

How to Sync Office365 Group Files to your PC

Scope: SO, CCC	Revision Date: 7/10/2017
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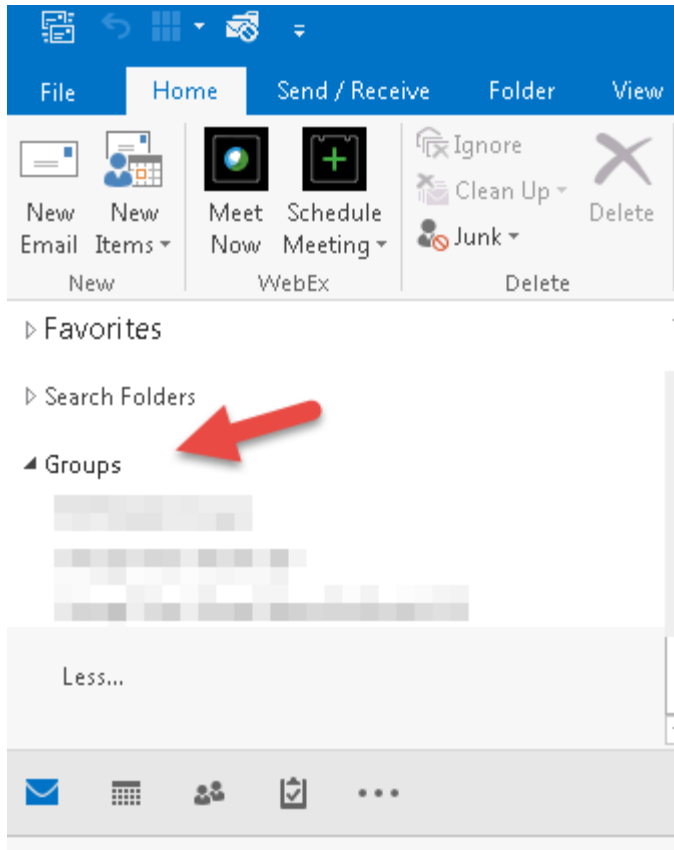
1. Introduction

You can sync an Office365 Group's files to your PC using the OneDrive for Business client. It will create a local folder on your PC in C:\Users\\CSCU. Note that your personal OneDrive for Business folder is found in C:\Users\\OneDrive – CSCU. Follow these steps to sync an Office365 Group to your PC.

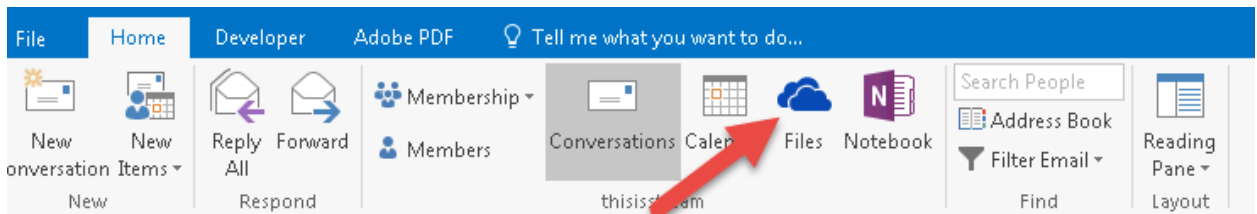
These steps will need to be performed for each Office365 Group you want to sync. This includes connected Office365 Groups for a Microsoft Team, Yammer group or any other product that has a connected Office365 Group.

2. Procedure

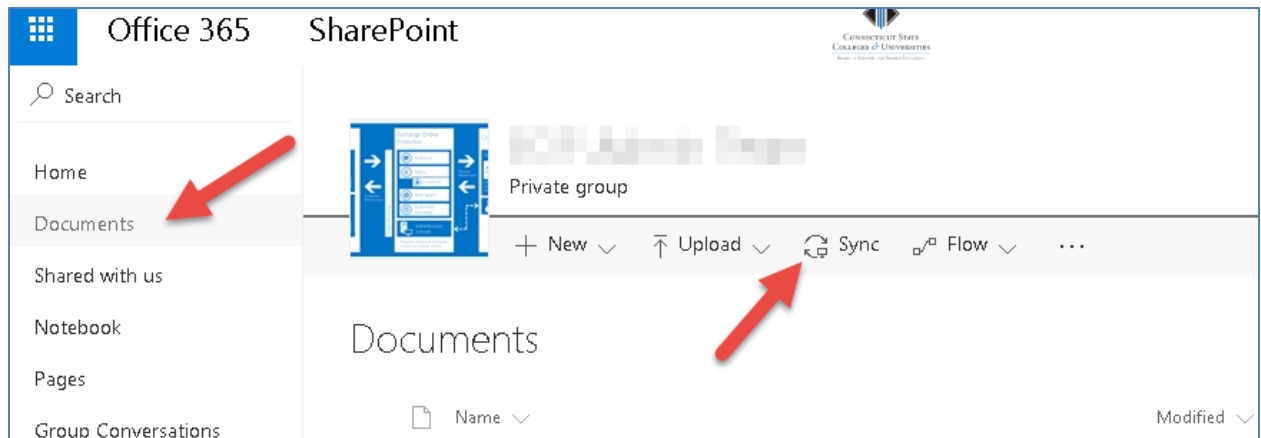
1. First, you will need to go to your group's site. There are a few ways to get to your group's site.
 - a) From Outlook 2016, you'll find your Office365 Groups in your mailbox folder list under the Groups dropdown:



