

HAA - How to sync a SharePoint folder with your computer

- Step 1. Check if OneDrive is installed and running.

- On PC: In the taskbar in the bottom-right corner, look for the cloud icon (click the upwards facing arrow to display all icons)



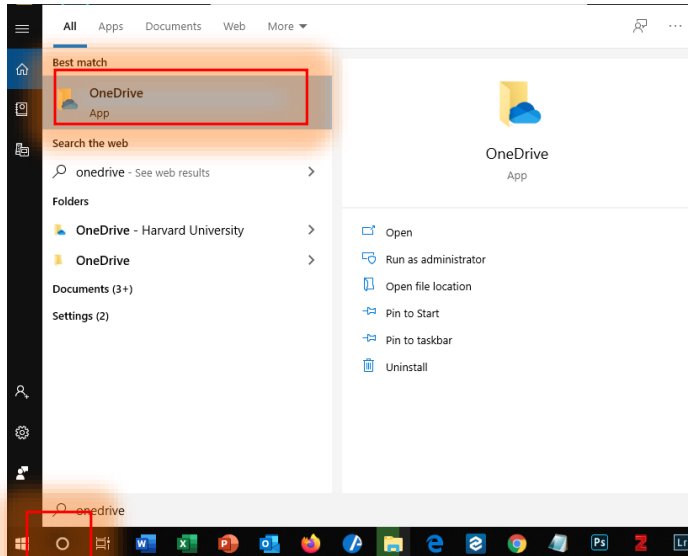
- On Mac: In the notifications bar in the top-right corner, look for the cloud icon



- If OneDrive is already installed and running, skip to Step 4.

- Step 2. Open OneDrive

- If you are using Microsoft Office, you should already have OneDrive installed.
- On PC: click the Cortana-search bar and type in OneDrive. Click the OneDrive App icon



- On Mac: click the Launchpad icon then "OneDrive". Alternatively, press Cmd+Space and search for "OneDrive"

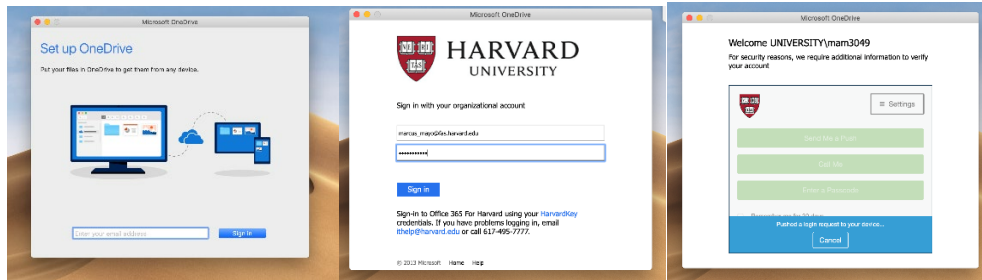


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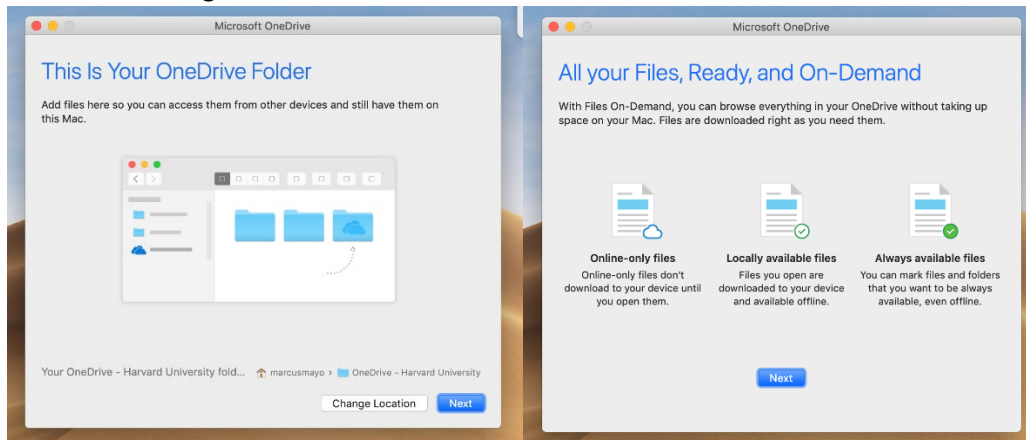


- Step 3: Follow the prompts on screen to set up OneDrive.

- Enter your Harvard email address, and you will be redirected to sign in with your Harvard Key.



