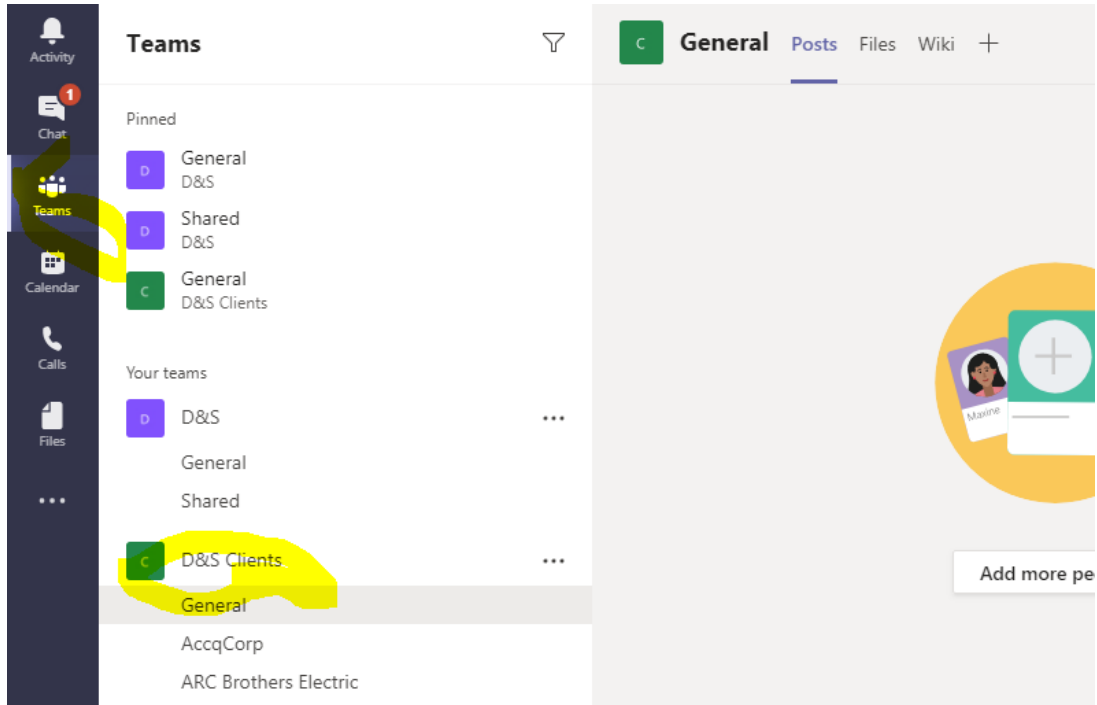


# D&S Helpdesk

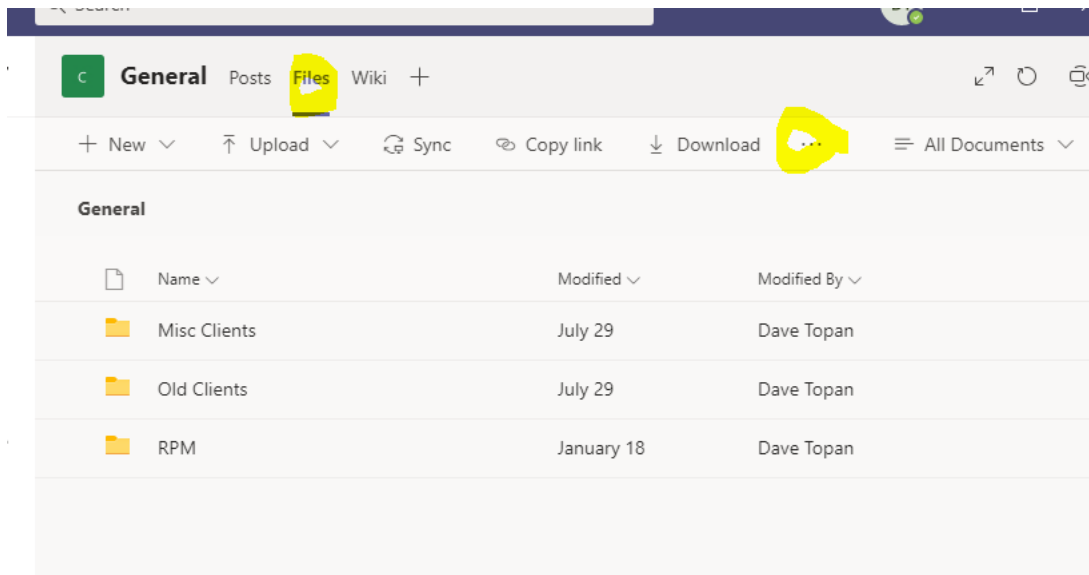
Portal > Knowledgebase > Office 365 > Connecting a Team site for access through file explorer

