How to Sync your Document Library to your PC in Office 365?

By Alexander Palazzo

1. Sign into your Office 365 Account.

2. Next click the box near the upper left hand corner.

3. Next click the OneDrive icon

4. Next click the gear option in the upper right hand corner.

5. Next click on Add an App icon.

6. Next Click on Document Library.
7. Next name your Document Library

8. Next click on your Document Library name

9. Next click on the Sync button
10. Once you click on the Sync button a pop up window will show up say, “sync this library to your device for easy access. **Click the Sync now option**

![Sync dialog box](image)

**Sync** this library to your device for easy access.

- **Sync now**

Get the OneDrive for Business app that’s right for me

11. Go to your window explorer folder. Right there click on SharePoint in the left hand side of your PC and now click the Document library name and now your files are now Sync up.