

Sharepoint - How to Get Connected

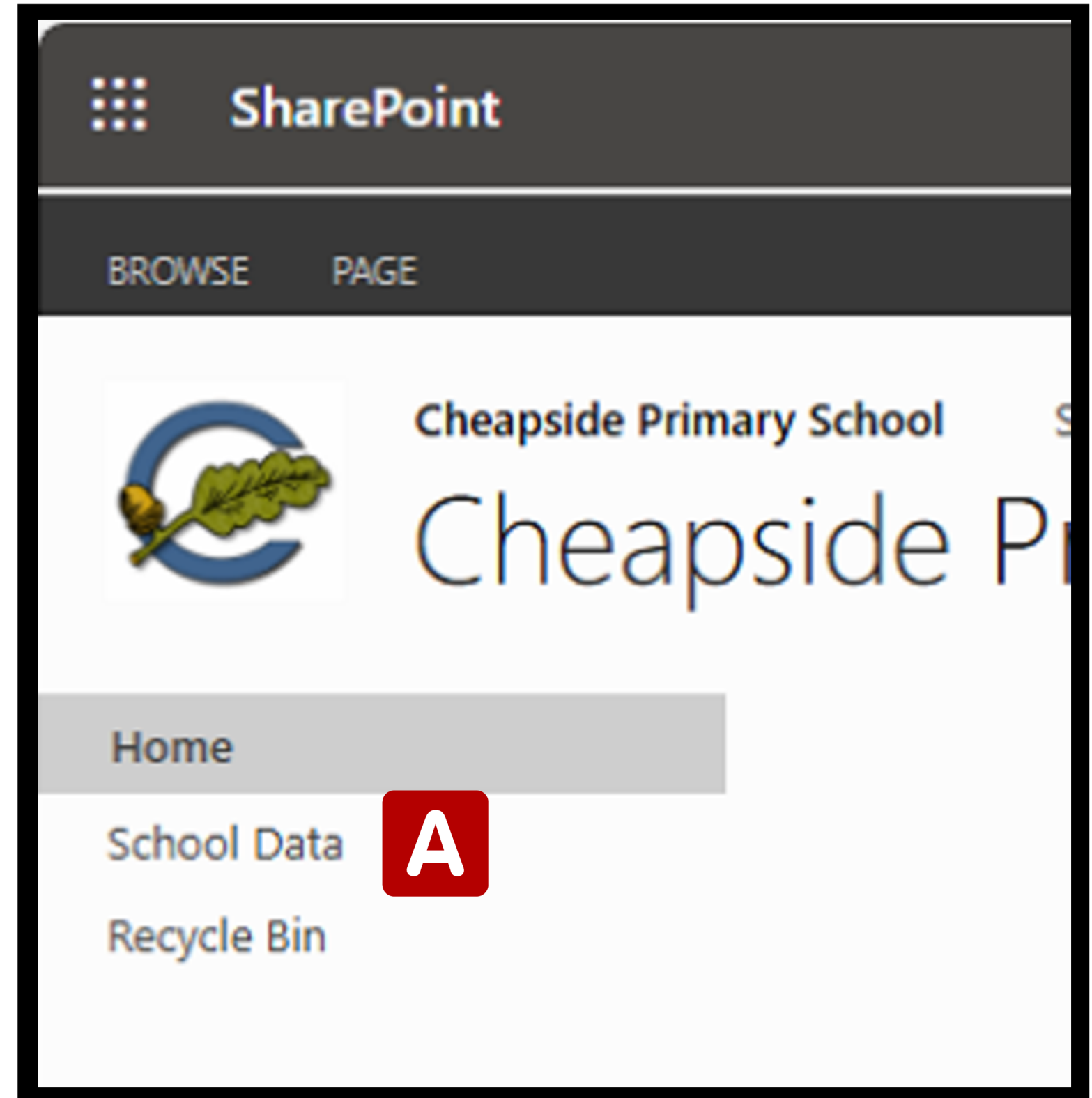


Step One

Browse to the SharePoint portal online by visiting: <https://cheapsideschool.sharepoint.com/>

The front page of the Cheapside Primary School SharePoint will then open; on the left-hand side menu you will see a folder structure that you would expect in the old file share.

To access what was the School Shared drive, click on the "School Data" entry (A).



