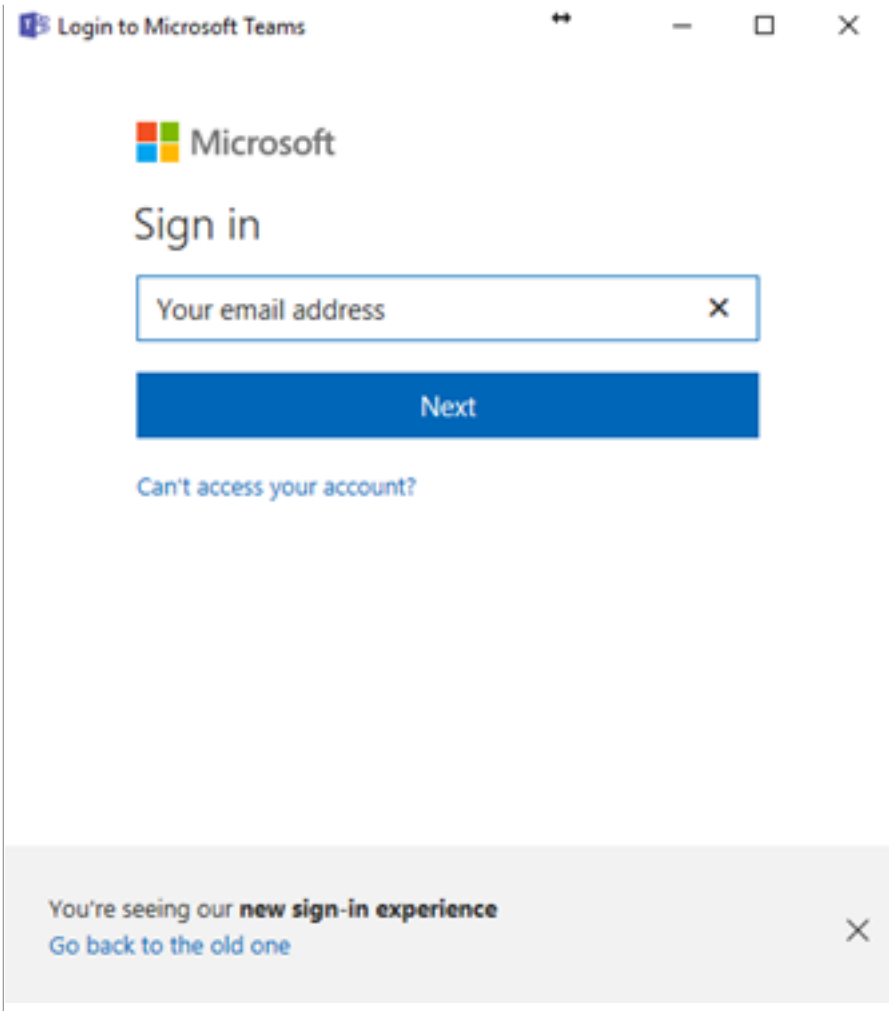
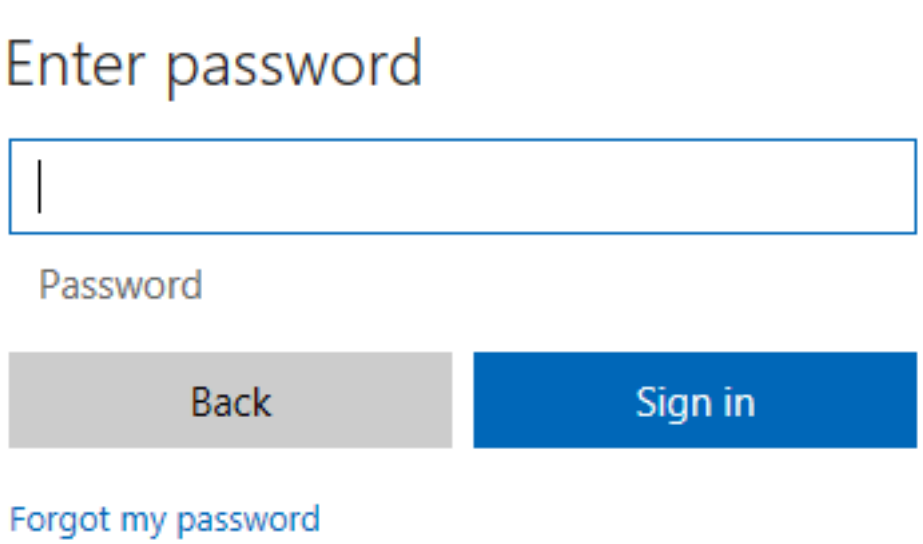
How to install Microsoft Team site app and setup local OneDrive account “OneDrive Share”

