

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_window
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

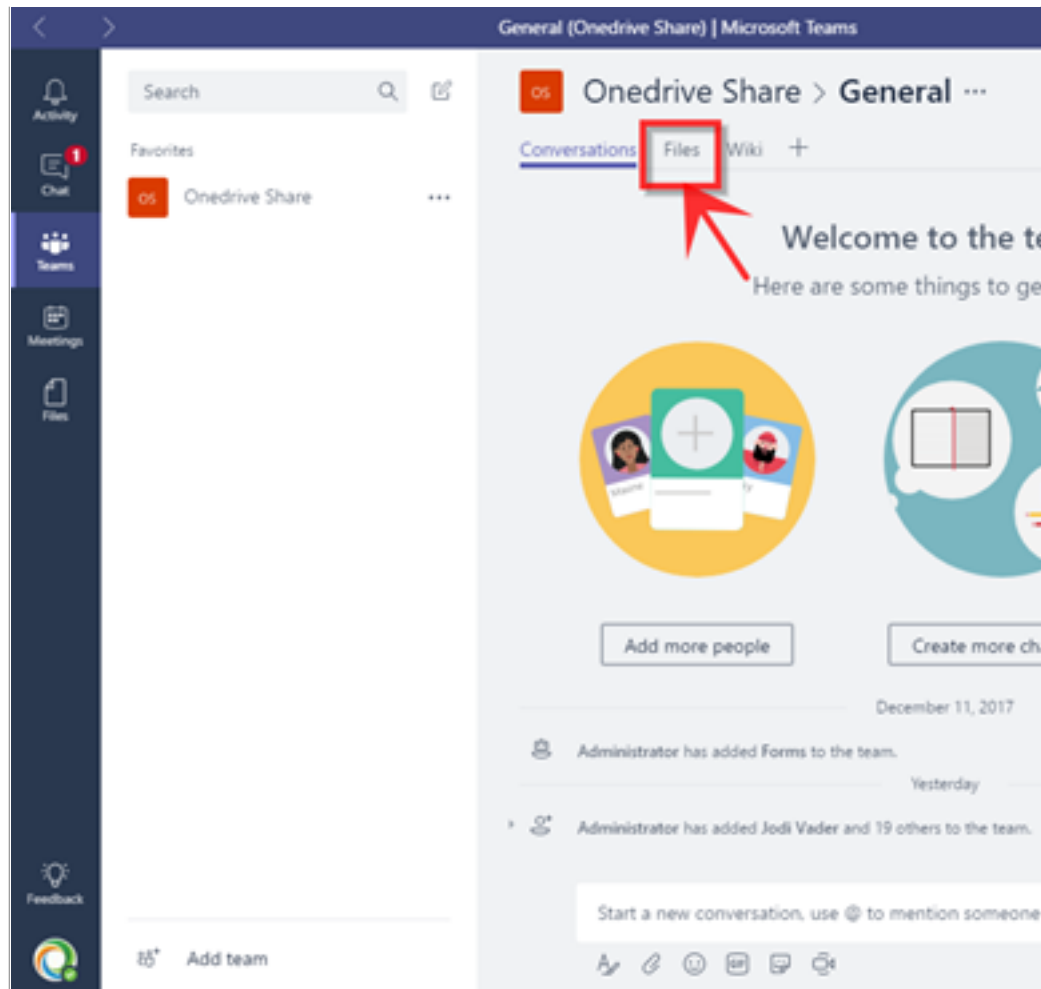
Sign in

[Forgot my password](#)

3

View files in
Team Site

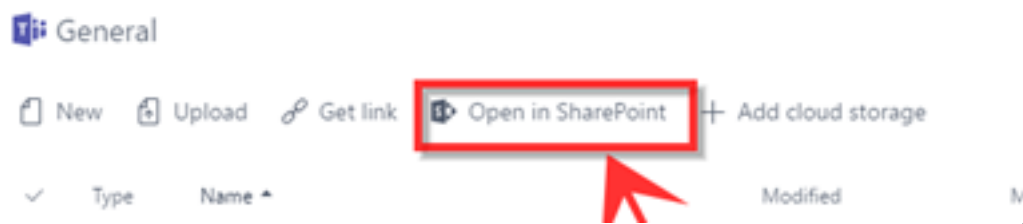
In main screen click on files



From here you can view files in the team site.