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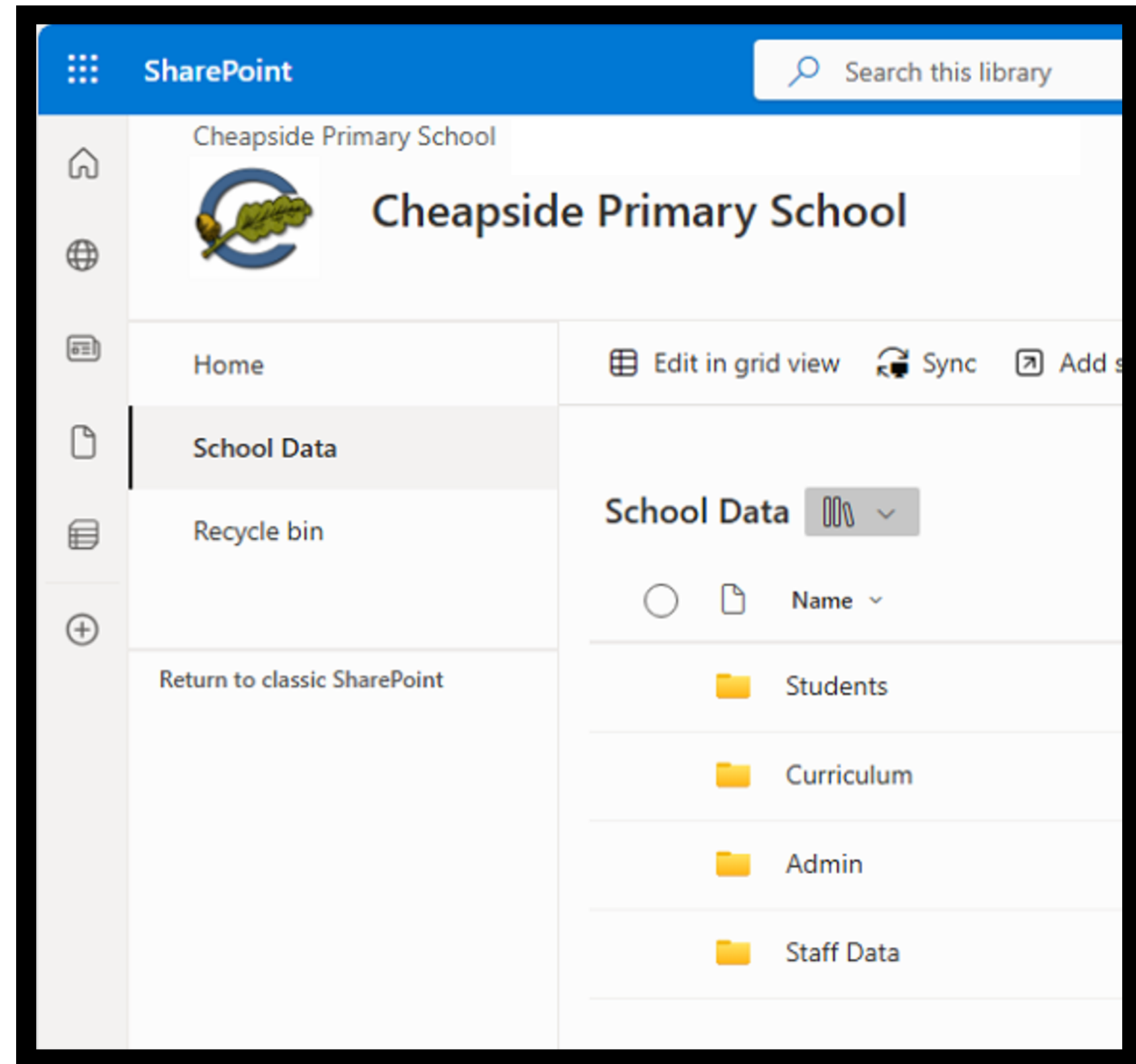


Your access permissions will differ to and therefore your view will be different to what is shown here.

