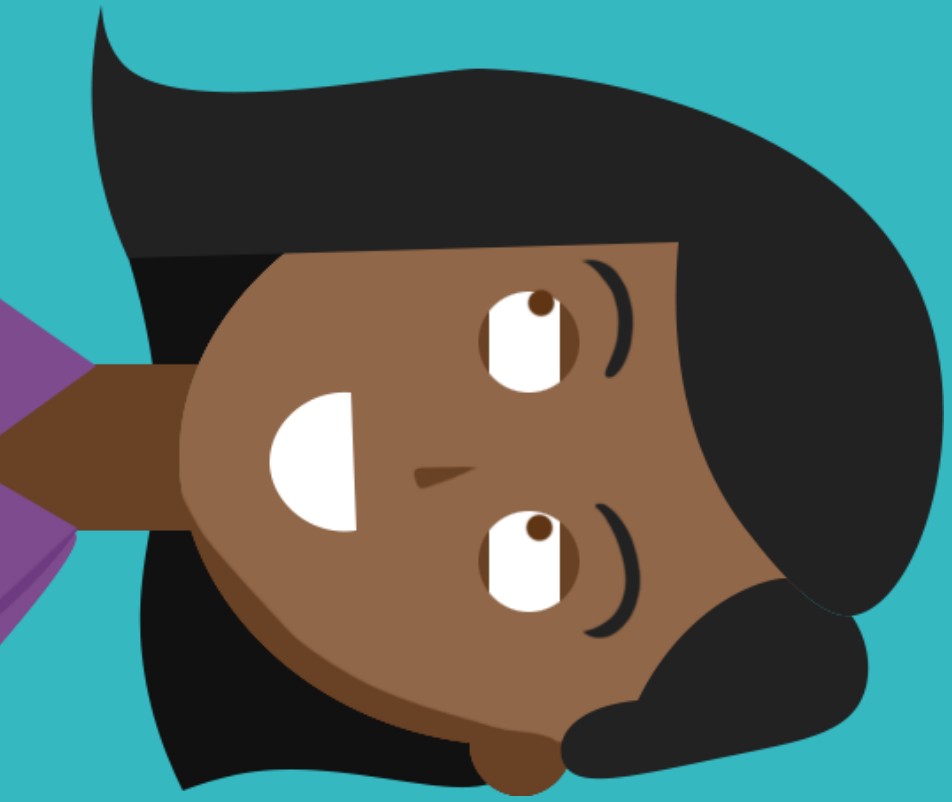
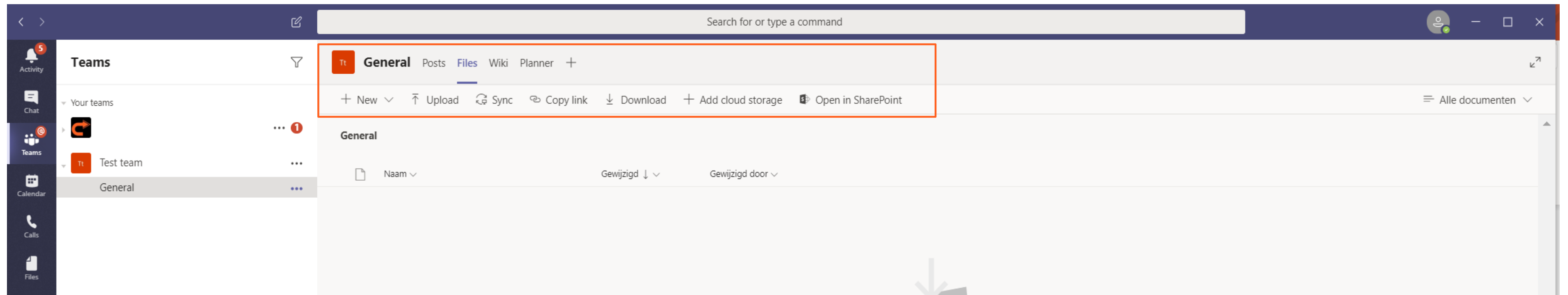


Synchronising Teams files on your PC

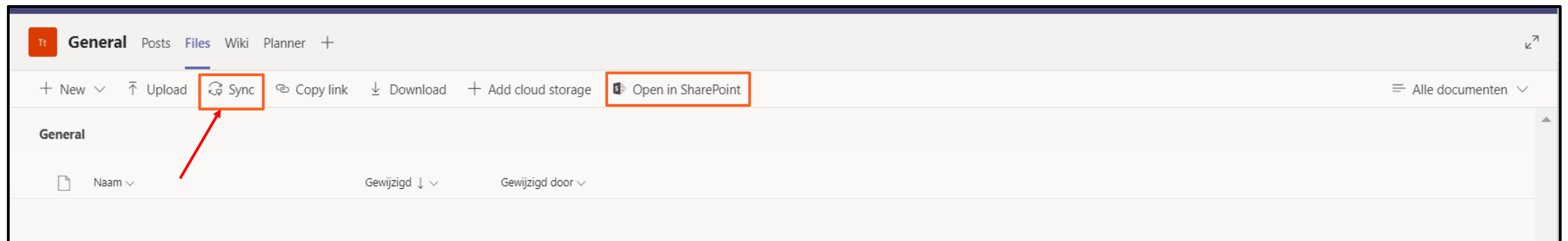


1



Go to the folders / files of the Teams channel which you want to synchronise to your PC. **Note!** You have a separate documents folder for each Teams channel.

