How to install Microsoft Team site app and setup local OneDrive account "OneDrive Share"

How to install Microsoft Team site app and setup local OneDrive account to "OneDrive Share"

Step #	Task	Screenshot
1	Install	Dup Teams installer from
	Microsoft's	\\sus-srv-01\Masters\Microsoft\Team installer\Teams_windo
2	Logon to	Enter your email address or office 365 account username (U

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		Enter password			
		Back	Sign in		
		Forgot my password			
3	View files in Team Site	In main screen click on files			

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		<	>		General	(Onedrive Share) Microsoft Team	15
		<u>_</u>	Search	Q B	os	Onedrive Share >	General …
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		~	os Onedrive Share				
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		Ē				Here are	some things to ge
		Montings Film					
						Add more people	Create more ch
					0	Administrative best added Ferrers to the	December 11, 2017
						Administrator has acceld Forms to th	Yesterday
					, S	Administrator has added Jodi Vader	and 19 others to the team.
		Feedback				Start a new conversation, use	© to mention someone
		\bigcirc	టే" Add team			A 6 0 0 0 0 0	
		From	n her you can	view file	s in tł	ne team site.	
4	Add team to						
	your local						
	OneDrive	Click	x on "Open In	Sharepo	int"		
		Tii G	eneral				
		1 Ne	ew 🔂 Upload 🔗	Get link	• Open in	SharePoint + Add clou	id storage
		~	Type Name *	_		Modifie	ed N

This will open your default browser and you will need to logo above.

Once logged in, Click on the Sync icon.



Click allow on a security pop-up

Setup OneDrive window will open and should auto populate







 Microsoft OneDrive
Choose folders
Choose what you want to be available in your "OneDriv folder. These files will be available on-demand. Unsele hidden from File Explorer.
Make all files available
Or make these folders visible:
 Files not in a folder (0.0 KB) Attachments (0.0 KB) Documents (357.9 KB) Notebooks (0.2 KB)
Location on your PC: C:\Users\John\OneDrive Selected: 358.1 KB
Click through all the rest of windows on how to use OneDriv
folder"

	Should see files starting to sync
	Note: You will need to do this for all "Team" sites you ha

Online URL: <u>https://kb.naturalnetworks.com/article.php?id=362</u>