## Connecting a Team site for access through file explorer

Dave Topan - 2020-10-11 - 0 Comments - in Office 365



Open Teams and select the team



Select Files then ...

The screenshot shows the top navigation bar of a SharePoint page with tabs for 'General', 'Posts', 'Files', and 'Wiki'. Below the navigation bar is a toolbar with options: '+ New', 'Upload', 'Sync', 'Copy link', 'Download', and 'All Documents'. A table lists files and folders under the 'General' section:

Name	Modified	Modified by
Misc Clients	July 29	Dave Topan
Old Clients	July 29	Dave Topan
RPM	January 18	Dave Topan

A context menu is open over the 'Misc Clients' folder, with the 'Open in SharePoint' option highlighted in yellow.

Select Open in Sharepoint

The screenshot shows the top navigation bar of a SharePoint page with options: '+ New', 'Upload', 'Quick edit', 'Share', 'Copy link', and a refresh icon. Below the navigation bar is a breadcrumb trail: 'Documents > General', where 'Documents' is highlighted in yellow. A table lists files and folders under the 'Documents' section:

Name	Modified
Misc Clients	July 29
Old Clients	July 29
RPM	January 18

Select Documents

+ New ▾

↑ Upload ▾








✎ Quick edit

↻ Sync

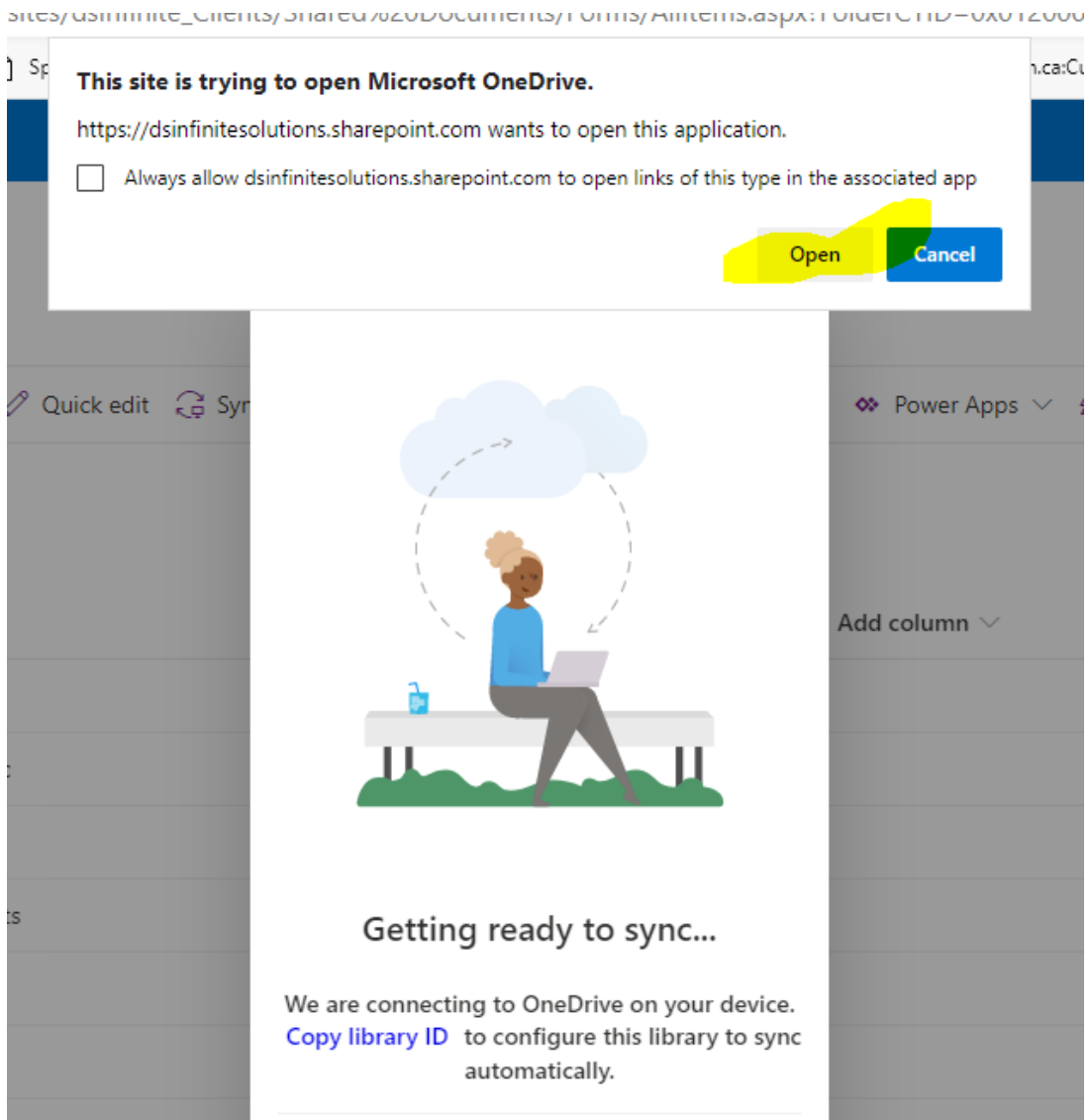
📌 Add shortcut to OneDrive



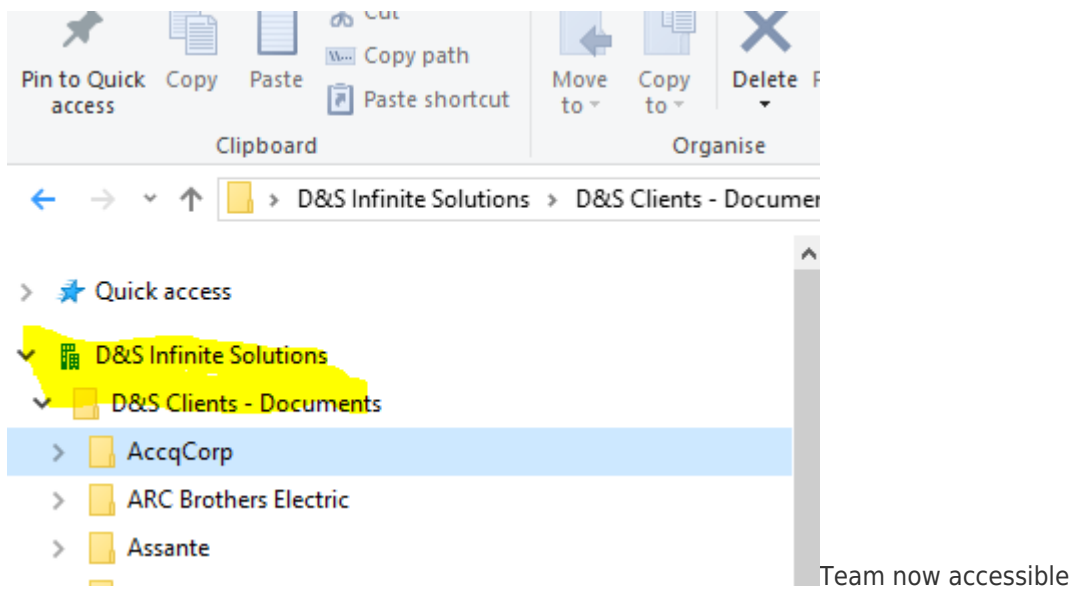
## Documents

 Name ▾	Modified ▾	Modified E
 AccqCorp	January 18	Dave Topan
 ARC Brothers Electric	January 18	Dave Topan
 Assante	July 29	Dave Topan
 Basics Office Products	January 18	Dave Topan
 Bell Cartage	January 18	Dave Topan
 Boucher and Jones	January 18	Dave Topan

Select Sync



Select Open



in File explorer

