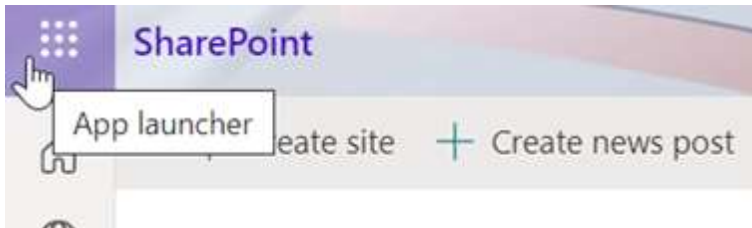


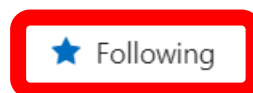
## How to Sync Sharepoint Sites to Your Computer

You can access sharepoint sites through the browser, but it's easier if they act like folders. Here's how to do that.

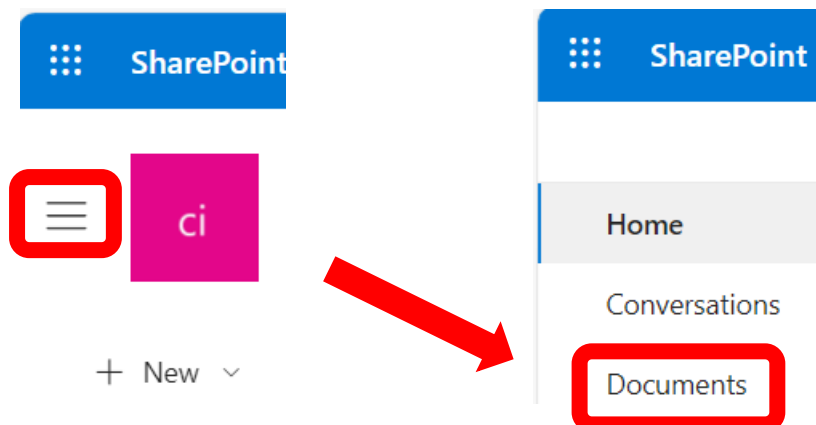
1. In Edge, go to **portal.office.com** (it will redirect to a different URL as in the next screenshot)
2. Near the upper left corner of the browser page, select the Microsoft 365 app launcher (the "waffle"):



3. From the menu that opens, select SharePoint and then select the site with the files you want to sync.
  - a. You will likely need to search for the site. In the search window type **KIS TEAM**. If necessary, click "sites" in the header below the search window.
4. When you find the site, click the **following star** so you don't have to search again. Sometimes it takes a few seconds to show up. It will turn from hollow to filled in.



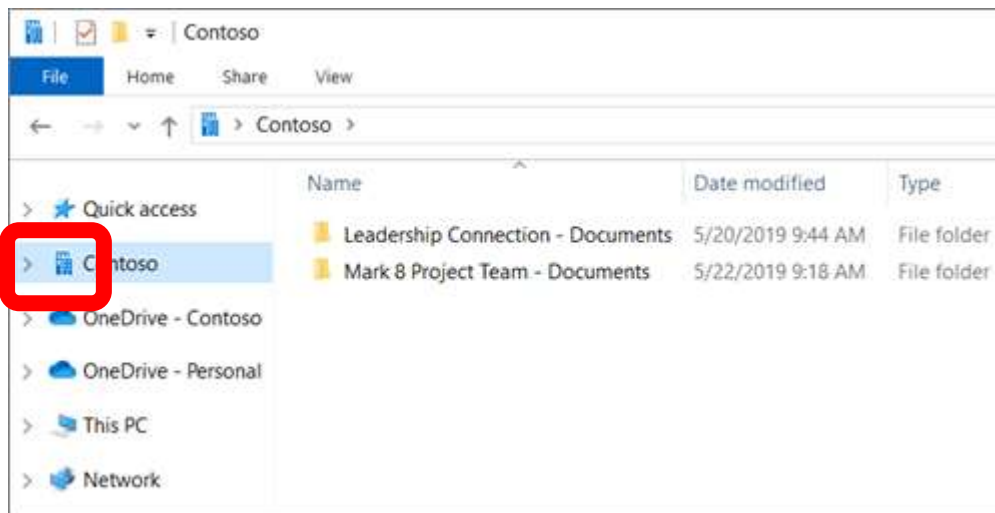
5. Select **Documents** or navigate to the subfolder you want to sync. You may need to click on the three lines in the top right to see the menu



6. Once the documents page opens up, select **Sync** from the header. (You only need to do this once on a computer to set up syncing on that computer. After you set up syncing, the files sync automatically.)



7. If your browser requests permission to use "Microsoft OneDrive," confirm that this is okay.
8. The document archive will appear in the left bar of your file explorer. Look for the office building icon.



## Useful Facts about Sharepoint and OneDrive

### Understanding the Difference





Both Sharepoint and OneDrive use the same software to sync, and both use the same storage infrastructure. The difference is that





- **OneDrive** is for sharing between computers owned by one person, like your desktop and your laptop
- 
- **Sharepoint** is for sharing among multiple people.

As a result, using OneDrive to share among multiple people creates a tangled web of connections that can never be understood, replicated, or fixed. This is why we don't use the "link to OneDrive" button.

### Sync Icons and Saving Drive Space

Both OneDrive and Sharepoint use icons to show you what the status of sync is. Here's an example:

Name	Status
testfolder	
testfolder1	
test.docx	
test1.docx	

 Syncing (moving data)  
 Always on your computer and cloud  
 Cloud-only (pointer on computer)  
 Temporarily on both cloud and computer

Your data is always saved to the cloud.

- **Syncing** means that data is being moved between the cloud and your machine or vice versa
- **Always on your computer** means that you have selected "always keep on this device" (see below).
  - You can work on the document without being connected to the internet; it will resync when you connect again
    - If other people have worked on the document in your absence you may see a sync error, indicated by a **red x** over the blue cloud icon in the system tray by the clock. Click the icons with the red x to find the issue and if necessary open both documents to manually merge.
    - **Note:** If other people are working on the file, the system will continually sync it, creating a lot of network and hard drive traffic for you. For this reason it's best to only use this setting when you really need it and "free up space" when you're done working on a file or folder.

- **Cloud-only** means the document is only saved in the cloud, with a pointer to it on your computer. When you double-click, the file will download to your local machine; when you close the file it will sync and then remove itself from your machine.
  - This is the most space-efficient and corruption-proof way to store data.
  - It can take a little time to download. If you're regularly opening and closing a very large file, you may consider setting it to "Always..." (see below) while you're working on it, then using "Free up space" when you're done to prevent unintended background activity from slowing your computer down.
- **Temporarily on your computer** is the state where a cloud-stored file has been downloaded so you can work on it. When you close the file the system will sync changes and delete the file from your drive.

### Setting where data is stored

To set where data is stored, right-click on a file or folder and choose from the following options

- **Always keep on this device** (red box) sets the file to exist both on your local machine and the cloud. This allows you to work offline and speeds up file opening and closing with very large files.
- **Free up space** (arrow) tells the system to store the file in the cloud and get it when it needs it; it's the opposite of "Always keep on this device." Think of this setting as putting work back on the shelf.
  - **Note:** If you notice you have low drive space or that your computer is slowing down unexpectedly, check your Sharepoint archive for locally-saved files. As a quick fix, right-click the top of the folder tree and select "Free up space." Sometimes Microsoft isn't as good at cleaning up after itself as it could be.

