

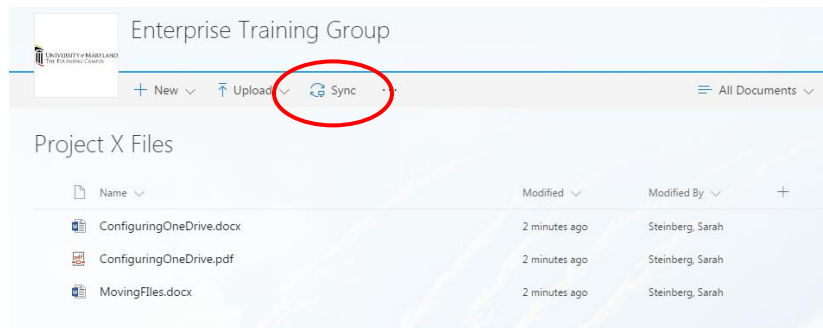
Syncing a Document Library

Similar to OneDrive, if you sync a document library in SharePoint, it will appear in your Windows Explorer. This allows you to access your SharePoint files without actually going into the SharePoint application.

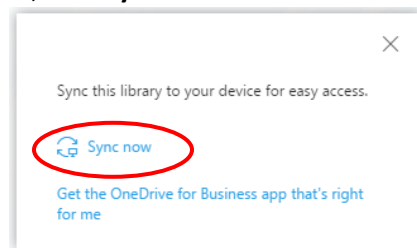
Note: This has to be done for each document library that you wish to have appear in the Windows Explorer.

From the Document Library:

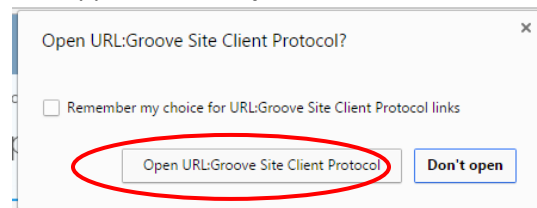
1. Click **Sync** in the toolbar.



2. In the sync window that appears, click **Sync now**.

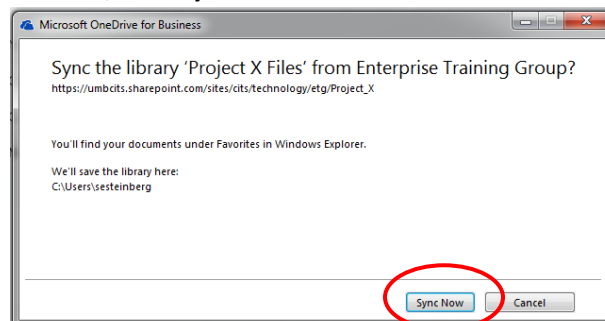


3. In the Open URL window that appears, click **Open URL**.

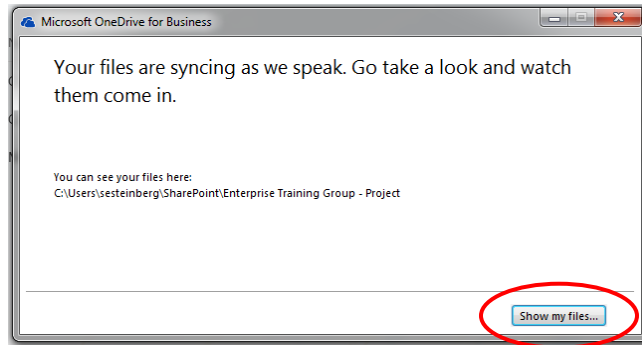


- If a *Launch Application* window appears instead, make sure "Microsoft OneDrive for Business" is selected and click **Open Link**.

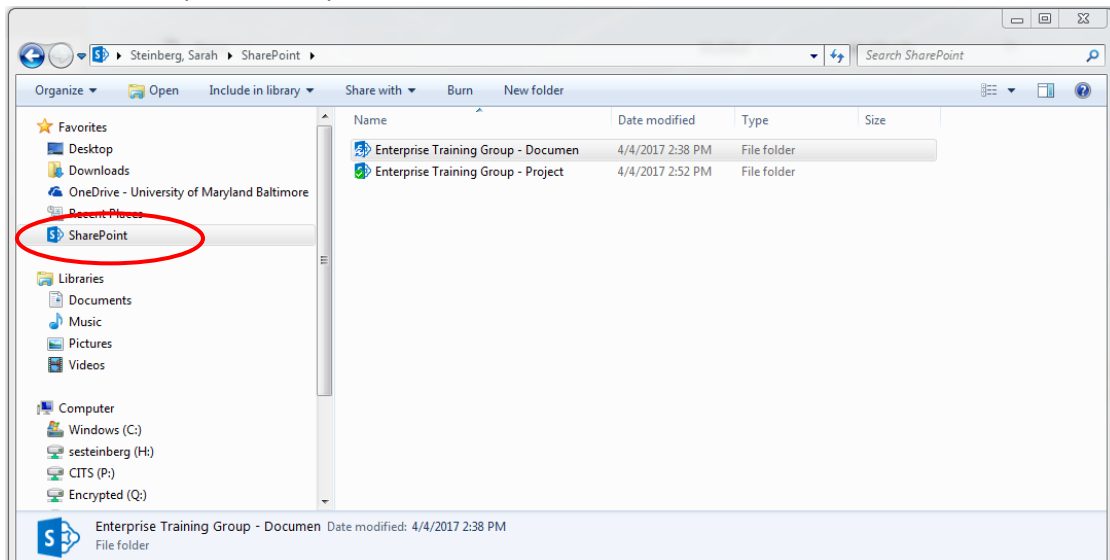
4. In the **Sync the library** window, click **Sync Now**.



5. Click **Show my files**.



6. The Windows Explorer will open.



- a. To the left, **SharePoint** now appears.
- b. To the right, any document libraries that have been synced will appear. Double click on the library name and the folders and files will be accessible.

Document Library Names

In the *Name* column, there is a limit of 35 characters. In the above example, “Enterprise Training Group” takes up a large part of the limit. You can rename the document libraries as they appear in the Windows Explorer by right-clicking on the library and selecting **Rename**.

Doing this will not affect the functionality of the library within SharePoint or the ability of the library to sync.