Training and Communication

Division of Information Technology

Technology-related learning opportunities and support for VSU Faculty and Staff

Office 365:

Material adapted from www.microsoft.com

Sync OneDrive for Business or SharePoint Libraries to Your Computer

Office

HOME   PRODUCTS   **SUPPORT**   TEMPLATES   STORE   OFFICE ONLINE

Sync OneDrive for Business or SharePoint site libraries to your computer

Sync OneDrive for Business or SharePoint site libraries to your computer and then access your library files in File Explorer instead of in a web browser. All updates sync to OneDrive for Business or site libraries whenever you're online.

NOTE   To use this feature, you must have the OneDrive for Business sync app, available with Office 2013 (Professional Plus, ProPlus, or Standard editions), or an Office 365 subscription that includes Office 2013 applications. If you don't have Office 2013, you can download the OneDrive for Business sync app.

What do you want to do?

⇓ Sync your OneDrive for Business library to your computer
⇓ Sync a SharePoint site library to your computer
⇓ Sync a library starting from the OneDrive for Business menu
⇓ Troubleshooting
⇓ Limits on syncing OneDrive for Business and site libraries

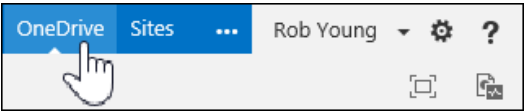## Sync your OneDrive for Business library to your computer

Video: Sync your OneDrive for Business library to your computer

Note SkyDrive is now OneDrive, and SkyDrive Pro is now OneDrive for Business. Read more about this change at From SkyDrive to OneDrive.

1. In a web browser, sign in to Office 365 or SharePoint.

2. Select **OneDrive** at the top of the page to go to OneDrive for Business.

3. Select the **Sync button.**

4. **At the prompt, click Sync Now to start the sync app wizard.**
   The wizard automatically fills in the name and web address of your OneDrive for Business library.

5. **Select Sync Now in the wizard to start syncing.**
   You can click Show my files... in the wizard to open the synced OneDrive for Business library folder in File Explorer. The folder is listed in your Favorites with the name "OneDrive for Business" or "OneDrive @ *CompanyName*."
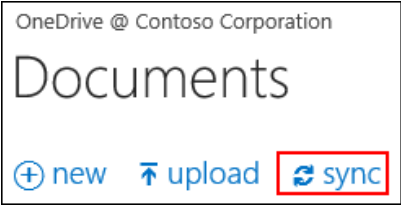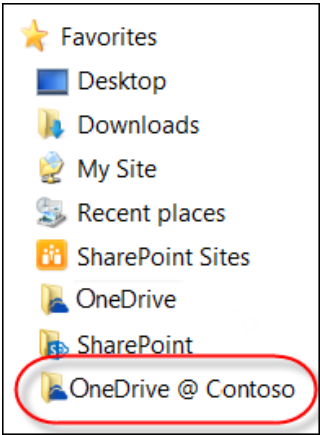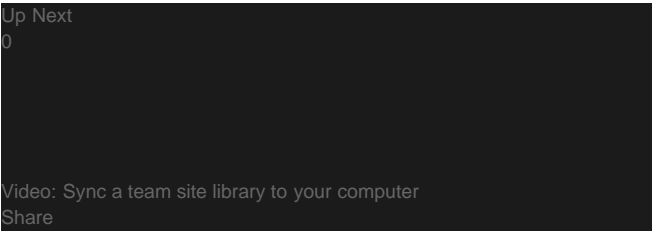
Applies to:

Office 365 Enterprise, Office 365 Enterprise admin, Office 365 Midsize Business, Office 365 Midsize Business admin, Office 365 operated by 21Vianet - Enterprise, Office 365 operated by 21Vianet - Enterprise admin, Office 365 operated by 21Vianet - Midsize Business, Office 365 operated by 21Vianet - Midsize Business admin, Office 365 operated by 21Vianet - Small Business, Office 365 operated by 21Vianet - Small Business admin, Office 365 Small Business, Office 365 Small Business admin, OneDrive for Business, SharePoint Online Enterprise (E1), SharePoint Online Enterprise (E3 & E4), SharePoint Online Midsized Business, SharePoint Online Small Business, SharePoint Online Website, SharePoint Server 2013 Enterprise, SharePoint Server 2013 Standard

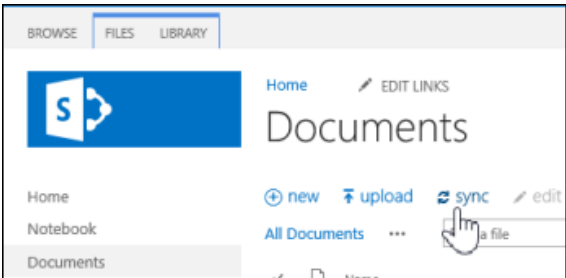## Sync a SharePoint site library to your computer

