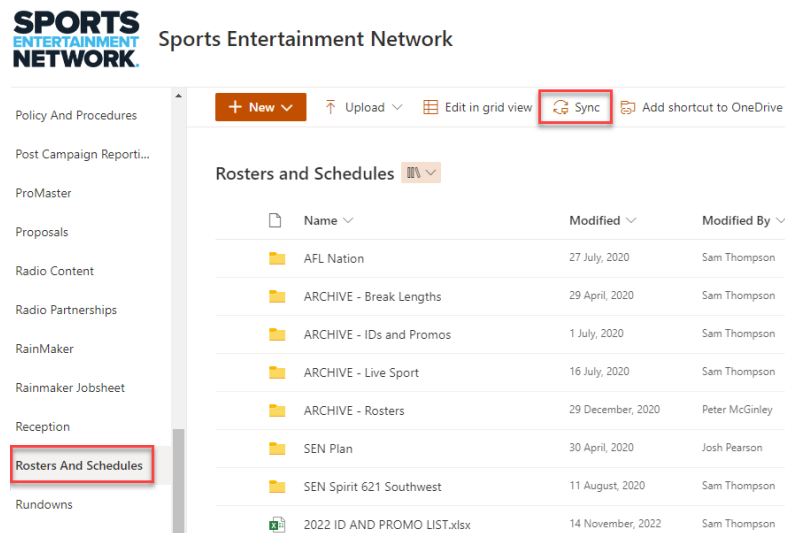## How-To Sync folders from SharePoint to your local machine

Jack Yumulu - 2024-12-29 - 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.)
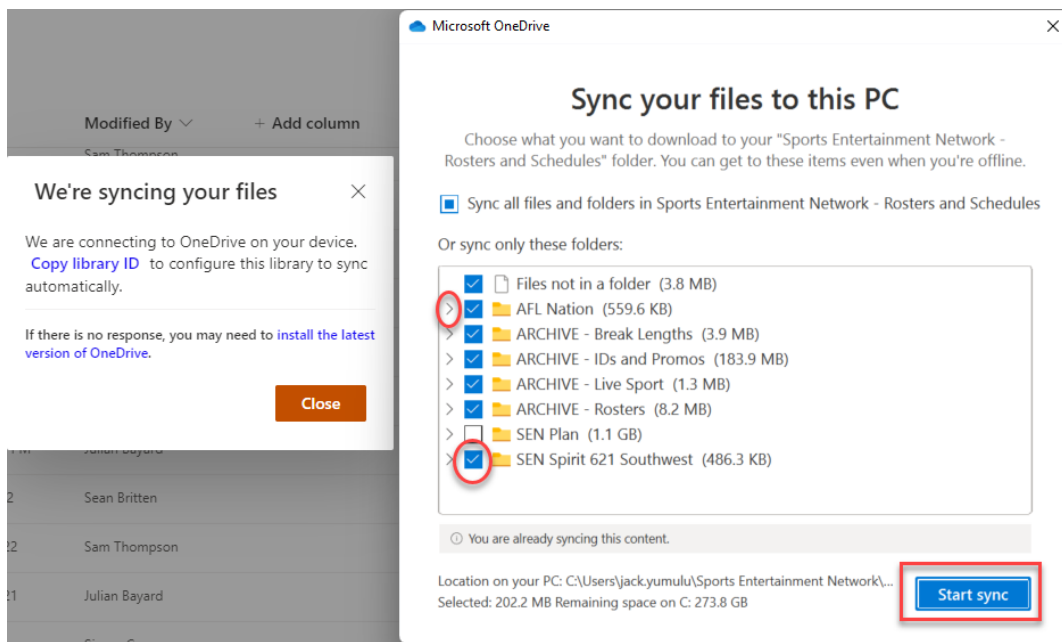
https://pacificstar.sharepoint.com/crocmedia/SitePages/Home.aspx

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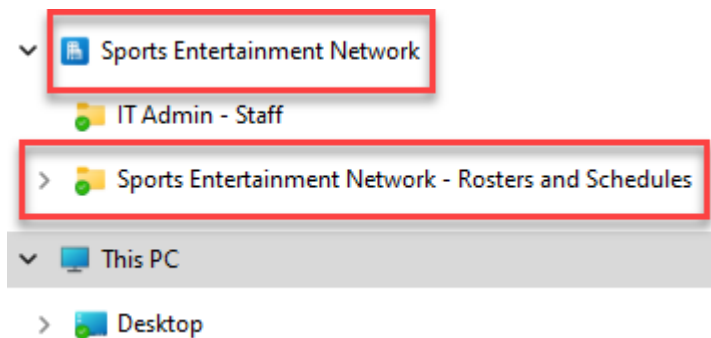
From here you will be able to navigate just as you would if you were on the **Intranet**. Whatever you do on your local machine will replicate on **SharePoint**.

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)