


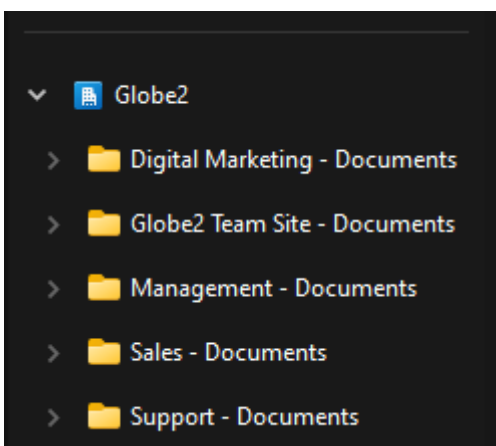
Syncing a SharePoint Site To Your Computer

What you will need:

- A link to the relevant SharePoint site(s) by a Globe2 support member.
- You **may** require your username and password to access or set-up OneDrive/SharePoint.

The steps:

1. You will be provided a link by Globe2 which will take you to that SharePoint's documents. Please click on this and if prompted sign in.
2. When you reach the 'Shared Documents' page, please click the sync button  Sync to sync the SharePoint drive/documents to your computer.
3. You may be prompted to open/install OneDrive, please click yes and follow any steps provided.
4. Once complete, your SharePoint documents will be added within your file explorer and will look similar to the below:



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