How do I add sharepoint to my 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 site. Please click on this and if promtped sign in.
2. From the left-hand menu select 'Shared Documents'. Once there, please click the sync button image.png 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:

image.png

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