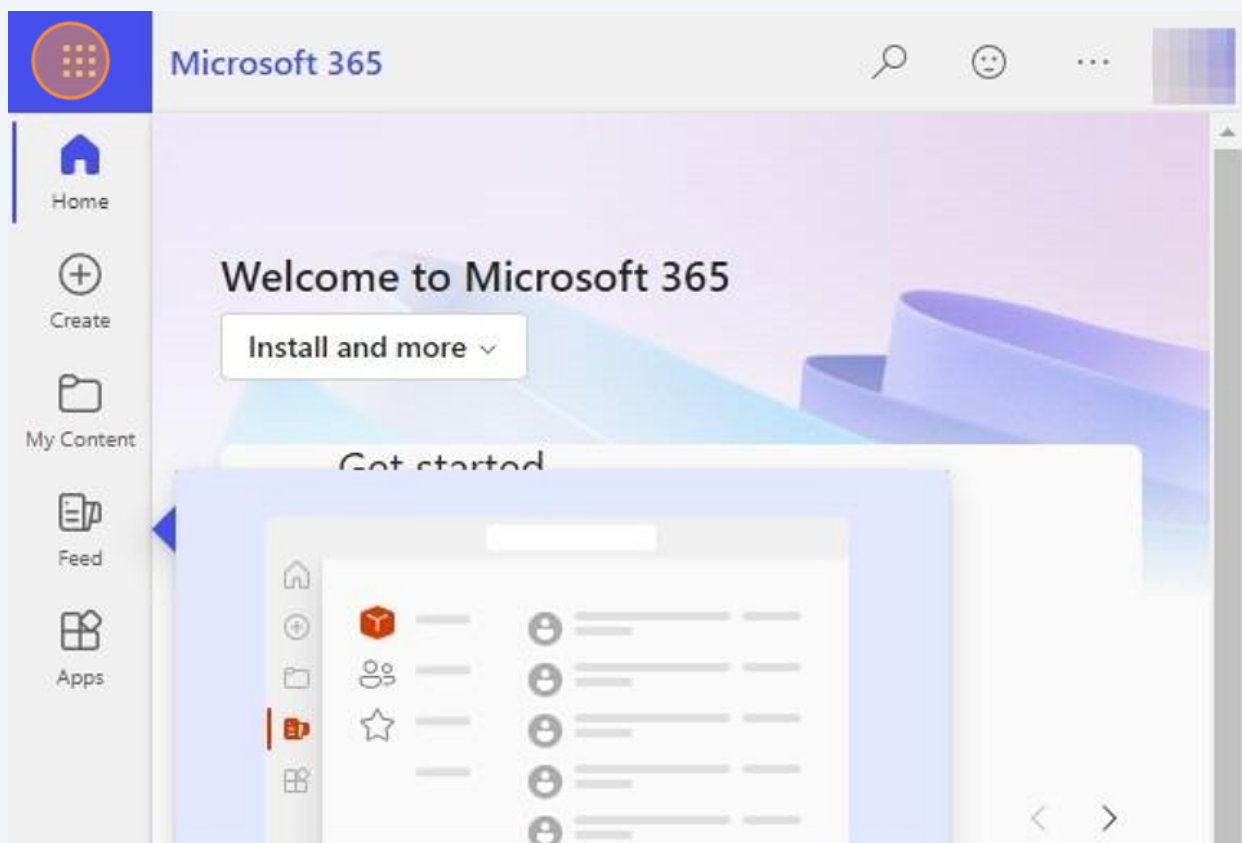
# Sync Your Company SharePoint Library



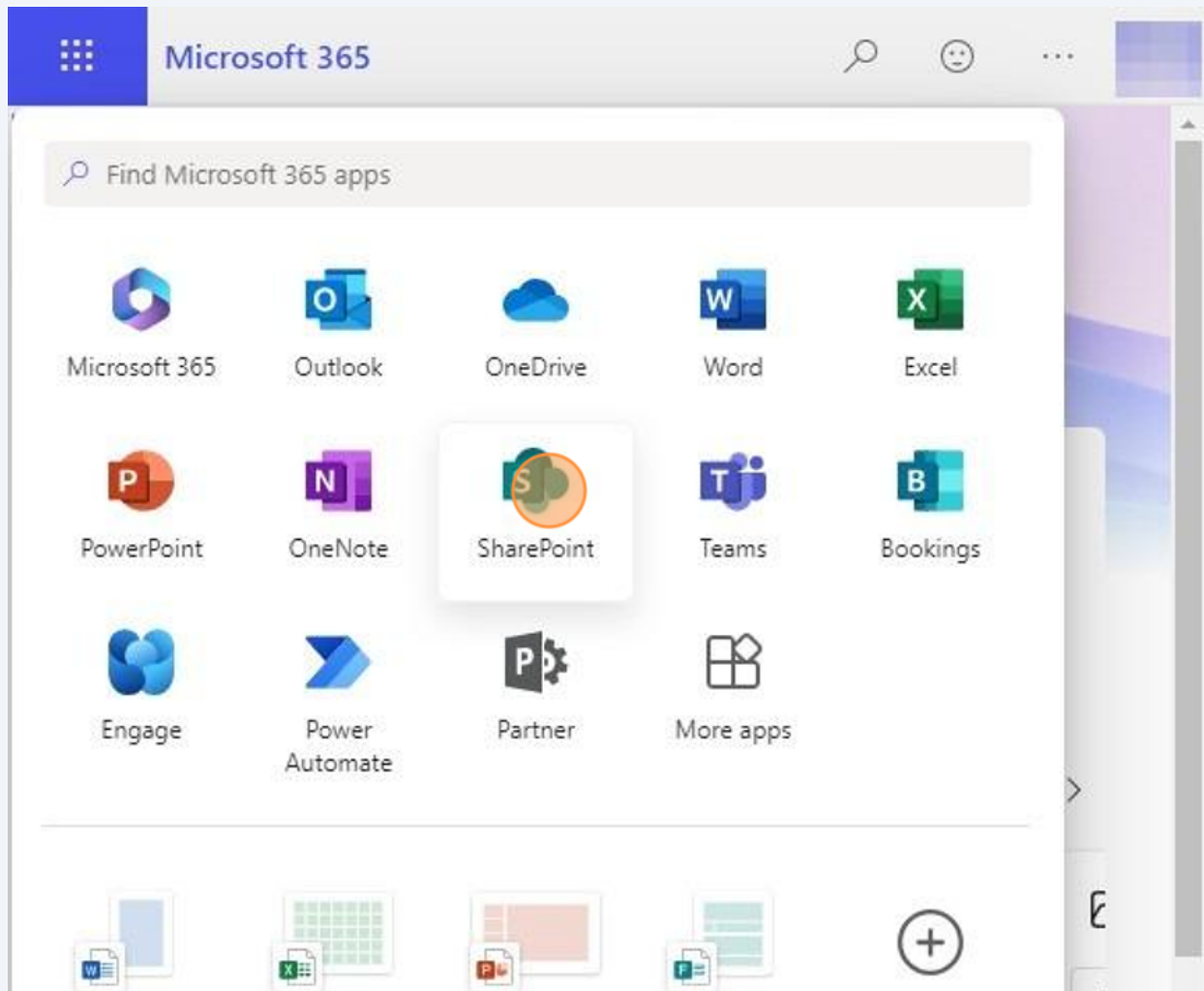
This guide provides step-by-step instructions on how to sync your company SharePoint library, allowing you to access and manage your files easily. By following the steps outlined in the guide, you can sync your SharePoint library to your desktop and access your files from anywhere. The guide also provides contact information for support if you encounter any issues.