- Hit "Next" through the next 2 screens

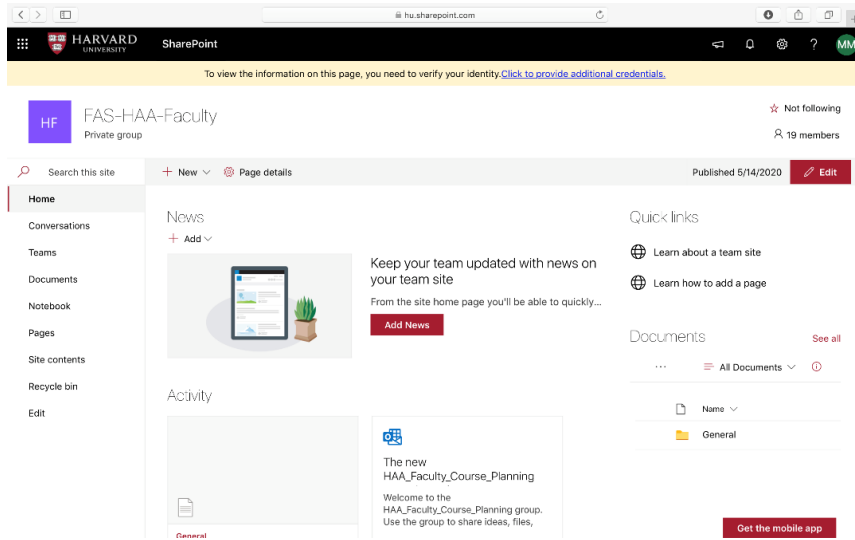


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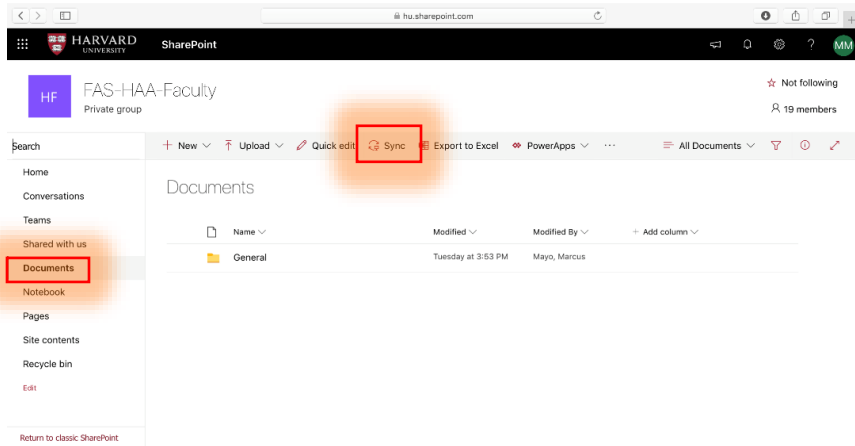
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- Step 4. Sync SharePoint folder with your computer.

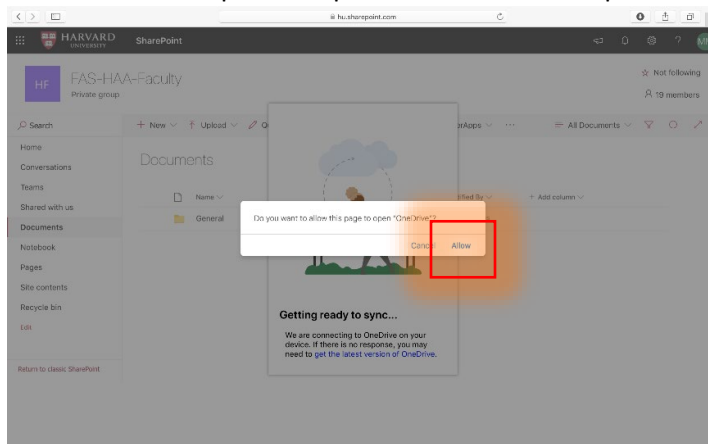
- In your browser, go to the [HAA Faculty SharePoint](https://hu.sharepoint.com/sites/HAA_Faculty_Course_Planning) (sign in with your Harvard Key)
 - (https://hu.sharepoint.com/sites/HAA_Faculty_Course_Planning)



- In the left-hand margin, click “Documents”, then click “Sync”



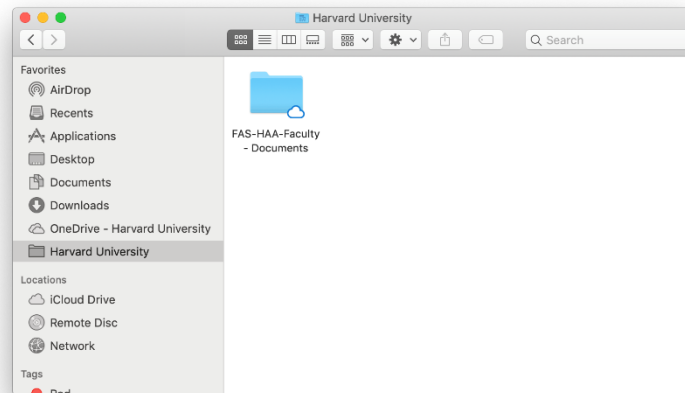
- Your browser will then request to open OneDrive. Click “Open” or “Allow”



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- Step 5. This SharePoint folder is now accessible in your File Explorer.

o Mac:



o Windows:

