

## **Sync a Sharepoint 2016 Site to your Desktop**

1. Sign into an Office Application (Word, Excel Powerpoint) using your Office 365 Login Details
2. Login into Office 365 Online <https://login.microsoftonline.com>
3. Select Sharepoint from Lists of Applications
4. Select and open the Site you want to Sync
5. On the left hand side Select and Open Documents
6. From here you can select Sync
7. On the Pop Up Select Sync Now

For a Detailed View on Syncing a Sharepoint Site, watch the accompanying Screencast.