- 1 Navigate to <https://www.microsoft365.com>

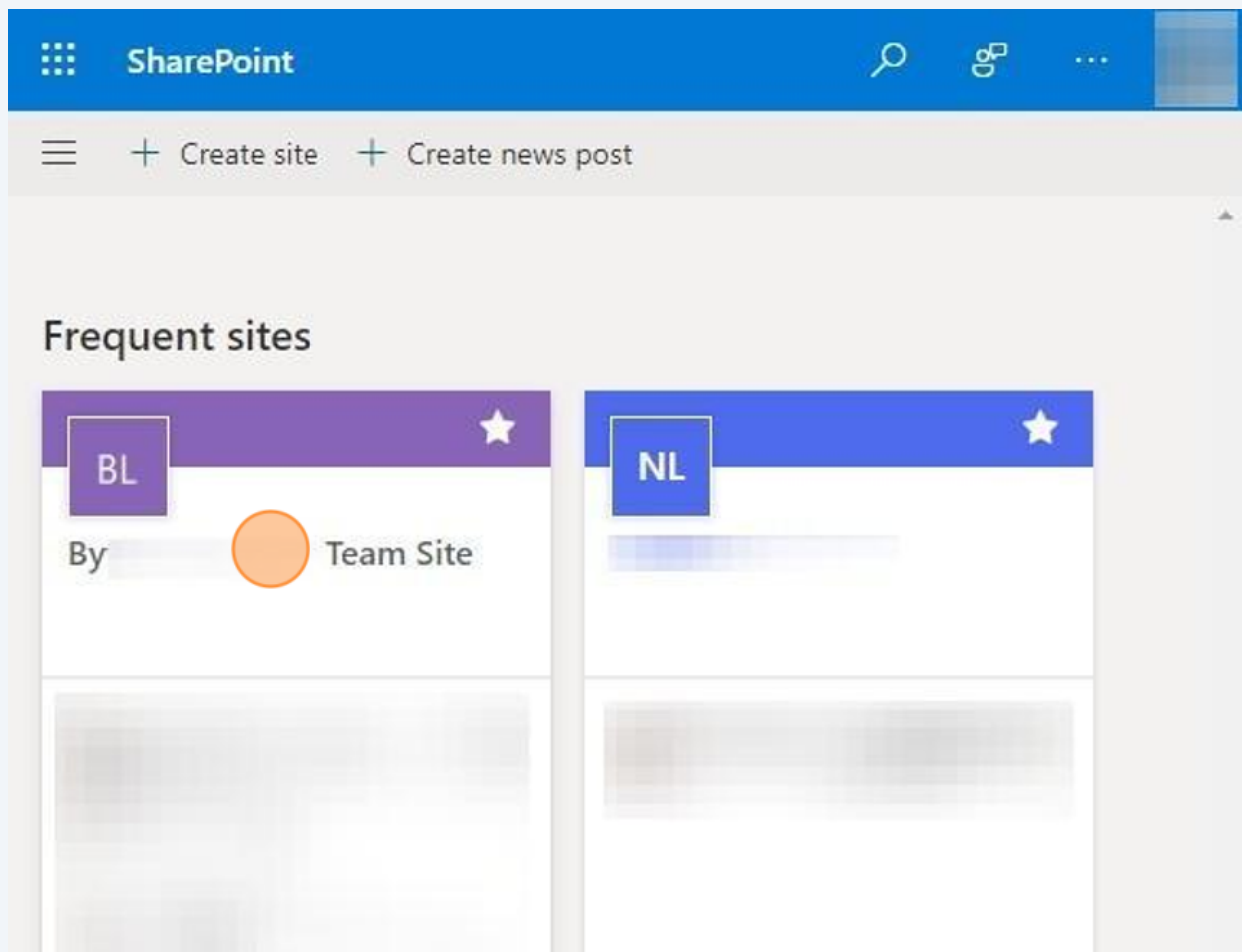
- 2 Click here.



