

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

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



Sign in

Your email address



Next

[Can't access your account?](#)

You're seeing our **new sign-in experience**
[Go back to the old one](#)



Enter your password and click sign in

Enter password

Password

Back

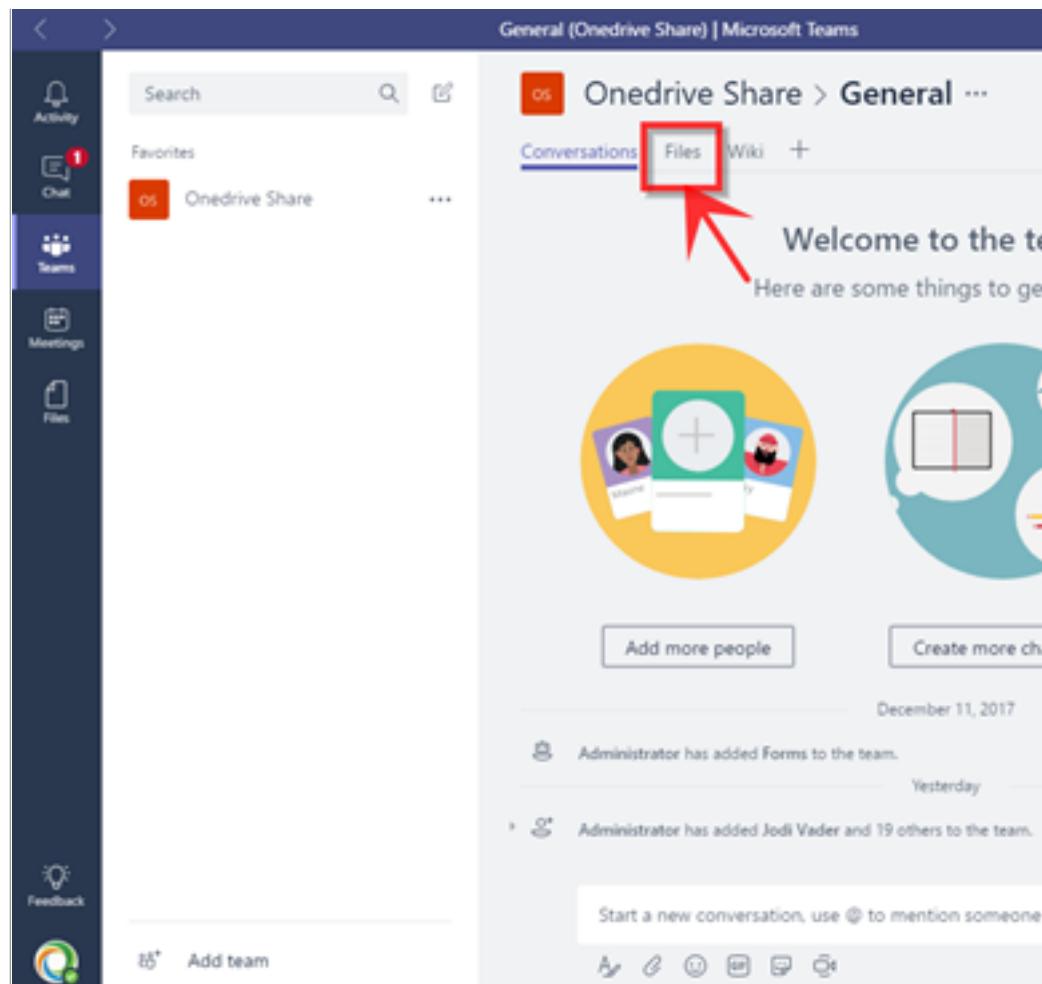
Sign in

[Forgot my password](#)

