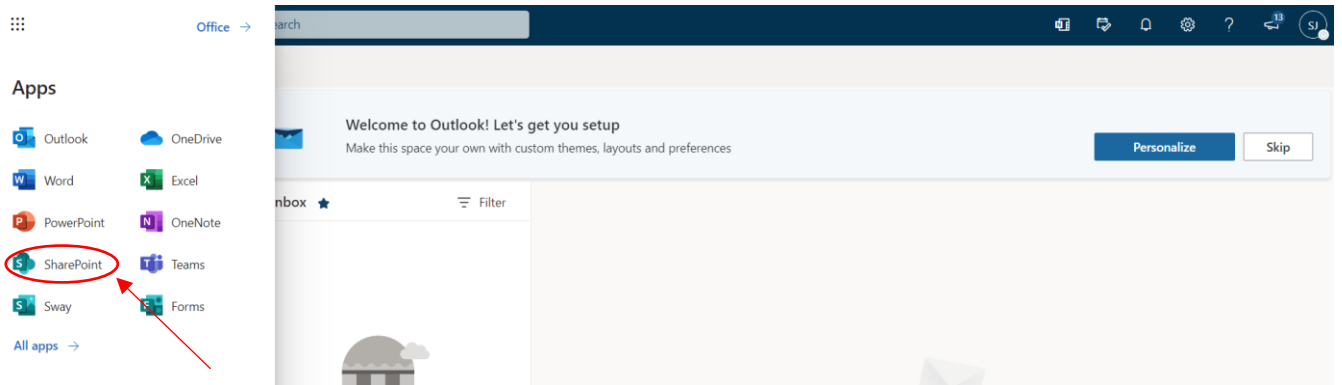
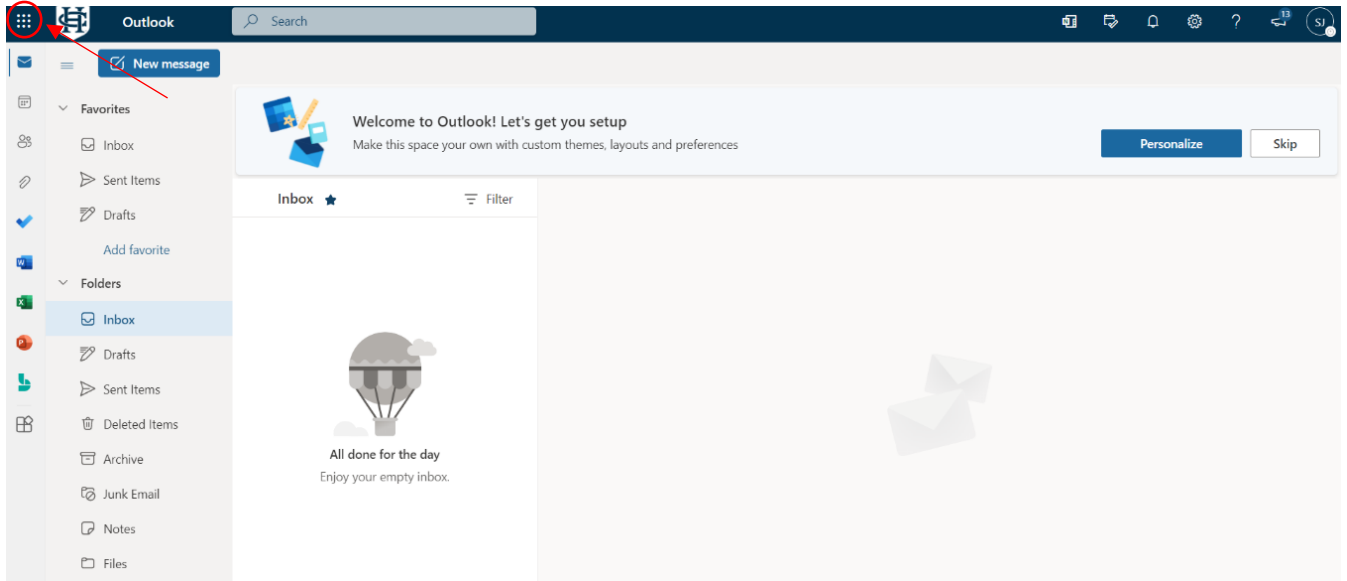


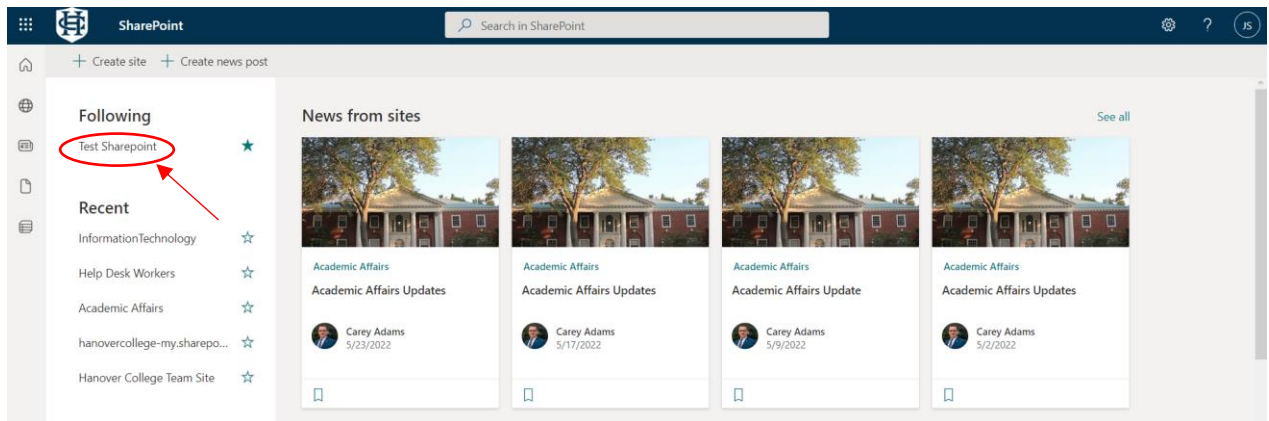
How to Sync a SharePoint Site

SharePoint offers the capability to “sync” sites directly to your computer. This means that your computer will store the files from the site within your file explorer and will update them in real time. This is beneficial if you do not want to navigate to the site using the web every time you need to access a document within the group.

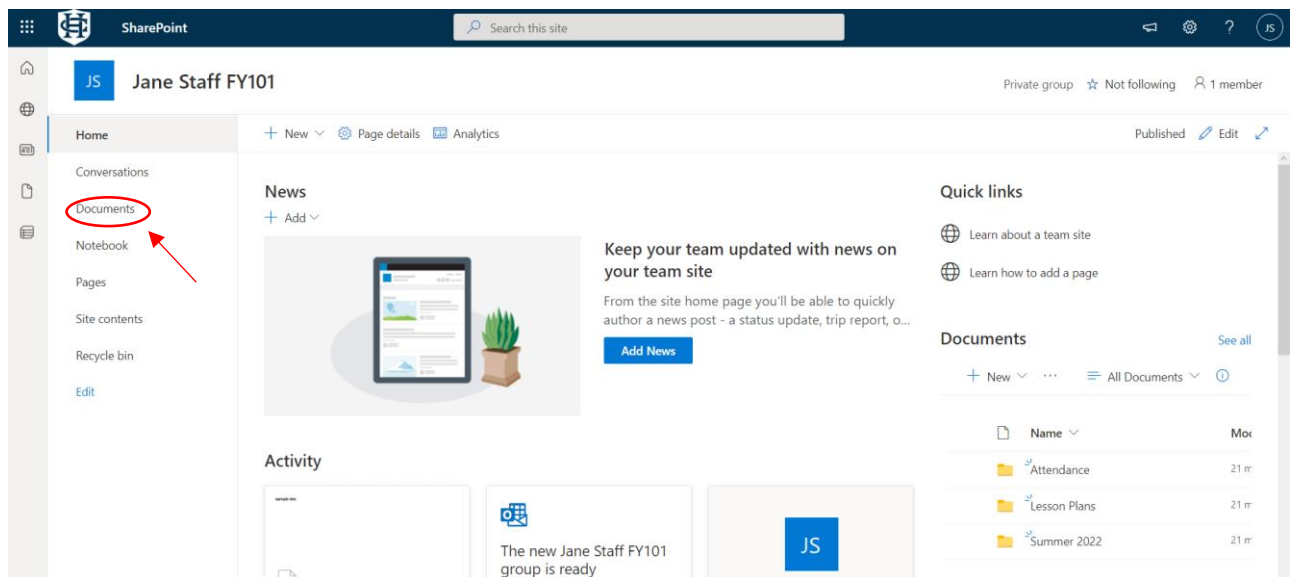
1. Navigate to mail.hanover.edu and sign in with your Hanover credentials.
2. Click the 9 dots in the upper left corner of the page, open “SharePoint” by clicking on it.



