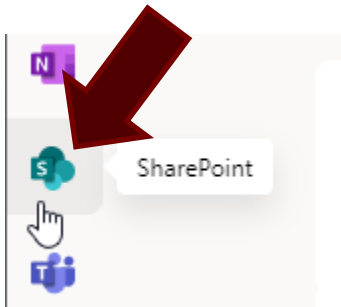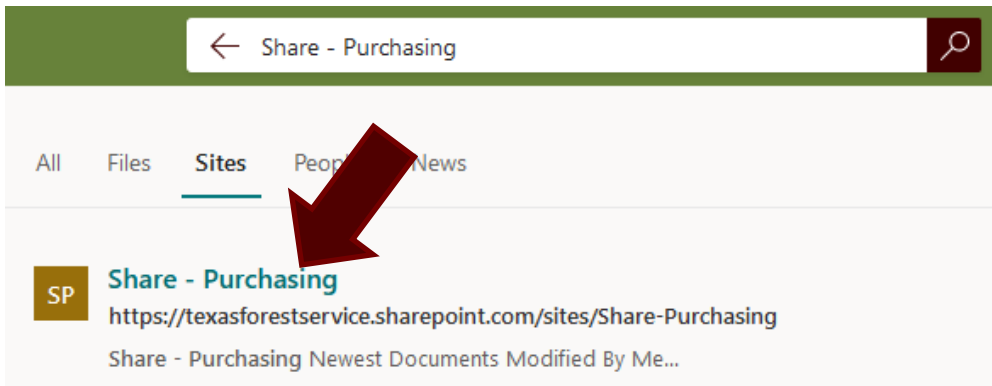# Sync Department Share

Next, let's get your Department share activated. This is where we will save department level files, folders, office and project files.
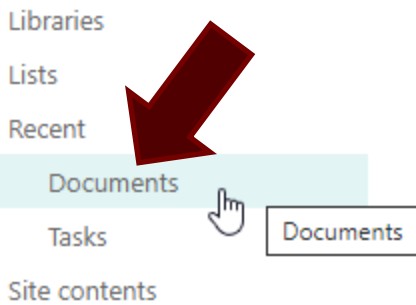
☐ 1. One your PC, go to https://office.com

☐ 2. Sign in.

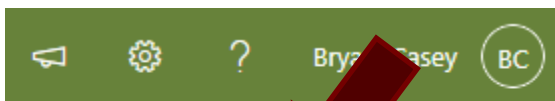☐ 3. Click on **SharePoint** in the left menu.

☐ 4. In the search box at the top, search for "Share - [Your Department Name]". Ex. Share - East Texas Operations.

☐ 5. Click **Sites**.

☐ 6. Then click the link for Share - [Your Department Name]

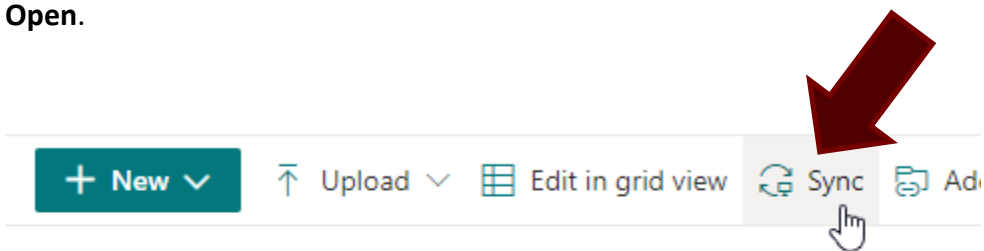☐ 7. Click **Documents** in the left navigation.

8. Click **Not Following** in the top-right corner of the webpage (Will change to Follow).

9. Click **Sync** in the middle of the page. If asked if you want to open this in OneDrive, click **Open**.

Documents

Check to make sure you now have your Departmental share by opening File Explorer. In the left navigation, you should see a small building icon with "Texas A&M Forest Service" beside it.

Texas A&M Forest Service