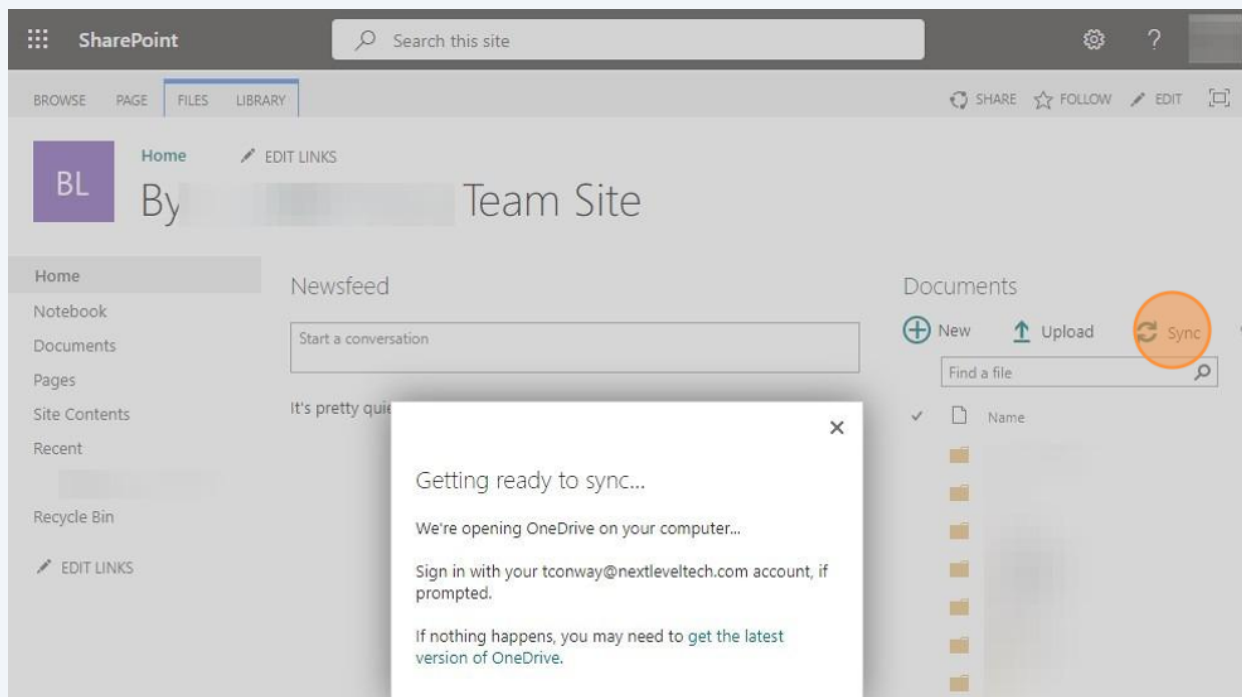
3 Click here.