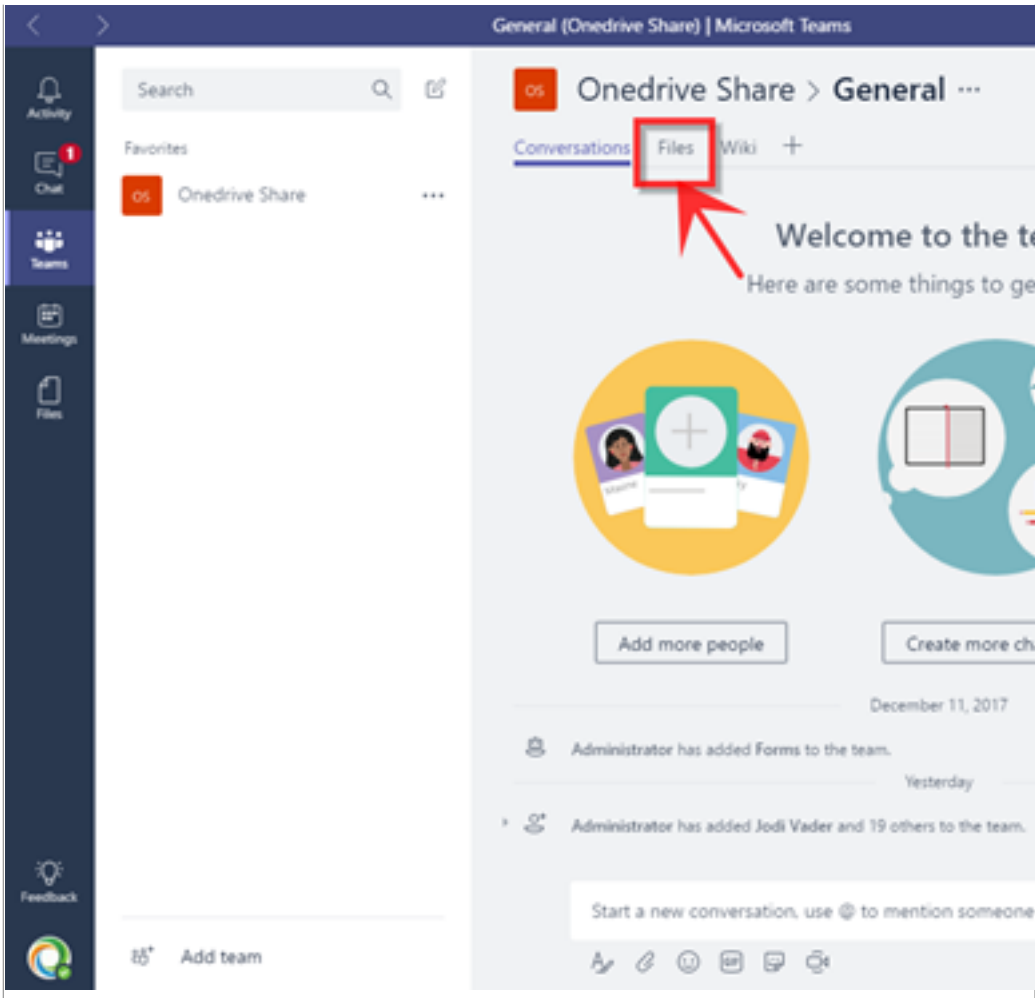
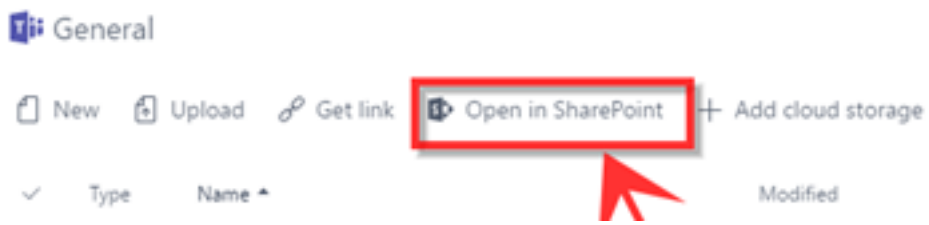
How to install Microsoft Team site app and setup local OneDrive account to “OneDrive Share”