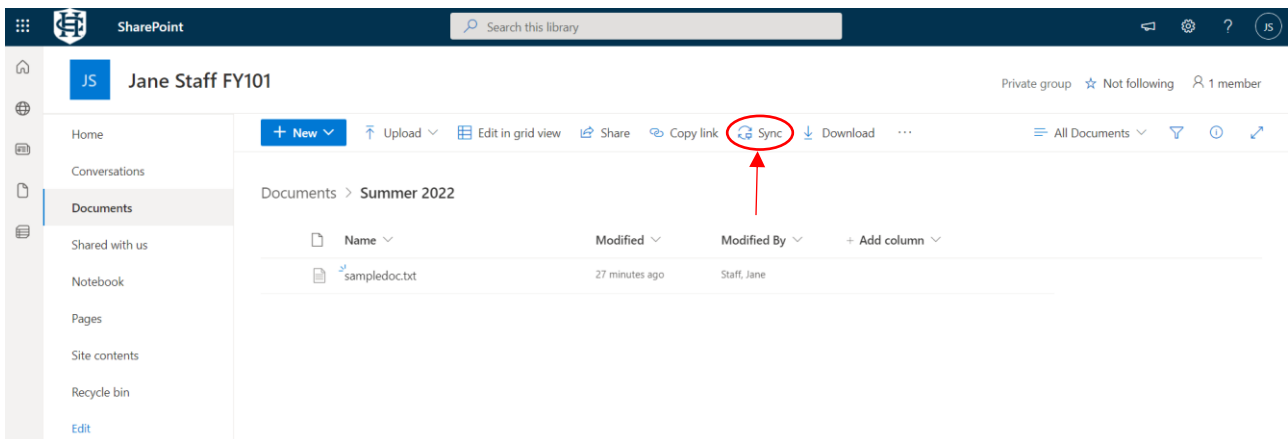
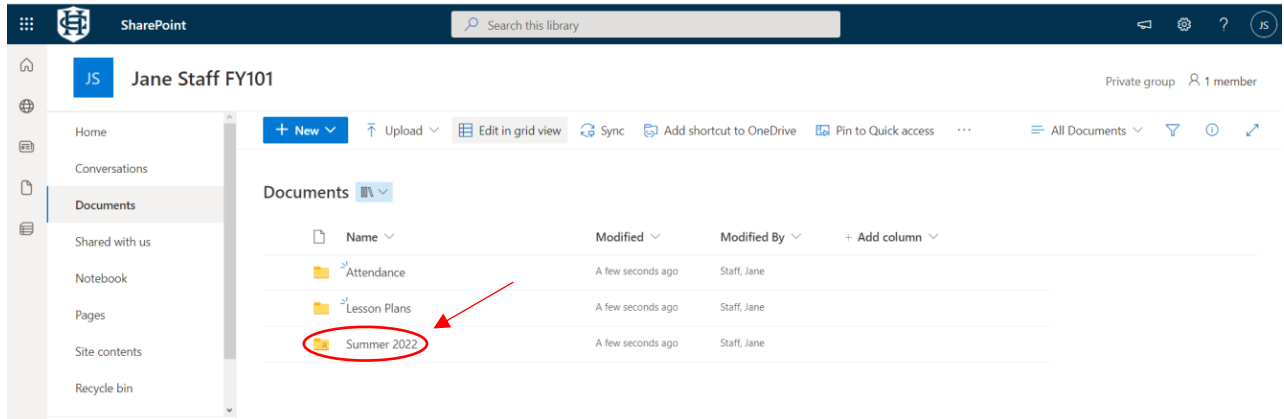
3. Open the SharePoint site you would like to sync to your computer by clicking on it.



4. Open the “Documents” section of the site by clicking on the tab labeled Documents.



5. You can choose to sync specific folders within the Documents section, or you can sync the entirety of the Documents section including all folders.
 - a. To sync specific folders, open the folder you would like to sync by clicking on it and click the “Sync” button in the toolbar at the top of the page.