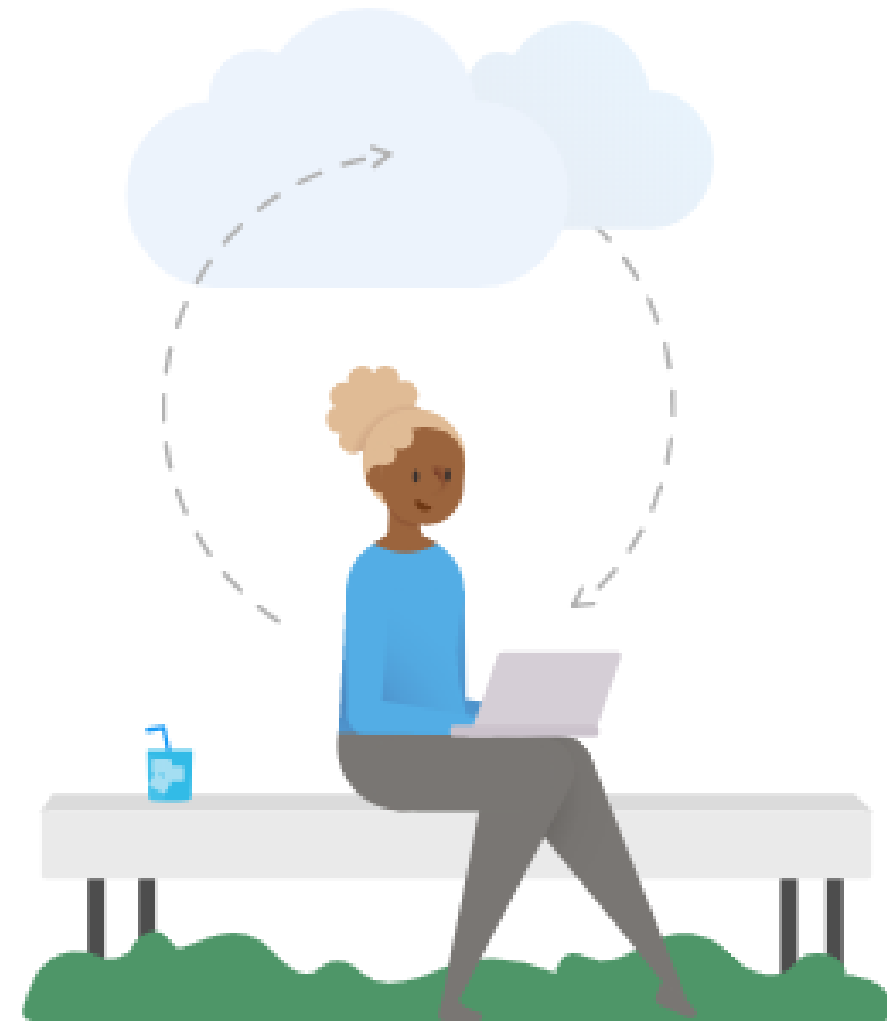
2



Click on 'Sync' to synchronise the Teams folder (with all its documents) to your PC.

PS: You can also click on it to open it in Sharepoint. Here you can synchronise the folders by clicking on 'Sync'.

3



Getting ready to sync...

We are connecting to OneDrive on your device. If there is no response, you may need to [get the latest version of OneDrive](#).

A pop-up screen will appear, after which there are two options:

- You're already logged in on OneDrive; the synchronisation will start immediately (see step 5).
- You still have to log in on OneDrive (see step 4).

×

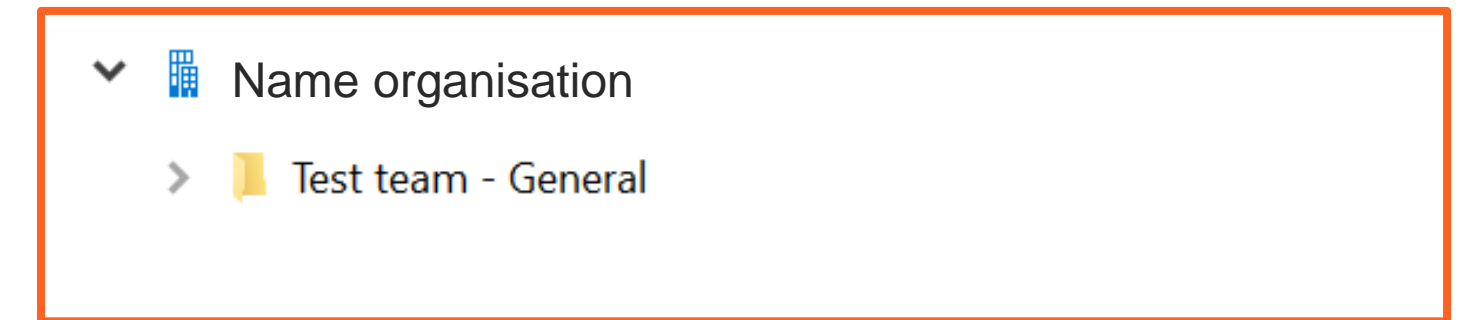
4



The folder [Organisation name] can be found here:
C:/Users/UserName/LocationOnPC

After logging in, the folders will be synchronised in OneDrive.

5



Via your PC's file explorer, you can now directly access the folder which has just been synchronised.