Step Two

If you would like to access the files directly from your PC, please do the following:

a) click on the folder that you want direct access on your PC to open it (for example Planning)



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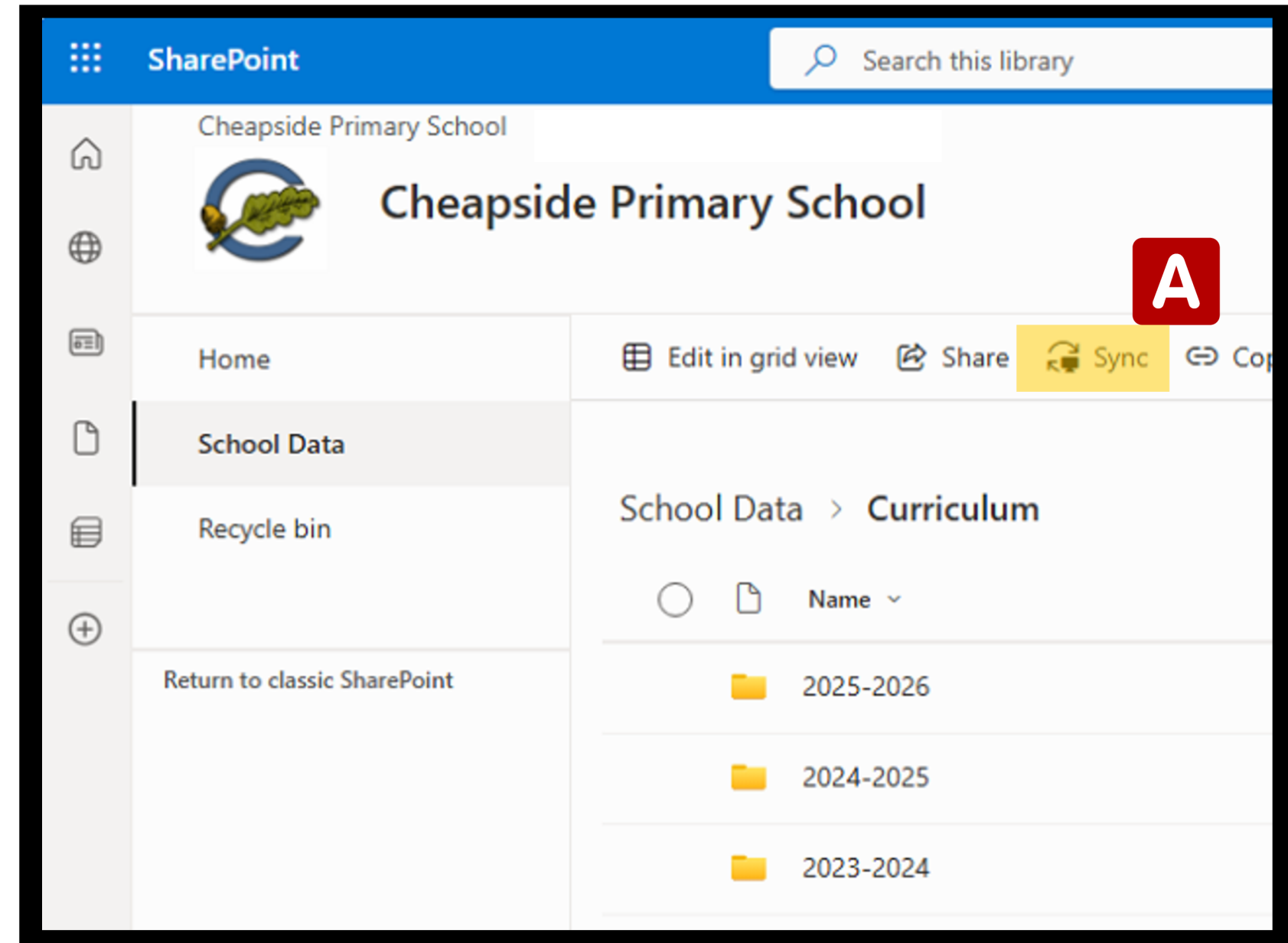
Step Three

Now that you're in the folder, we need to start the sync process.

Depending on your screen size, the Sync button may be found on the main menu area or under the three dot drop down menu.

In the example shown here, the Sync option appears on the menu. (A)

Once you have located the Sync button, please click on it to activate.