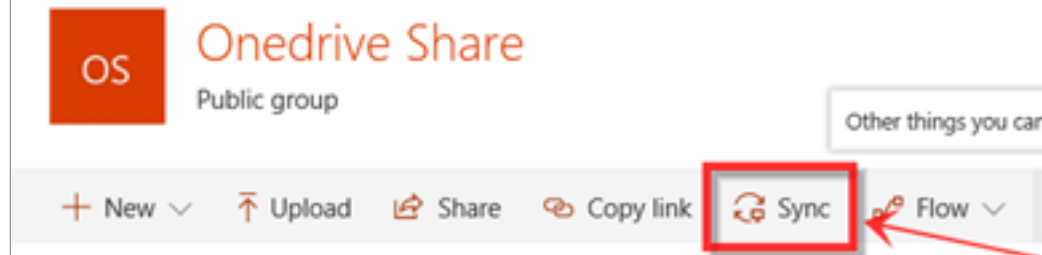
4 Add team to your local OneDrive

Click on “Open In Sharepoint”



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

Once logged in, Click on the Sync icon.

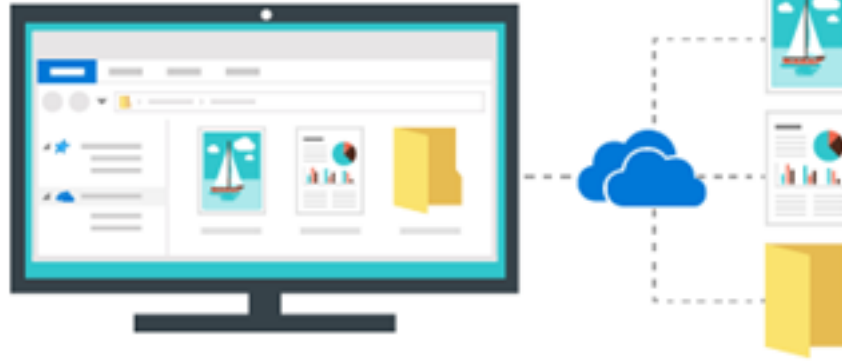


Click allow on a security pop-up

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 will automatically download and install its updates.

Enter your password

I



your email address



Enter password

Back

Sign in

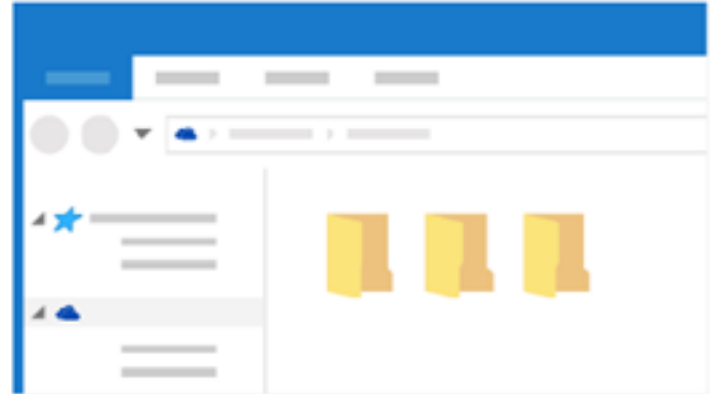
[Forgot my password](#)

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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 folders and the 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 files 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 "OneDrive" folder"

	Should see files starting to sync
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	Note: You will need to do this for all “Team” sites you ha
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Online URL: <https://kb.naturalnetworks.com/article.php?id=362>