Adding a SharePoint/Teams Drive to your desktop using OneDrive

Running OneDrive

If you are using Windows 10, then you should already have OneDrive. If you're not sure, you can check, by typing "onedrive" into your windows search bar at the bottom left of your screen. Most likely, you will see it pop up in your list.
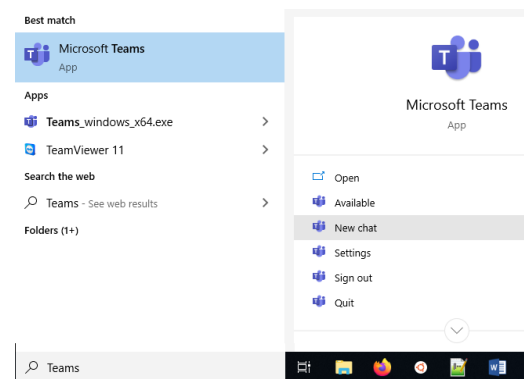
You may also see a little blue cloud icon (☁) down in your system tray. Either of these things means you have OneDrive and can move on to the next step.

If you do not have OneDrive, you can download it here https://onedrive.live.com/about/en-ca/download/

Running Teams

The first thing you want to do is ensure that you have downloaded Teams and are logged in. If you have installed it already, then you can run it by pressing the "Windows" key on your keyboard and typing "Teams". Run Teams and log in using your email login.
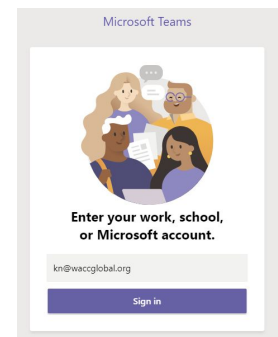
Logging in to Teams

You will always log in to Teams with your email address and email password.

Once you log in you will see a basic toolbar on the left. The third tab will be your Teams. In this context, it means the teams you are part of, rather than the app itself.

You will also see Chat, Calendar, Calls and others. Feel free to explore, but we will be focusing on the Teams list, where you should see WACC Staff. You may also see other teams depending on your role here.

The Teams App can be used as a chat app, for calls, for online meetings and more. We will explore some of those things later, but for now, we will focus on the file sharing aspect.
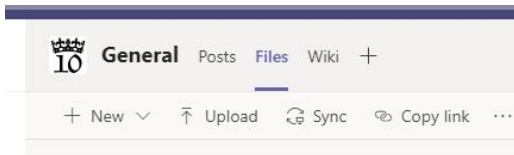
File Shares

The main file sharing tool that Microsoft offers Teams is called SharePoint. *SharePoint is integrated into Teams, but does have a life of its own outside Teams, so try not to get too confused if you wind up somewhere that says SharePoint.* I recommend that you focus on using the Teams app and your local machine to deal with the files. I'll show you how to access them using those tools.

To find the shared drives in Teams, go to the "Teams" tab on left and choose your Team. Once you're on your Team page, you will see a new toolbar at the top that says Posts, Files, Wiki, (and maybe Shared Drives).
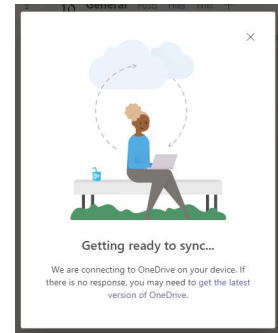
By default, you will start on the Posts tab, where general chat can happen. The tab we want to go to is files, or if I set you up with a "Shared Drives" tab, you'll want that one instead and you should skip the next section and jump down to Shared Drives.

Files

On the Files page you will see a button that says "Sync". Click that and you will see a pop-up that tells you it is getting ready to sync. Right now it is trying to start OneDrive. If you get another pop-up asking if you would like to use OneDrive for links of type odopen, choose "use every time" and click ok.

You should get one last pop-up telling you that you are now syncing Team Name - General. You are now good to go and can find your Team files in your File Explorer under the name of your organization and a little blue
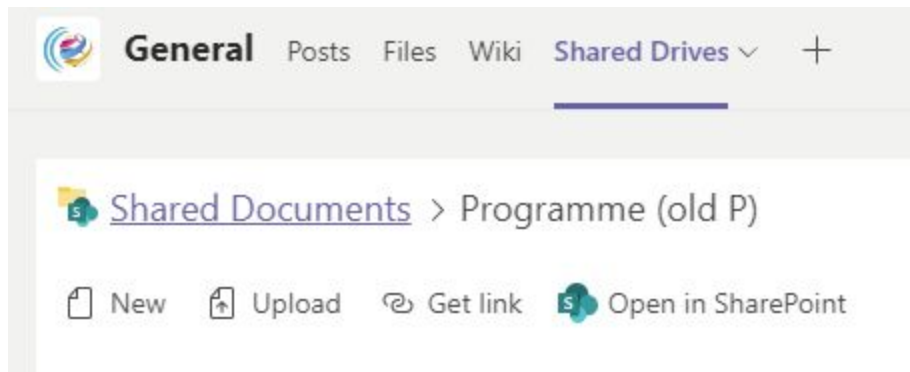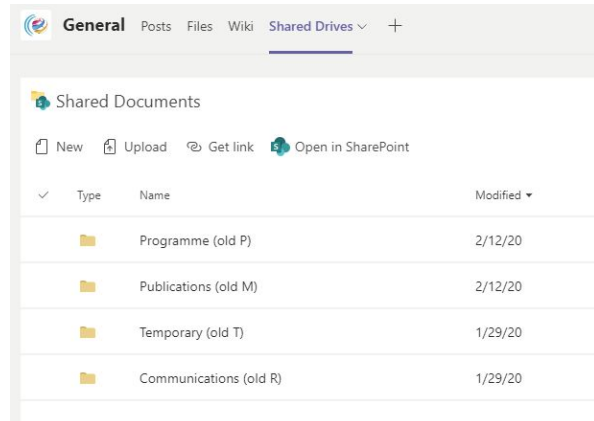

office building icon:

Shared Drives

Shared Drives is just an arbitrary grouping of folders that I have made for some clients to allow more selective syncing of folders based on need.