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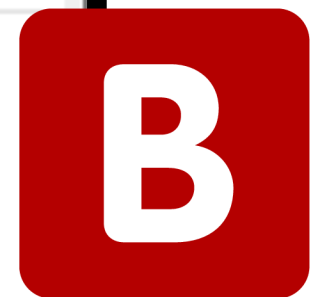
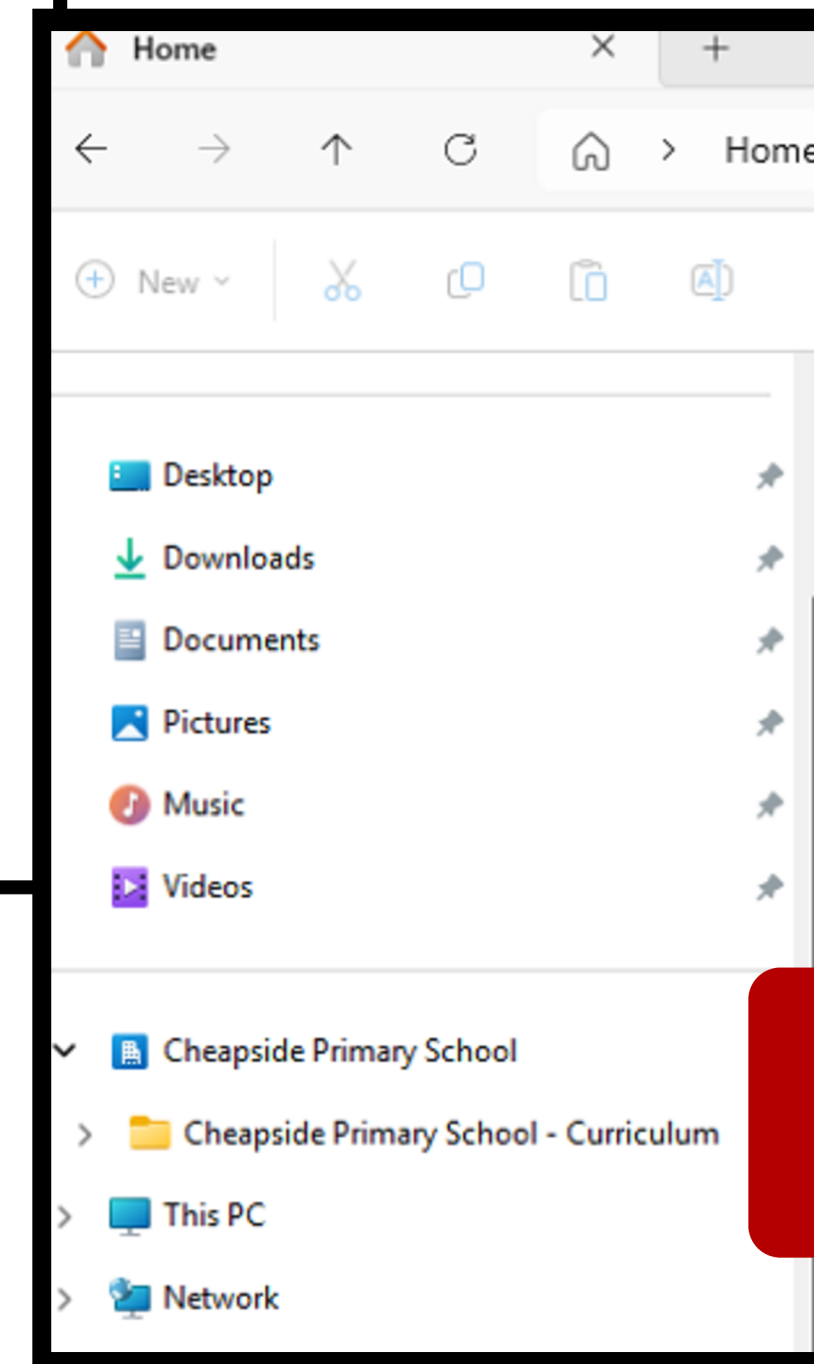
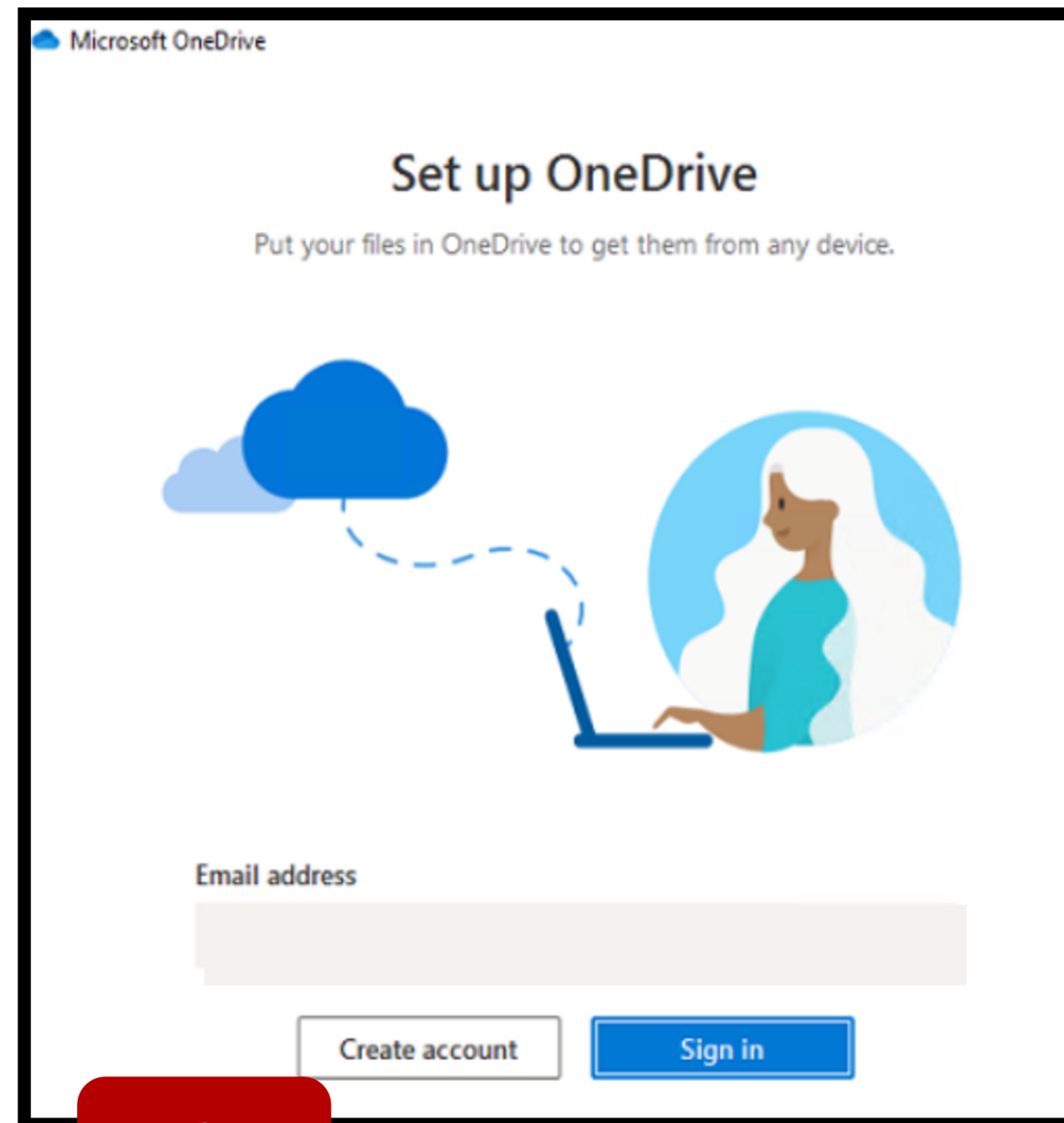


