

# SPO Members – Sync Files to Computer User Guide

Last revised: February 2021  
Last reviewed: February 2021  
**Next review: February 2022**

Ministry of SaskBuilds and Procurement

*This document provides instructions and support for syncing a SharePoint document library to your computer. This allows you to work on files from Windows Explorer instead of a web browser.*



## Navigate to the library

Navigate in a web browser to the library you want to sync to your Windows Explorer and select the “Sync” button on the site.

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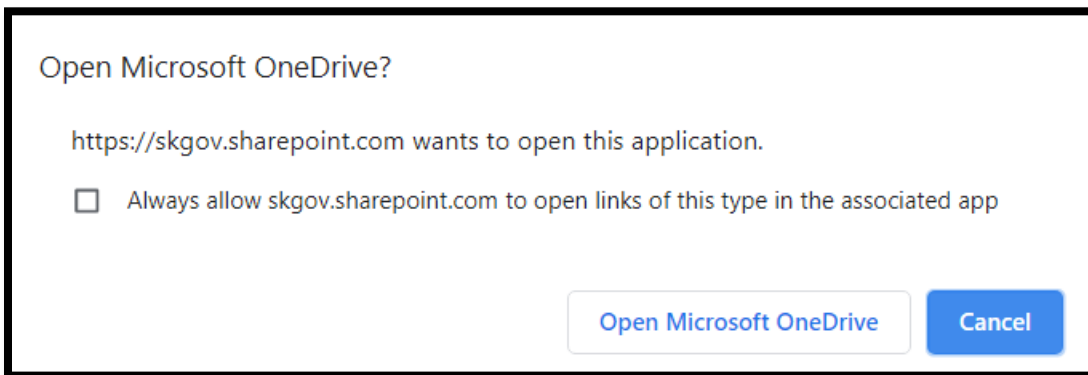
After selecting “Sync”, you will be prompted with the following window. This is because this sync feature leverages the OneDrive application to deliver the syncing.

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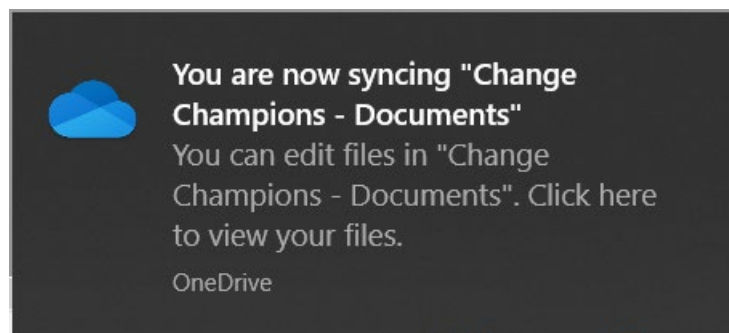
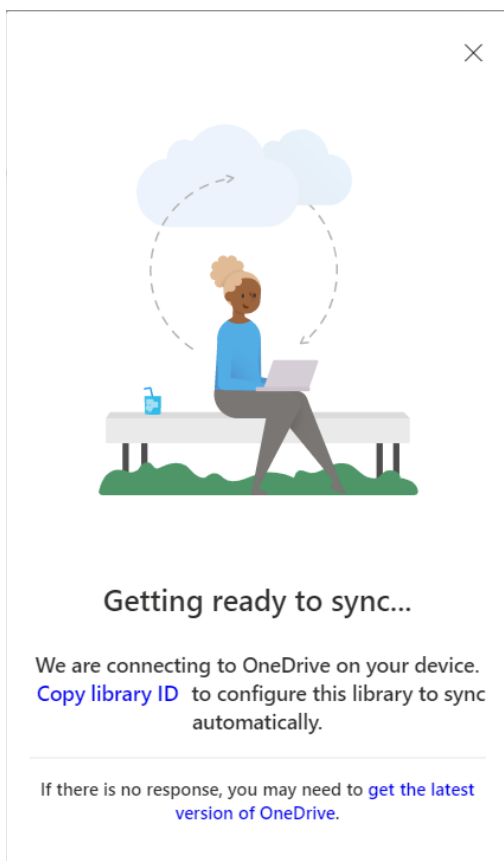
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After you select “Open Microsoft OneDrive” you will be presented with the following two windows while it initiates the syncing of the library:









After the sync has completed (noting that the larger libraries will require more time to sync), you will see the following in your Windows Explorer. Each of the folders listed identifies a SPO site being synced. The small “building” icon shows that this is part of SharePoint and not your personal OneDrive.

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