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



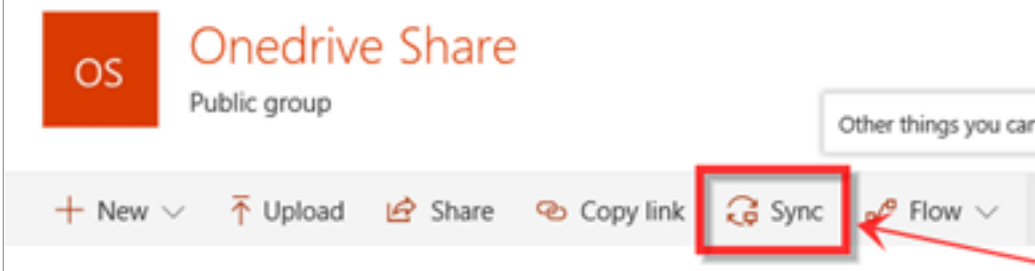
Enter your password and click sign in

		
3	View files in Team Site	In main screen click on files

		 From her you can view files in the team site.
4	Add team to your local OneDrive	Click on “Open In Sharepoint” 

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

Once logged in, Click on the Sync icon.

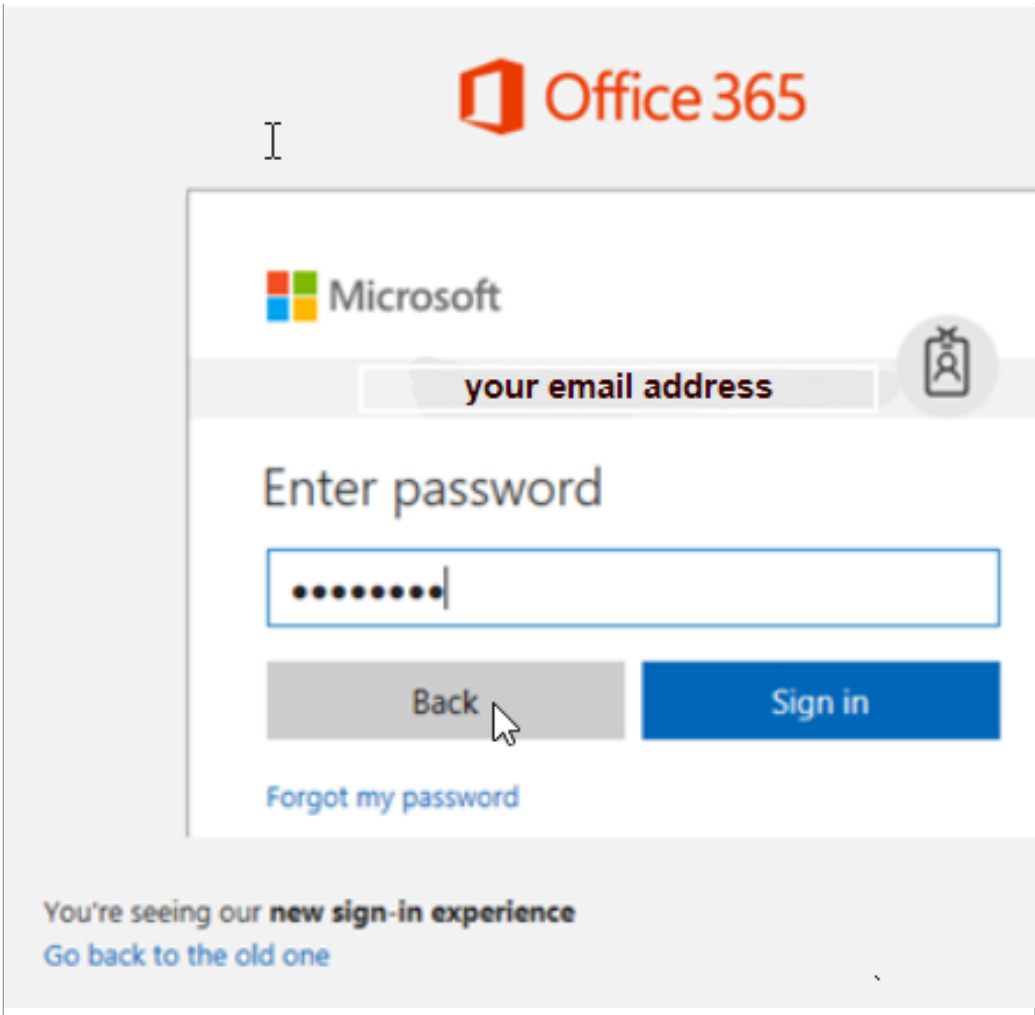


Click allow on a security pop-up

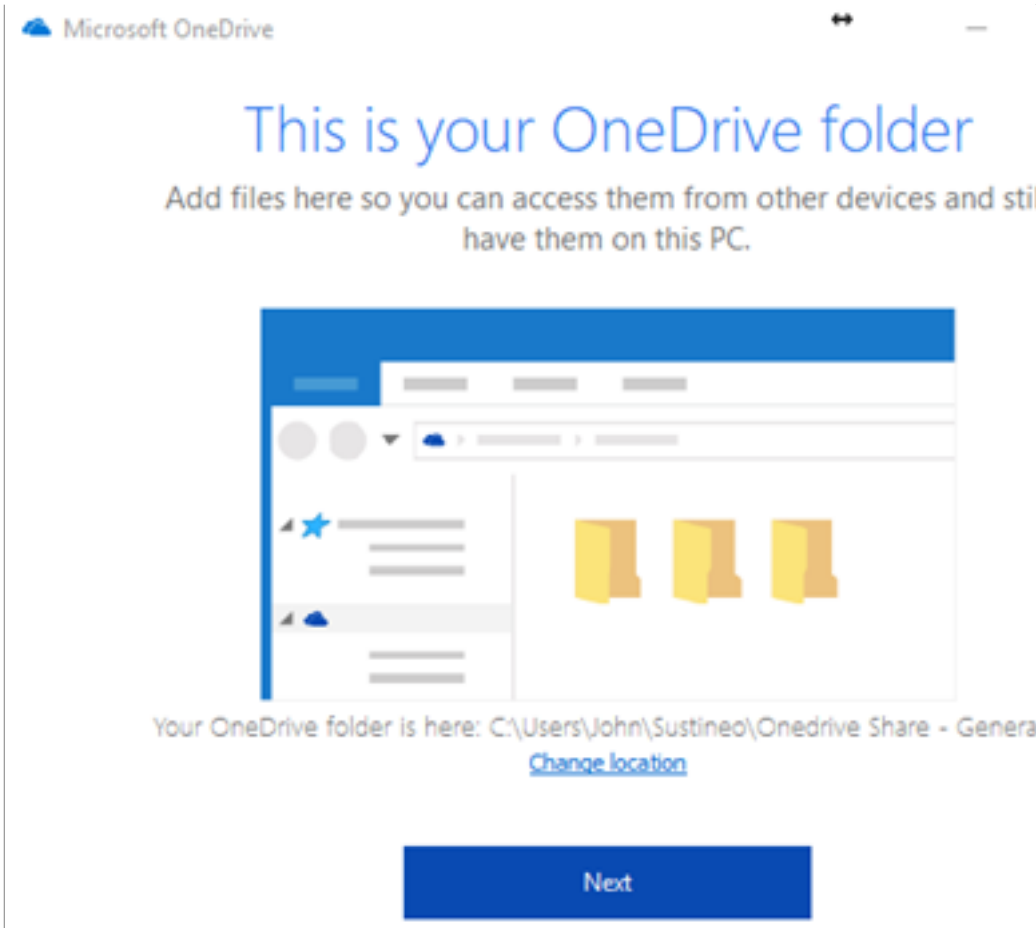
Setup OneDrive window will open and should auto populate



