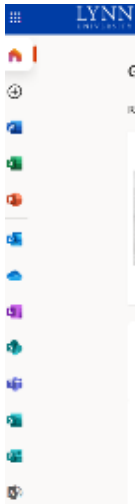


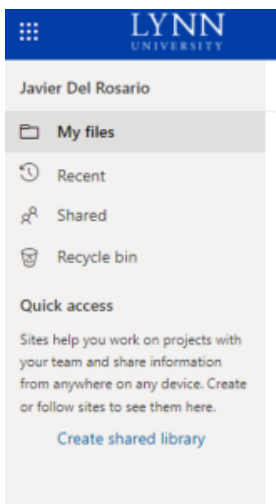
# How to Sync Shared Folders between Office365 and your OneDrive desktop client

When a OneDrive folder has been shared with you it may not appear in your desktop client. To fix this please sync your account with the following instructions

- Login into your webmail account at <https://office365.com>.
- Click the Sign-in button at the top right and log in with your Lynn email address and password. If prompted, authenticate using multi-factor authentication.
- Browse to your OneDrive for Business portal by clicking on the nine white squares at the top left and then select the OneDrive app.



- Once inside your OneDrive account, click the “Shared” button from the left panel.



- Open the shared folder you want to sync to your computer
- Click “Sync”



- Click the “Start Sync” button

- Navigate back to Windows File explorer on your desktop computer. You will now see a second "Lynn University" One Drive folder with your shared documents.

### **Relates to this page**

[How to Access OneDrive Files using Windows File Explorer.](#)

[How to Access OneDrive files using the OneDrive app on mobile devices](#)

[How to Access OneDrive Files using Microsoft Teams](#)