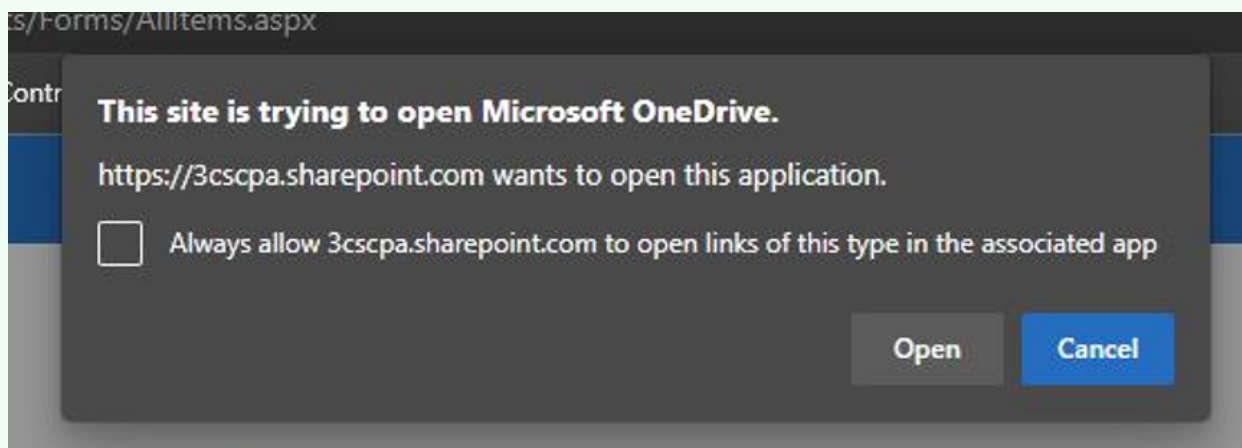
4 Click Your SharePoint Team site




## 5 Click "Sync"



 You may see a prompt that looks similar to this. Click **Open** to continue to the OneDrive Launch.

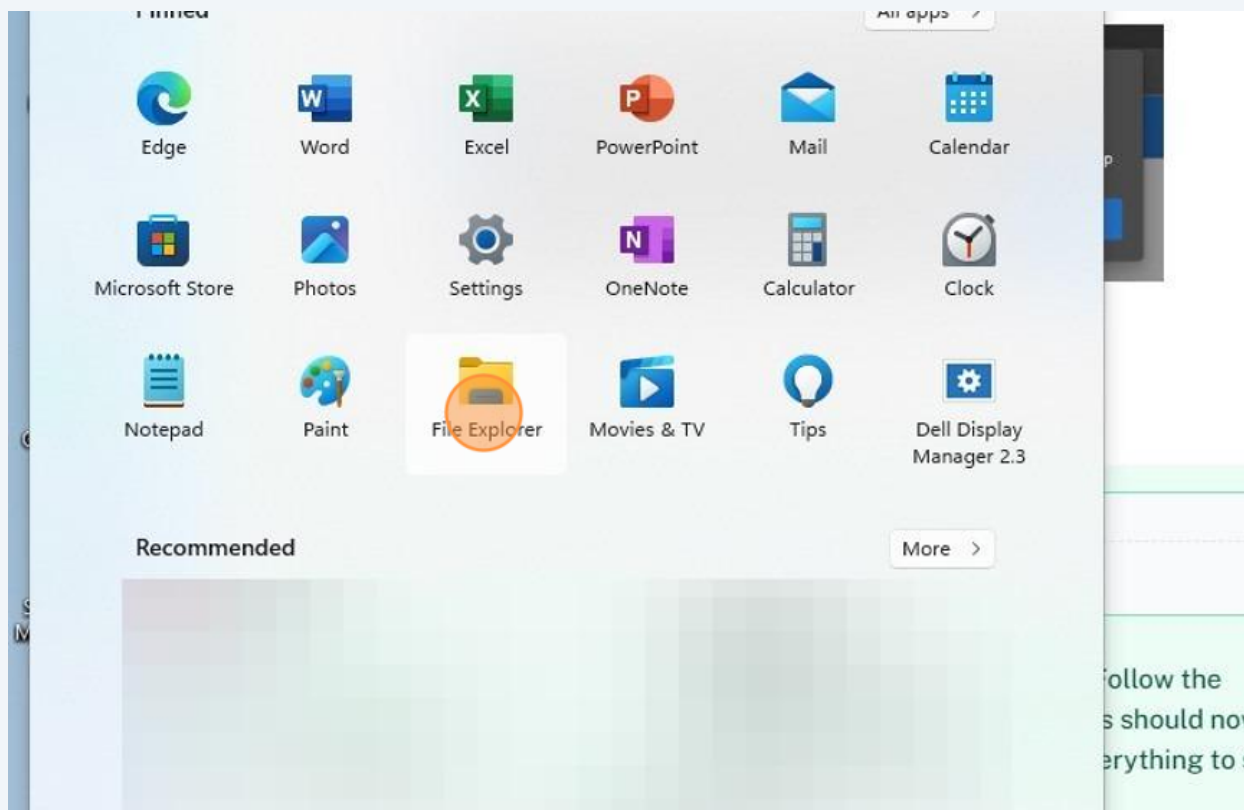


 You might be prompted to sign in again through OneDrive. Follow the instructions to sign into OneDrive and finish setting up. Files should now start syncing. It may take up to 30+ minutes for everything to show up.