Up Next
0

Video: Sync a team site library to your computer
Share

Note SkyDrive is now OneDrive, and SkyDrive Pro is now OneDrive for Business. Read more about this change at From SkyDrive to OneDrive.
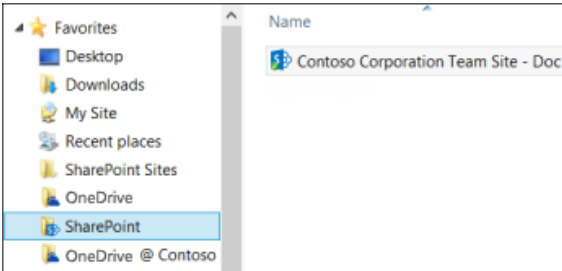
1. In a web browser, sign in to Office 365 or SharePoint.

2. Navigate to the SharePoint site library you want to sync.

3. Select the **Sync** button.

If you don't see a Sync button, select the **Library** tab, and then select **Sync** in the **Connect & Export** group.
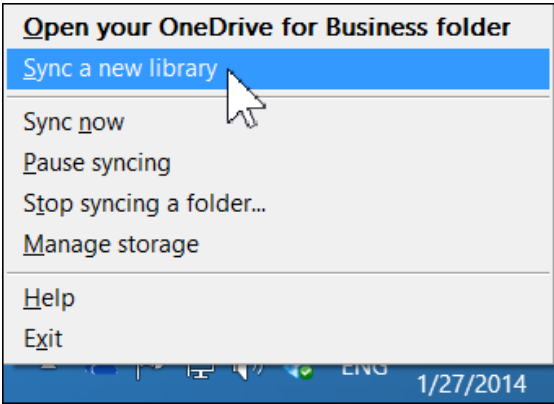
4. **At the prompt, click Sync Now to start the sync app wizard.**
   The wizard automatically fills in the name and web address of the SharePoint site library.

5. **Select Sync Now in the wizard to start syncing.**
   You can click Show my files... in the wizard to open the synced library folder in File Explorer. The folder is
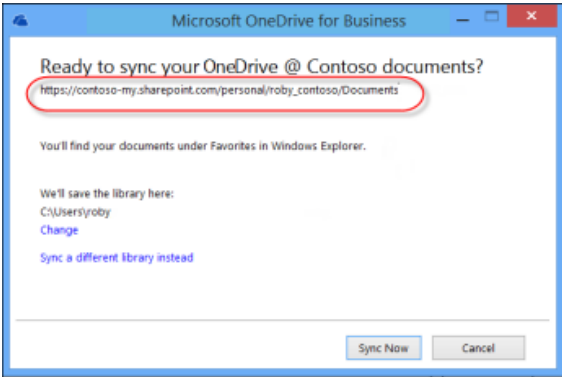   listed in your Favorites in the SharePoint folder, and uses the name of the site library.

Sync a library starting from the OneDrive for Business menu

It's best to sync libraries by visiting them in a web browser, as described in the previous sections. This saves you the trouble of entering a specific web address in the sync app wizard. However, if you want, you can start the sync app wizard using the OneDrive for Business menu.

1. In the Windows notification area, select the OneDrive for Business icon and then select **Sync a new library**.

2. Enter the web address of the library you want to sync in the sync app wizard, and then select **Sync Now**.
   If you haven't synced any libraries to your computer, the wizard prompts you to sync your OneDrive for Business library, and references its web address.

   If you want to sync a different library, select **Sync a different library instead** and then enter the web address of the SharePoint library you want to sync.

Troubleshooting

▪ I'm having sync problems. Please see Solve problems you're having with the OneDrive for Business sync app.

- What results should I expect when adding, editing, or deleting content in a synced library folder?

- I synced a library, but now I want to change where libraries get synced on my computer.

- I synced a library but I don't how to find it on my computer. Please see Find libraries you've synced on your computer.

- I want to make sure my synced library folders have all current updates from the server. Please see Manually sync a folder you're syncing with a SharePoint library.

- I want to stop syncing a library.

Limits on syncing OneDrive for Business and site libraries

Note the following limitations related to syncing OneDrive for Business and other site libraries to your computer:

- You can sync up to 20,000 items in your OneDrive for Business library, including folders and files.

- You can sync up to 5,000 items in site libraries, including folders and files.

- In any library, you can download files up to 2 GB.

Did this article help you?

Yes | No | Not what I was looking for

Microsoft

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