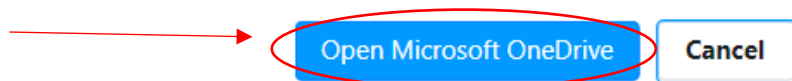


- i. When you click the sync button, SharePoint will ask for permission to open OneDrive. Click the “Open Microsoft OneDrive” button.

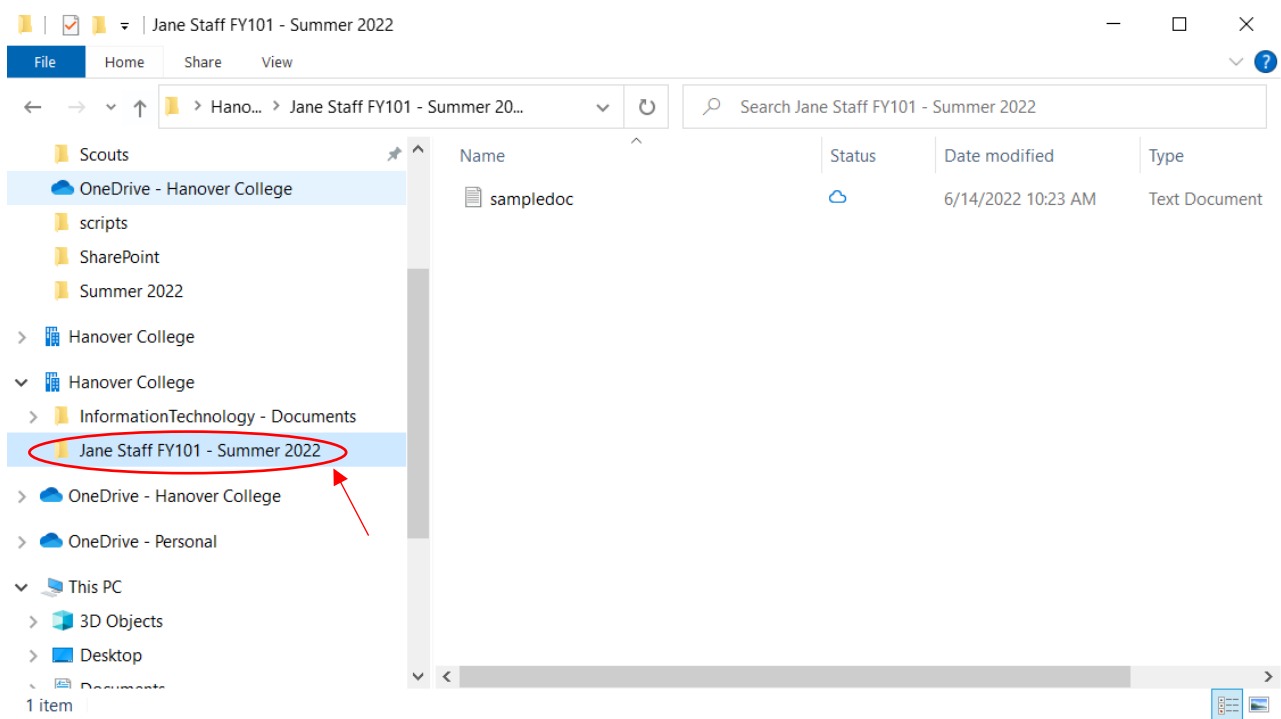
Open Microsoft OneDrive?

<https://hanovercollege.sharepoint.com> wants to open this application.