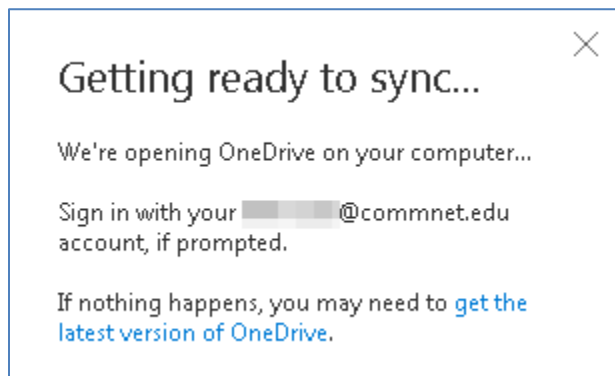
Go to the group and click on the Files icon in the menu:



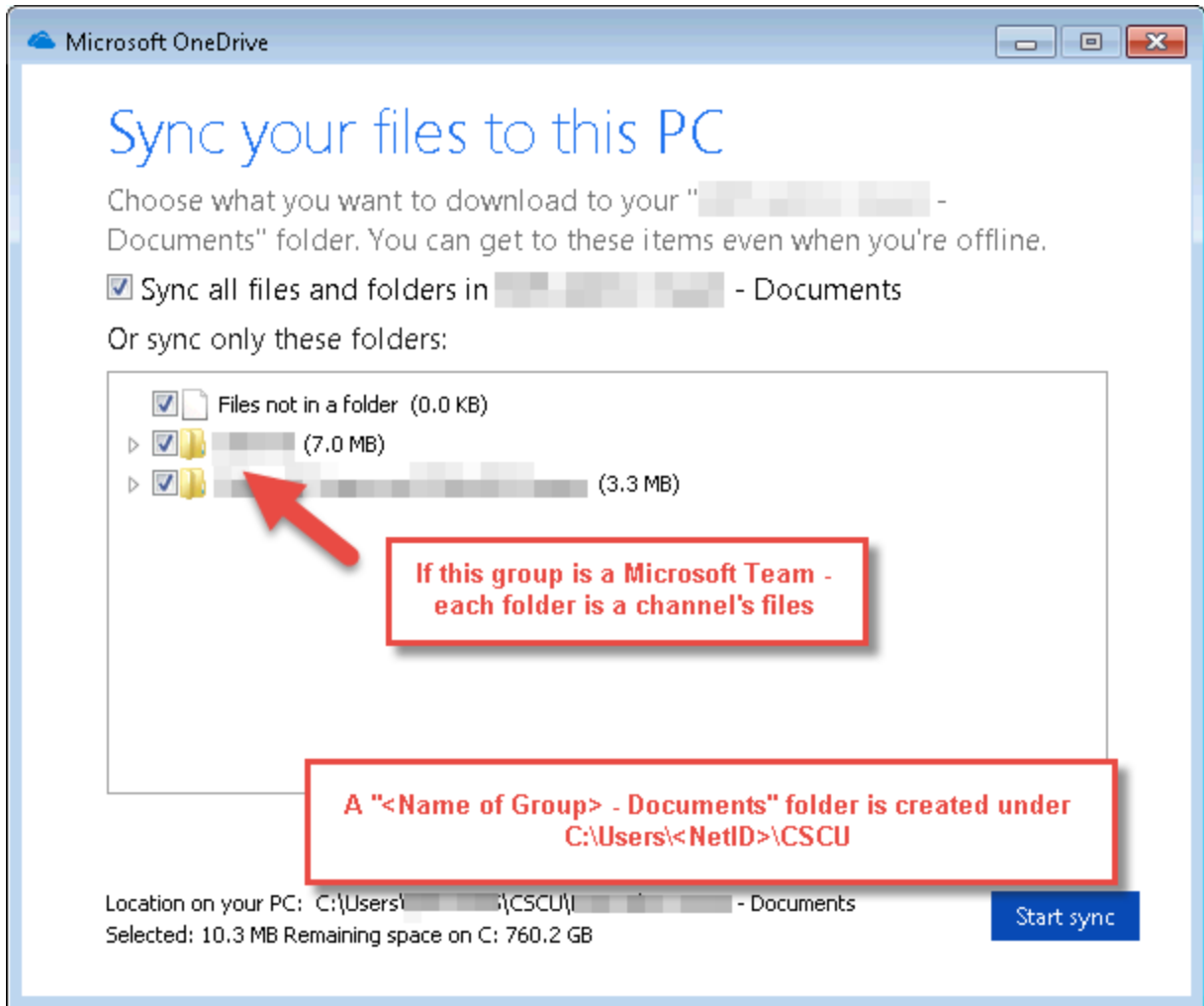
- b) From a browser, visit the group's site directly.
2. Once at your group's site, click on Documents, then click the Sync icon to launch OneDrive for Business:



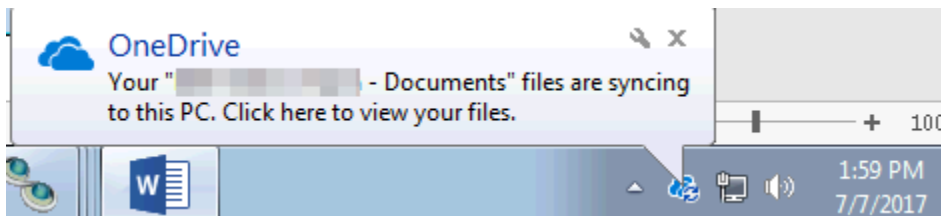
A popup will let you know it is launching OneDrive for Business client on your PC:



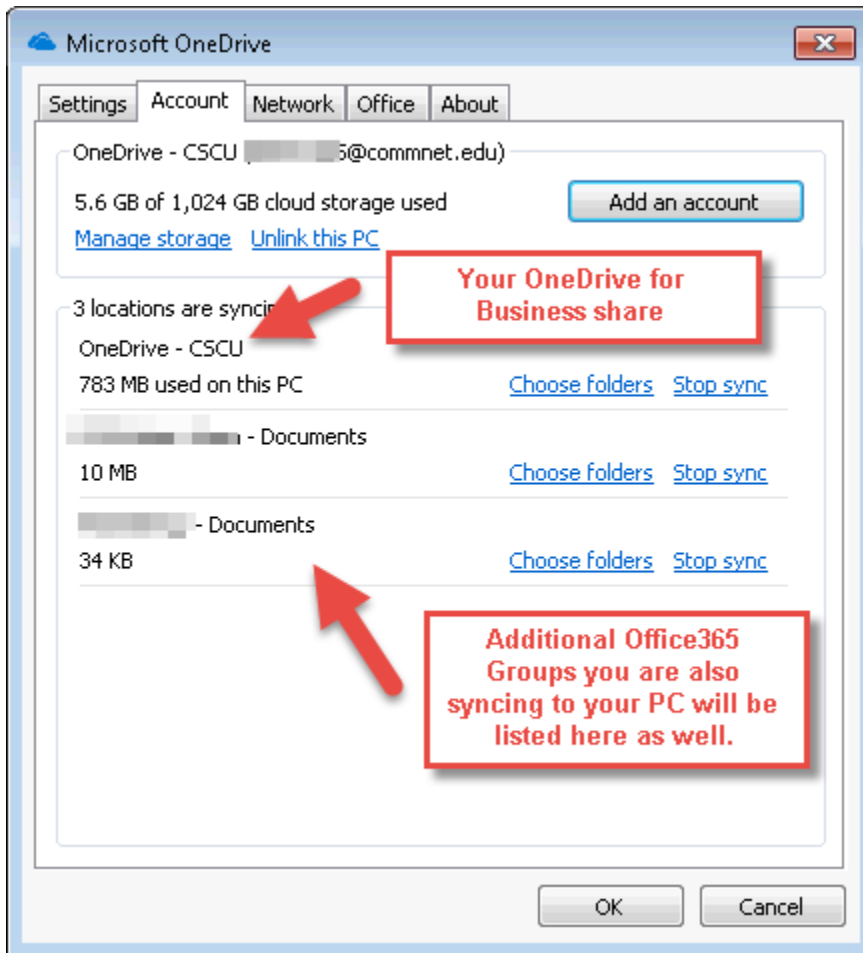
3. The OneDrive for Business client will then ask you what content from your group you want to sync to your PC, e.g. you may only want certain folders or everything in the group. Then click "Start sync":



You will see information that it is starting to sync the files to your PC:



Each Office365 Group you sync to your PC will create a new location that you can see when you right-click the OneDrive icon in the systray and click settings:



Note that all locations you sync using OneDrive for Business will be found in your C:\Users\

- Office365 Groups will be found in the “CSCU” folder.
- Your OneDrive for Business files will be in the “OneDrive – CSCU” folder

AppData	2/26/2016 10:48 AM	File folder
Contacts	6/16/2017 7:55 AM	File folder
CSCU	7/7/2017 11:30 AM	File folder
Desktop		
Downloads		
Favorites		
Links	7/7/2017 10:18 AM	File folder
logs	6/7/2017 11:06 AM	File folder
My Documents	2/26/2016 10:48 AM	File folder
My Music	6/16/2017 7:55 AM	File folder
My Pictures		
My Videos		
OneDrive - CSCU	7/7/2017 11:30 AM	File folder

Any Office365 Group files you sync to your PC will be in this folder.

Your OneDrive for Business files will be in this folder.