3

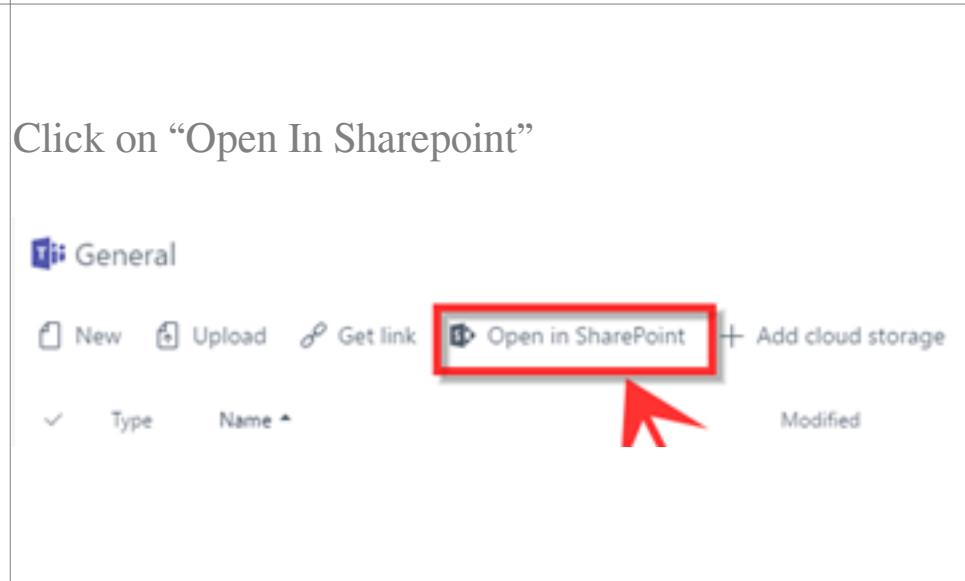
View files in
Team Site

In main screen click on files



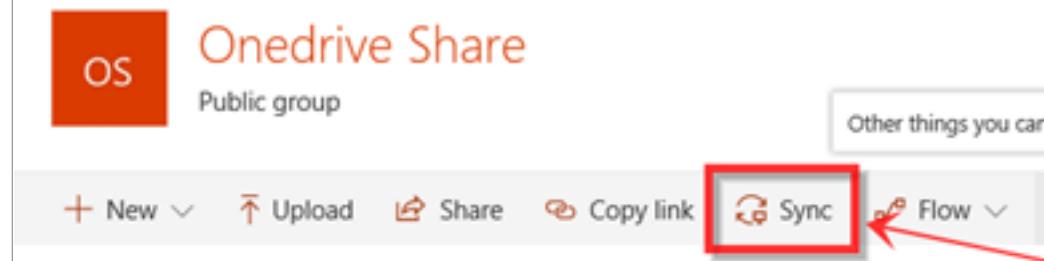
The screenshot shows the Microsoft Teams interface for the 'General (Onedrive Share) | Microsoft Teams' channel. The left sidebar has a dark blue background with icons for Activity, Chat (with a red notification dot), Teams (selected), Meetings, Files (with a red notification dot), Feedback, and Add team. The main area shows the 'General' tab under 'Onedrive Share'. The top navigation bar includes 'Search', 'Conversations', 'Files' (which is highlighted with a red box and a red arrow pointing to it), 'Wiki', and a plus sign. Below the navigation is a welcome message: 'Welcome to the team' and 'Here are some things to get started'. There are two circular icons: one yellow with user avatars and one teal with a document icon. Buttons for 'Add more people' and 'Create more channels' are at the bottom. A timeline shows two recent events: 'Administrator has added Forms to the team.' (Yesterday) and 'Administrator has added Jodi Vader and 19 others to the team.' (Yesterday). A message bar at the bottom says 'Start a new conversation, use @ to mention someone' with a list of message icons.

From here you can view files in the team site.

4	Add team to your local OneDrive	<p>Click on “Open In Sharepoint”</p>  <p>The screenshot shows a SharePoint ribbon with the 'General' tab selected. The ribbon includes 'New', 'Upload', 'Get link', 'Open in SharePoint' (which is highlighted with a red box and a red arrow pointing to it), and 'Add cloud storage'. Below the ribbon, there are columns for 'Type', 'Name' (with a dropdown arrow), 'Modified', and 'Name' (with a dropdown arrow).</p>
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This will open your default browser and you will need to log in above.

Once logged in, Click on the Sync icon.

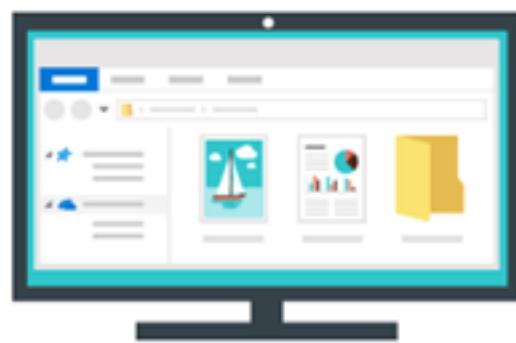


Click allow on a security pop-up

Setup OneDrive window will open and should auto populate

Set up OneDrive

Put your files in OneDrive to get them from any device.