Step Three

You may be prompted by Microsoft Edge (or Google Chrome) to continue, if so, please click Open or Continue.

You will then be directed to the OneDrive Setup Screen, as shown (A), if you do not already have OneDrive configured. If you are prompted, please enter your email (if not already populated) and click the Sign in button. On the following few screens, click Next and then eventually the "Go to my Folder" button.

If you have OneDrive configured already, it will show a pop-up (B) at the bottom right corner letting you know it will sync the files. You will find the synced folder in the left hand side of any Windows File Explorer window.



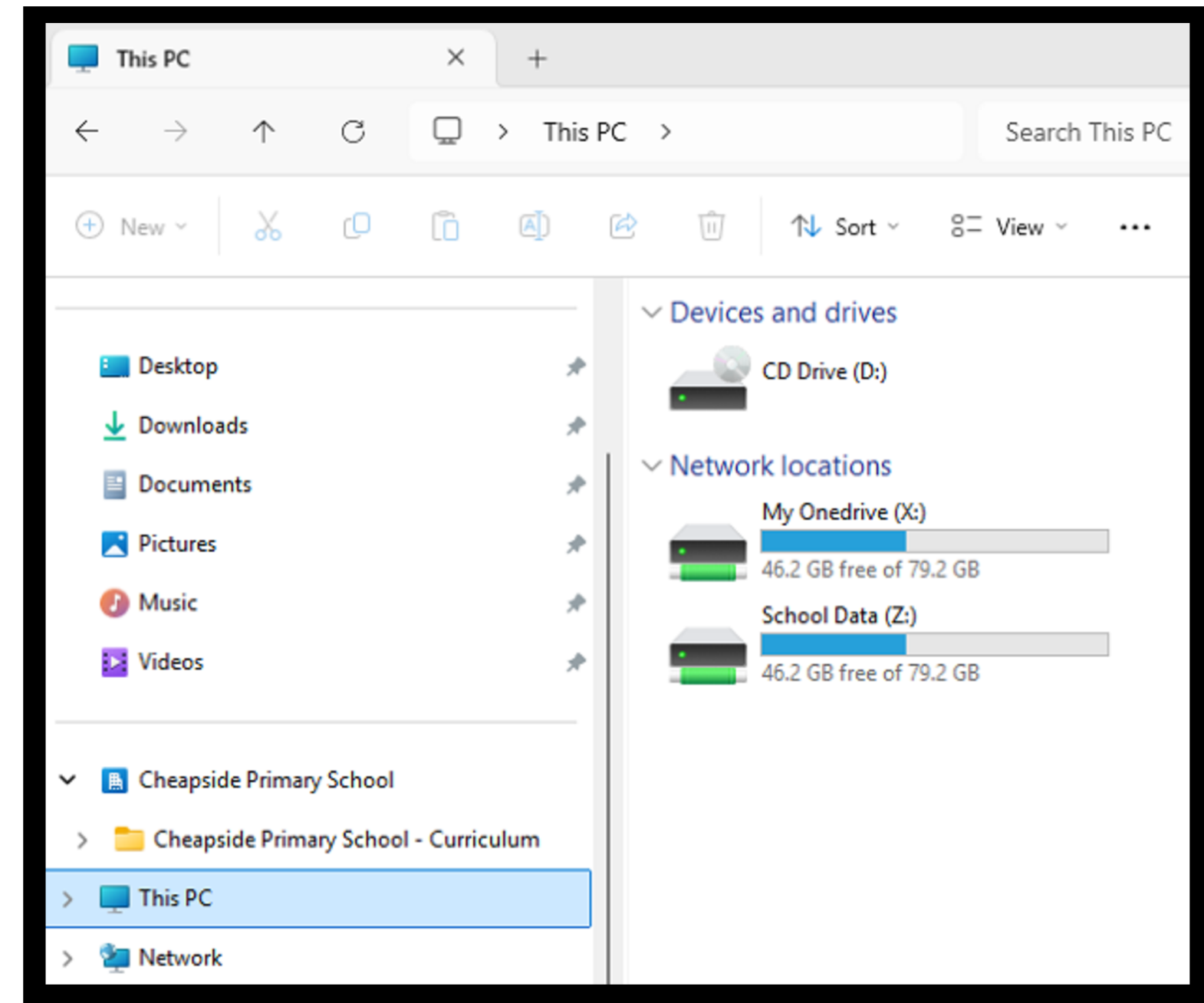
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Step Four

You will then be presented with a new section in the left hand menu in your Windows Explorer view called Owlsmoor Primary School, where your synced folders will appear.

This will take a short moment to fully appear but once downloaded, you will be able to use the folder as if it were a network drive.







Alternatively, there is a network drive mapped ("School Data (Z:)") which links direct to the SharePoint data - This is only available when the computer is connected to the internet.

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What to the icons next to the files mean?

	People icon next to a file or folder - If you see a "people" icon next to your files or folders, this indicates the file or folder has been shared with other people.
	Blue cloud icon - A blue cloud icon next to your files or folders indicates that the file is only available online. Online-only files don't take up space on your computer.
	Green tick icon - When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a locally available file anytime, even without Internet access.
	Solid green circle with the white check mark - Files that you mark as "Always keep on this device" have the green circle with the white check mark. These always available files download to your device and take up space, but they're always there for you even when you're offline.

You can read more about the various states of the files used within SharePoint and OneDrive by visiting the Microsoft Knowledge Base article [here](#).