On the Shared Drives page you will see the currently created sharing areas.

You can navigate here and find things and upload them to the shared drive or download them. However, that will obviously be a somewhat manual process. *You can also do some basic Word and Excel editing right in Teams.* This also works in the web version of Teams and is very handy if you are travelling.
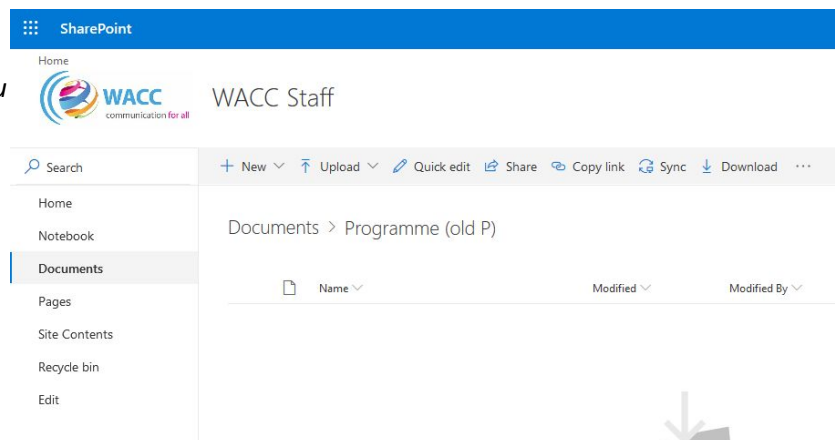
If you are at your regular work machine, there is a more convenient way to do all this. It needs a little setup though and we'll do that now.

Click on the Drive you want to sync (Programme in this example) and enter into that folder on Teams:

Now click on "Open in SharePoint". This will open a new web browser window (such as Firefox or Edge or Chrome) with this folder in SharePoint. *It will prompt you to log in first if you haven't already in this browser.*
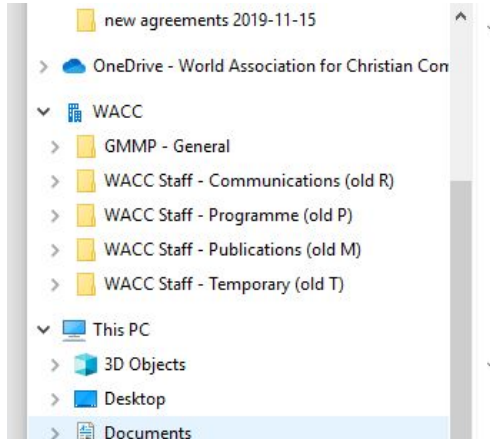
You will then be on a page similar to this:

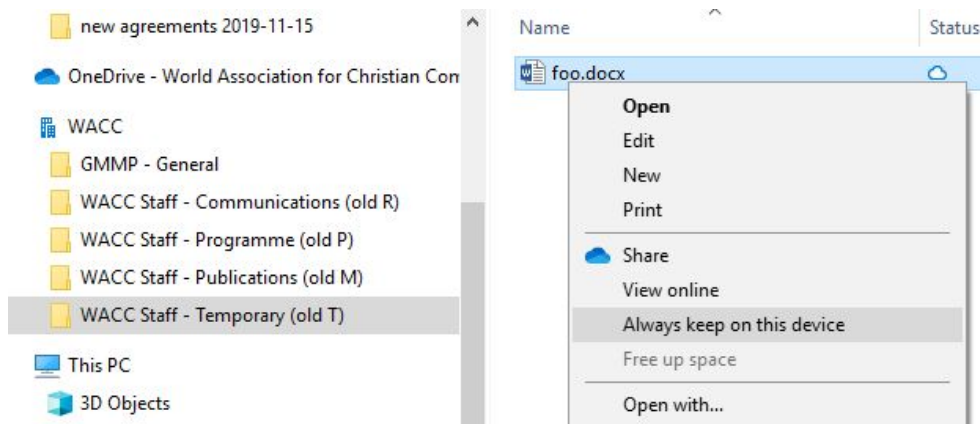Click on the "Sync" button in the toolbar above the open folder.

You'll then get a little pop up that says "Getting ready to sync". That should trigger another question from your browser or computer to start OneDrive to start syncing. Click to show you agree. After a few moments you should get another message letting you know it has succeeded.

Repeat this process for each shared drive you want to access. Once these drive shares are created, you will be able to see them in the File Explorer (🗂) with a little blue office building icon and your organization name beside them:

Accessing synced Sharepoint/Teams folders on your computer

By default, these synced files are only available when you are online, however, their existence will be visible even when you are offline. This is the best behavior as it reduces problems of file conflicts. However, if there is a file or folder that you want to keep a copy of on your machine at all times, you can do that by right-clicking on the file or folder and choosing "always keep on this device". That means that it will synchronize it fully whenever you are online.

The icons beside each file and folder tell you the current status:

An open cloud means there is no local copy at present. It will go fetch a copy if you want to open the file or copy it somewhere.

An open green check means there is presently a copy on this machine, but it won't keep it there forever.

A solid green check means it is presently on the machine and will be kept up to date whenever the machine is online.

A blue circle of arrows means it is currently syncing.