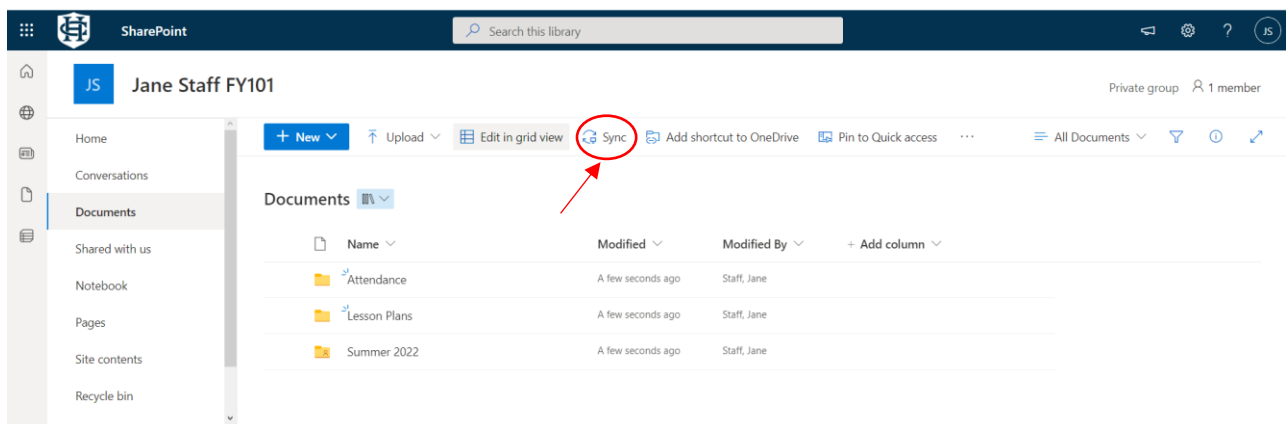
☐ Always allow hanovercollege.sharepoint.com to open links of this type in the associated app



At this point, you have synced the folder from SharePoint to your computer. If you open your file explorer, you should now see the folder.



b. To sync the entirety of the Documents section, click the “Sync” button at the top of the toolbar while on the Documents page.



- i. When you click the sync button, SharePoint will ask for permission to open OneDrive. Click the “Open Microsoft OneDrive” button.

Open Microsoft OneDrive?

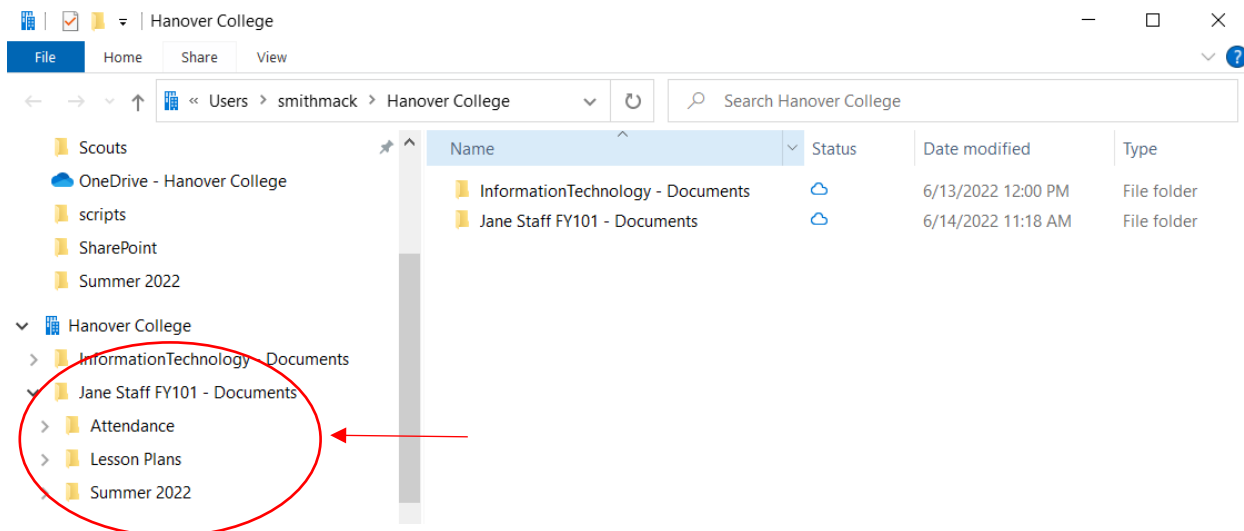
<https://hanovercollege.sharepoint.com> wants to open this application.

☐ Always allow hanovercollege.sharepoint.com to open links of this type in the associated app

Open Microsoft OneDrive

Cancel

At this point, you have synced all Documents from the SharePoint site to your computer. If you open your file explorer, you should now see a folder for the SharePoint Documents, and all the folders within the SharePoint Documents section.



You will notice symbols next to your folders and documents within the “Hanover College” section of your file explorer. These symbols indicate how the document or folder is being stored.



Online-only

These files don't take up space on this device, and they download as you use them.



On this device

When you open a file, it downloads to your device so you can edit it while you're offline.



Always available

Right-click a file to make it available offline.