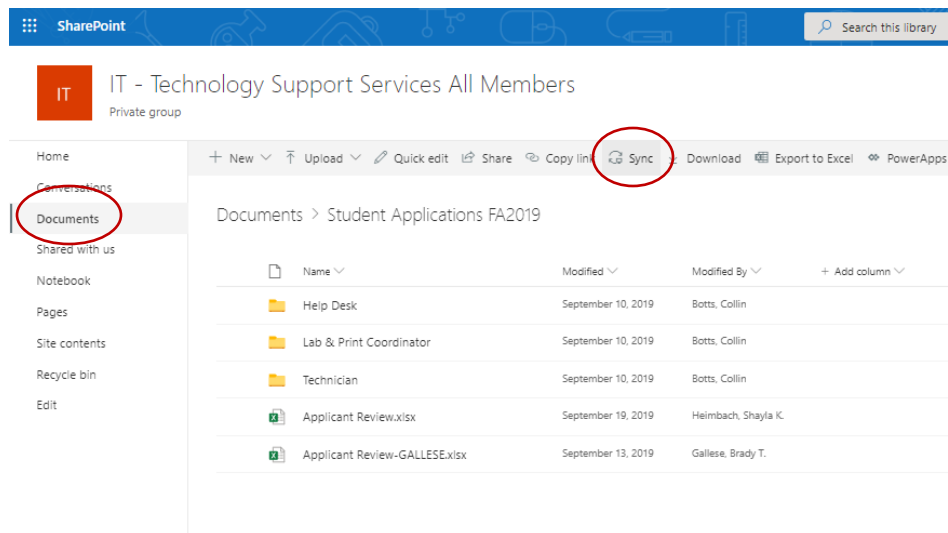


You can sync your SharePoint and others, like your department's, to your computer. In order to do so, please follow the below instructions.

1. Log in to portal.office.com
2. Navigate to SharePoint
3. Choose "SU Office Team Site Directory" under Featured Links
4. Click on the desired department
5. Choose "Documents"
6. Choose "Sync" from the bar
7. If prompted, choose "Open Microsoft OneDrive" in the dialogue box



Steps 5 & 6

If you experience any issues with installation, please contact the Help Desk at helpdesk@susqu.edu or 570-372-4502.