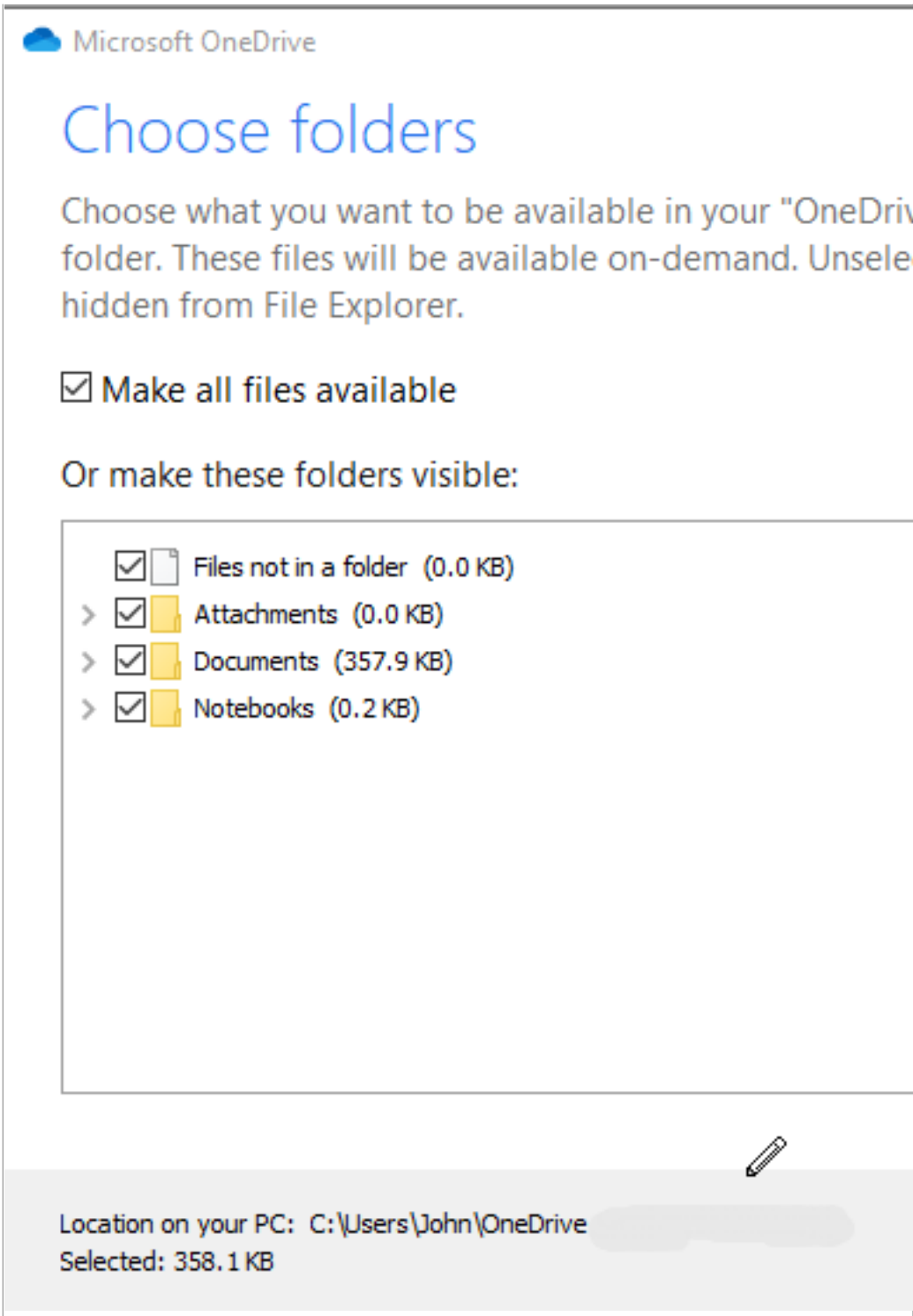
Enter your password



Use the default location and select next



Select the folders you need to sync being aware of the size of free space on your drive.



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: https://kb.naturalnetworks.com/article.php?id=362