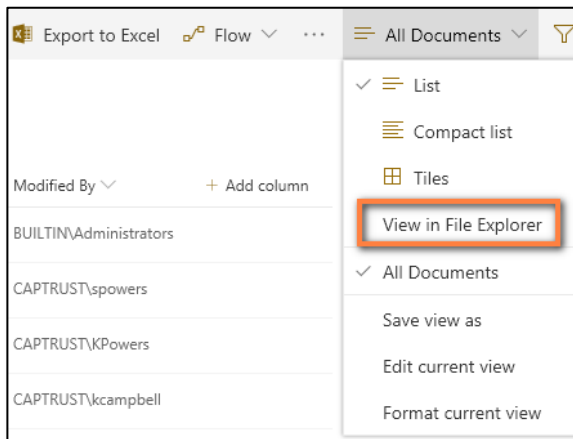




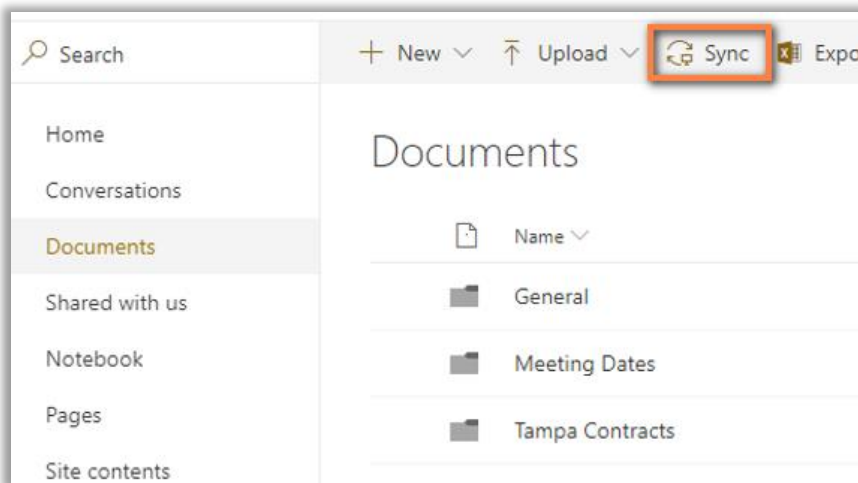
How To Gain Access to SharePoint Files and Folders



According to Daniel Dysinger, our resident system administrator, the links employees create and then save for future reference are not reliable. They can and often do break over time and have to be recreated again. If you are trying to open a document whose link was saved this way, it is possible the link has broken.

Syncing the SharePoint site to OneDrive can bog things down, but if you are judicious in what folders you sync, you can maximize this important functionality. Here's an example:

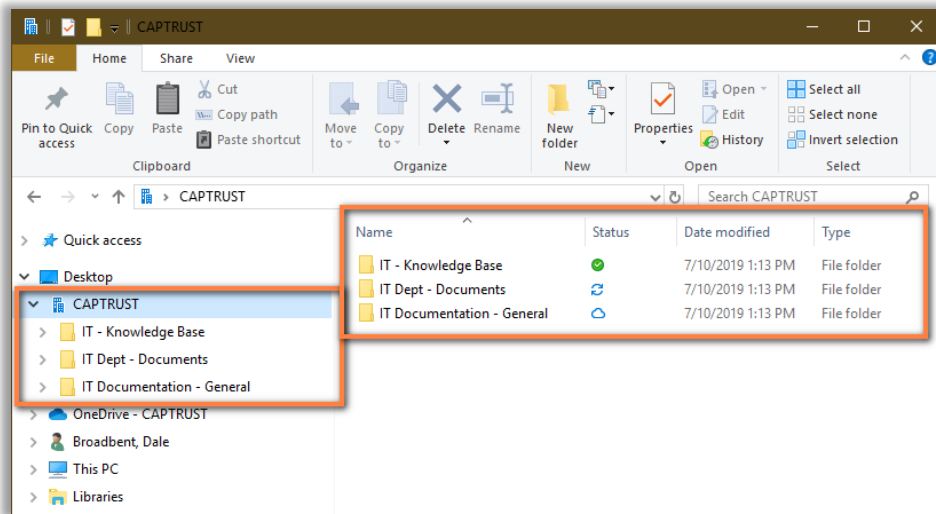
For any SharePoint site on the web there is a [Sync button](#) at the top of its Document section:



When clicked, it will begin syncing those folders and files to your computer.



This will create a new section that appears in Windows File Explorer:



Whichever part of the SharePoint document folder structure you are currently in is the part that will be synced when you click that button. If you are currently at the root of that SharePoint site and click Sync, it will sync that entire site. Therefore, if you don't need the entire file repository, then navigate to the subfolder you do need access to and sync that instead. Remember – what matters is only syncing what you need. The fewer files that OneDrive must keep track of, the better off you are.

Only sync stuff that you use frequently. If there is a folder in SharePoint you seldom use – don't sync it. For example:

Name	Modified	Modified By
All Children's Hospital	November 30, 2017	BUILTIN\Administrators
AMIKids	December 28, 2017	BUILTIN\Administrators
Arbitration Forums	November 30, 2017	BUILTIN\Administrators
AUI	November 30, 2017	BUILTIN\Administrators
B&B Corporate Holdings	December 28, 2017	BUILTIN\Administrators
Bajo Cuva	November 30, 2017	BUILTIN\Administrators

All Tampa retirement clients are in the General\analytics\Retirement\Clients folder. If you need access to just one folder of client files, don't sync the entire "Client" folder! Go into that one client folder and then sync.

There are no convenient, flawless ways to access files in SharePoint, but if you are careful with how you set things up, you can create a system that is optimized and mostly trouble-free, which will make your life a lot easier.