

Syncing Teams Folders to File Explorer

A Step-By-Step User Guide

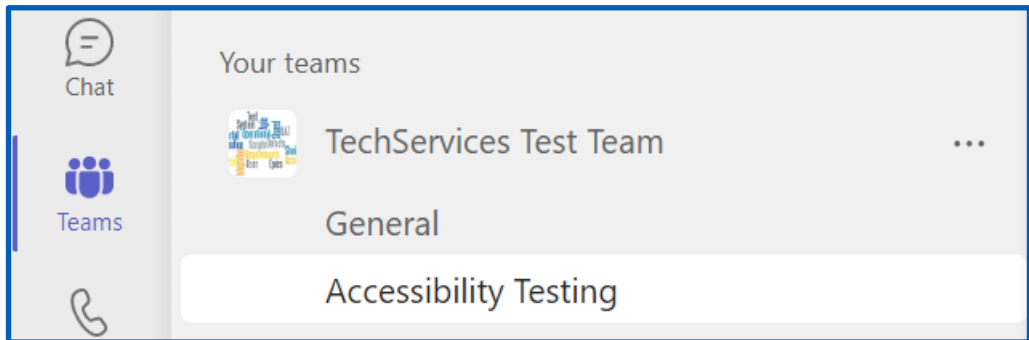


Introduction

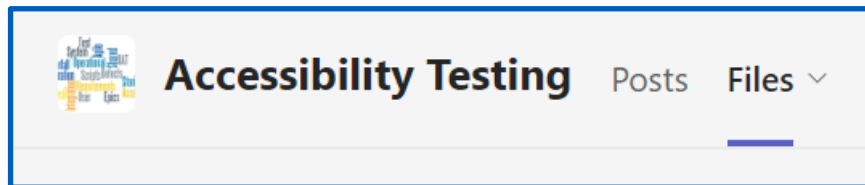
If you prefer to access Teams folders from your File Explorer, this guide provides you with the steps to sync Teams folders in File Explorer.

Step-By-Step Guide

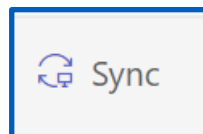
1. In Microsoft Teams, Navigate to the Team you would like to sync.



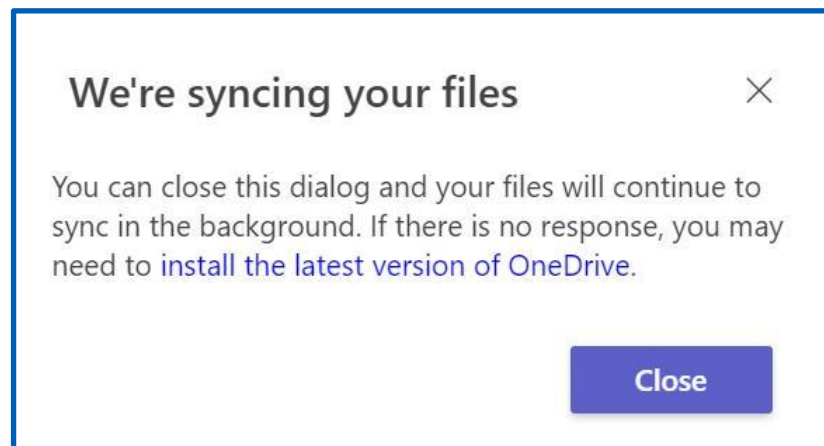
2. Within this 'Team', click 'Files' at the top (underneath the search bar).



3. Click 'Sync' in the toolbar.



4. You will see a pop-up, stating that your files are syncing, click 'Close'.



5. OneDrive will now start syncing your files. If prompted to open OneDrive, click 'Open' to view.
6. When the sync is complete you will have your synced folders in your File Explorer. The sync may take some time, depending on the size of your files.
7. You will need to repeat these steps for any other Teams that you wish to sync the folders to File Explorer.