

How-To Sync folders from SharePoint to your local machine

Jack Yumulu - 2025-04-04 - Comments (0) - SharePoint

Step 1: Locate the SharePoint Directory / Folder you want to Sync

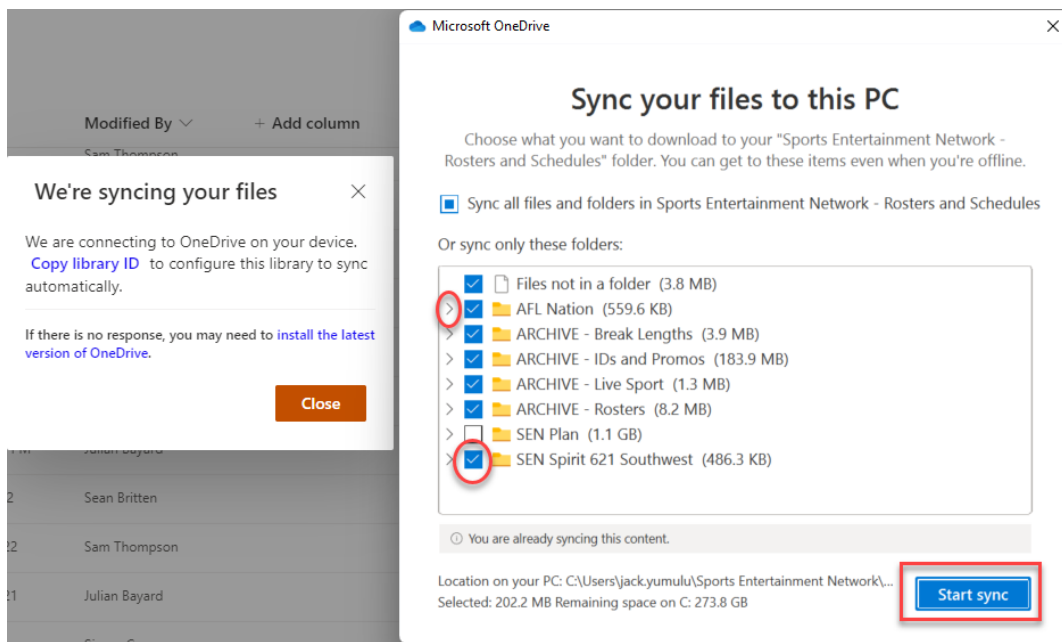
Locate the SharePoint Directory / Folder you want to **Sync**. (In this example we will be using the Rosters and Schedules Directory / Folder.)

<https://pacificstar.sharepoint.com/crocmedia/SitePages/Home.aspx>

The screenshot shows the SharePoint interface for the 'Sports Entertainment Network' site. The left-hand navigation pane is visible, with the 'Rosters And Schedules' folder highlighted with a red box. The main content area displays a list of folders and files under the heading 'Rosters and Schedules'. The 'Sync' button in the top ribbon is also highlighted with a red box.

Name	Modified	Modified By
AFL Nation	27 July, 2020	Sam Thompson
ARCHIVE - Break Lengths	29 April, 2020	Sam Thompson
ARCHIVE - IDs and Promos	1 July, 2020	Sam Thompson
ARCHIVE - Live Sport	16 July, 2020	Sam Thompson
ARCHIVE - Rosters	29 December, 2020	Peter McGinley
SEN Plan	30 April, 2020	Josh Pearson
SEN Spirit 621 Southwest	11 August, 2020	Sam Thompson
2022 ID AND PROMO LIST.xlsx	14 November, 2022	Sam Thompson

Once you have found the directory / folder you want to sync. Press the **Sync** button and you will see the below.



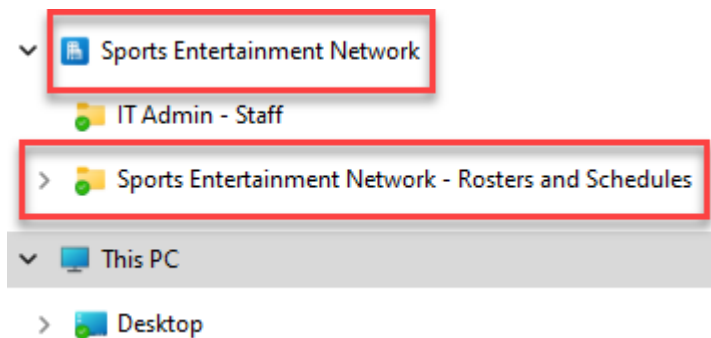
Select the folders you want to sync; you can click the **arrows** and navigate within the folder to **Sync** a specific folder. You can also **untick** the box of a folder and this will not sync that folder. Once you have it set the way you want it, click **Sync**.

Step 2: Finding the Synced SharePoint directory / folder on your machine.

Open **File Explorer**.



From here navigate to a new folder called **Sports Entertainment Network**.



From here you will be able to navigate just as you would if you were on the **Intranet**. Whatever you do on your local machine will replicate on **SharePoint**.

If you require assistance please contact the I.T Team, either through the intranet (<https://helpdesk.sen.com.au>) or by emailing SEN Helpdesk (helpdesk@sen.com.au).

Attachments

- [How-To-Sync-folders-from-Sharepoint-to-your-local-machine.pdf \(330.33 KB\)](#)