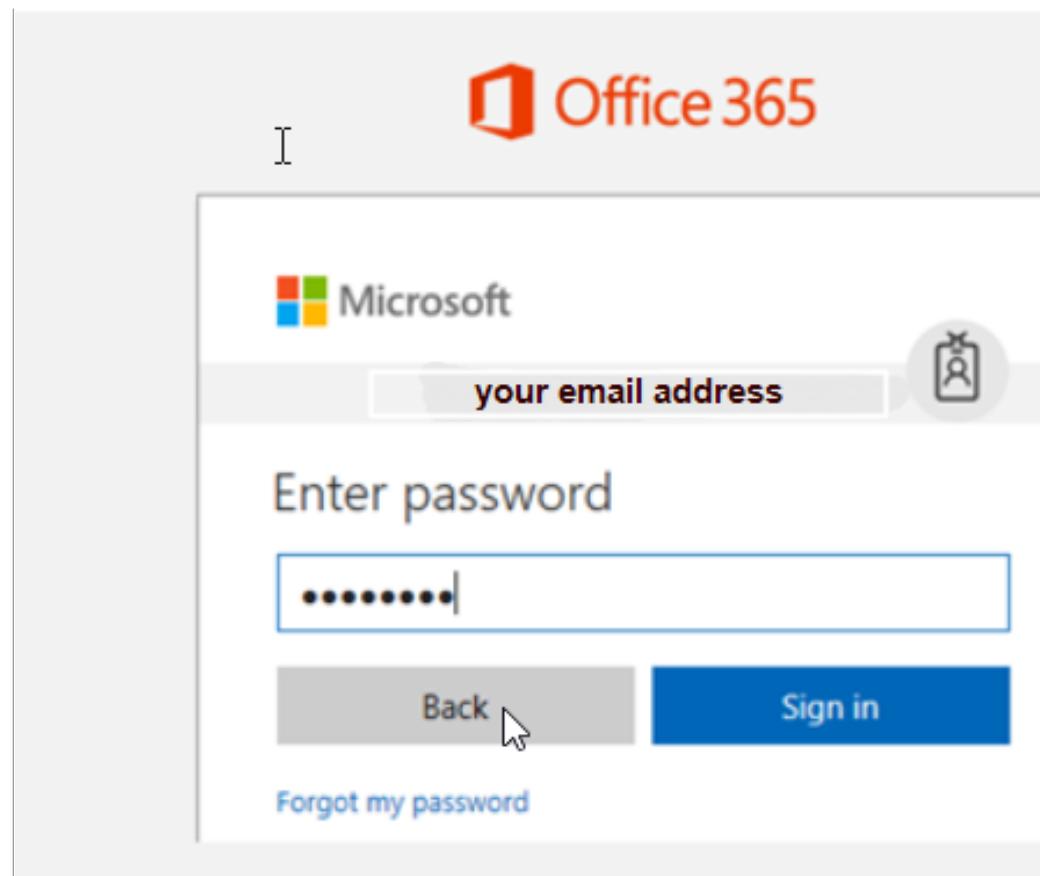


this will autofill your account

Sign in

Clicking "Sign in" means you agree to the Microsoft [Services Agreement](#) and [privacy statement](#). OneDrive may download and install its updates automatically.

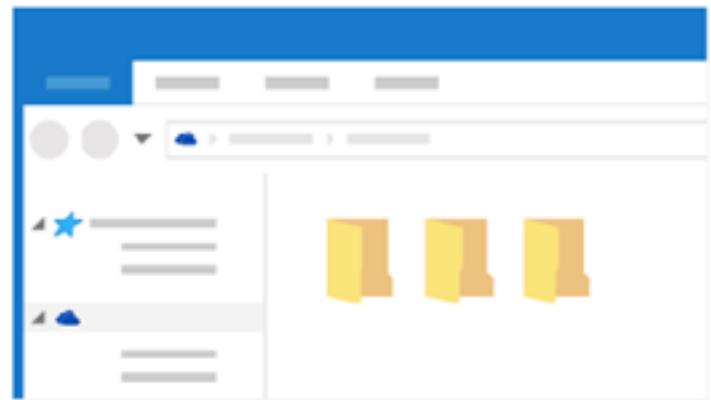
Enter your password



Use the default location and select next

This is your OneDrive folder

Add files here so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here: C:\Users\John\Sustineo\Onedrive Share - General
[Change location](#)

Next

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



Choose folders

Choose what you want to be available in your "OneDrive" folder. These files will be available on-demand. Unselected items will be 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 OneDrive folder”

Should see files starting to sync

Note: You will need to do this for all “Team” sites you have.

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