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How-To Sync folders from SharePoint to your local machine Jack Yumulu - 2025-05-21 - Comments (0) - SharePoint

Step 1: 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

SPORTS ENTERTAINMENT NETWORK	orts Entertainment	Network	
Policy And Procedures	+ New ∽ ⊤ Upl	load \vee 🛛 🗄 Edit in grid view 📿 Sy	nc 🗟 Add shortcut to OneDrive
Post Campaign Reporti	Rosters and Sched		
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Proposals	\square Name \vee	Mc	odified \checkmark Modified By
Radio Content	AFL Nation	1 27.	luly, 2020 Sam Thompson
Radio Partnerships	ARCHIVE -	Break Lengths 29 /	April, 2020 Sam Thompson
RainMaker	ARCHIVE -	IDs and Promos 1 Ju	ily, 2020 Sam Thompson
Rainmaker Inhoheet	ARCHIVE -	Live Sport 16.	luly, 2020 Sam Thompson
Recention	ARCHIVE -	Rosters 29 I	December, 2020 Peter McGinley
Resters And Schedules	SEN Plan	30 /	April, 2020 Josh Pearson
Rosters And Schedules	SEN Spirit 6	621 Southwest 11	August, 2020 Sam Thompson
kundowns	2022 ID AN	ND PROMO LIST.xlsx 14 I	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 (<u>https://helpdesk.sen.com.au</u>) or by emailing SEN Helpdesk (<u>helpdesk@sen.com.au</u>).

Attachments

• How-To-Sync-folders-from-Sharepoint-to-your-local-machine.pdf (330.33 KB)