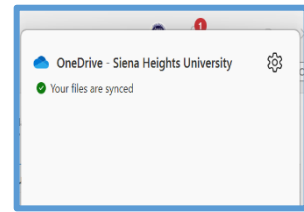
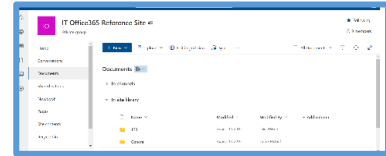


SharePoint Sites Mounted to Windows 10

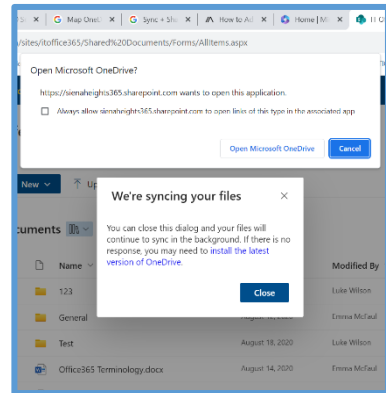
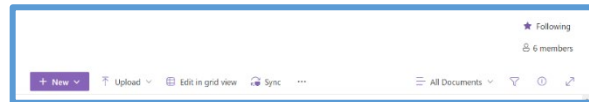
Open your **OneDrive icon**, from the right bottom of your taskbar, and make sure everything is **synchronizing**.



On the web go to **Office.com** and tap on your **SharePoint sites**. Once your **Site** is open, tap on the **Document Library**.



Note the **sync monitor** on the top of the screen. **Tap on that icon**. Next, **tap on the Open Microsoft OneDrive link**, make sure the box is **checked**, and **always allow sienaheights365.sharepoint.com to open links in the desktop apps**. Open the one drive, if not open. **Tap on the close button** from **“Were syncing your files”**.



Upon completion of synchronizing **the SharePoint site**. Check the folders by tapping on the **Windows File Explorer**. Within the **left side of the menu**, is the **Siena Heights University icon**, within that icon are listings of the folders representative of each **SharePoint site** you are the **Owner** of or have permission for your **SharePoint Sites**.

