Sync Public OneDrive Share

To sync the Public Share, follow these steps. Remember: The Public Share is accessible (and editable) by everyone in the agency.



- 1. One your PC, go to <u>https://office.com</u>
- 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.

	SharePoint	← share - public		
	All	Files Sites Per News Images Power BI		
	SP Share - Public https://texasforestservice.sharepoint.com/sites/Share-TFSPublic			
		Share - Public Newest Documents Modified By MePublic Share for All TFS Personnel I Public Share for All TFSPublic Share for All TFS Personnel Members		
6.	Then click the	the link for Share - Public		
7.	Click Docume	ments in the left navigation.		

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



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 the Public 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