## Viewing Your SharePoint Library on your Desktop

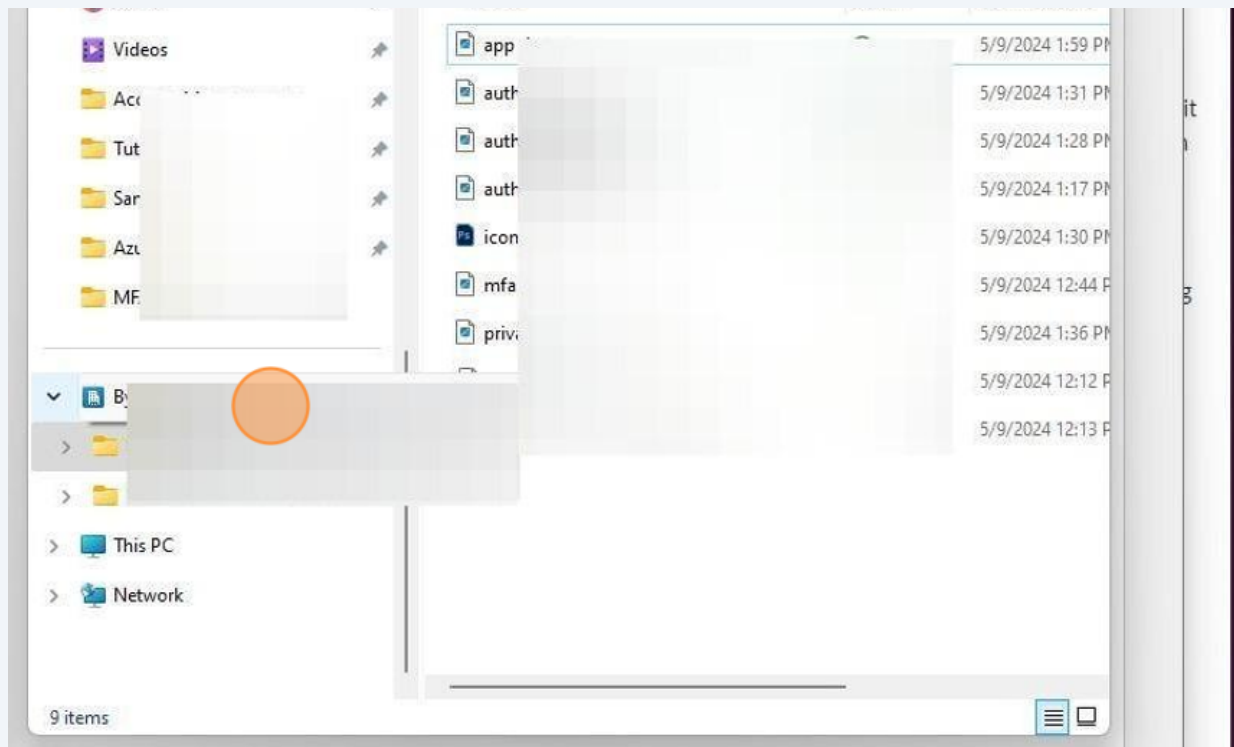
6

Open "File Explorer"



7

In the File Explorer Sidebar, there will now be an additional option that looks like a "building" icon with your SharePoint Library name beside it. The folder inside is the root folder where the shared documents and other folders reside.



Access your files from anywhere!  
Visit <http://portal.office.com>.

If you have any questions or issues, please email Next Level Support at [support@nextleveltech.com](mailto:support@nextleveltech.com) or call our support number: 614-859-9613.