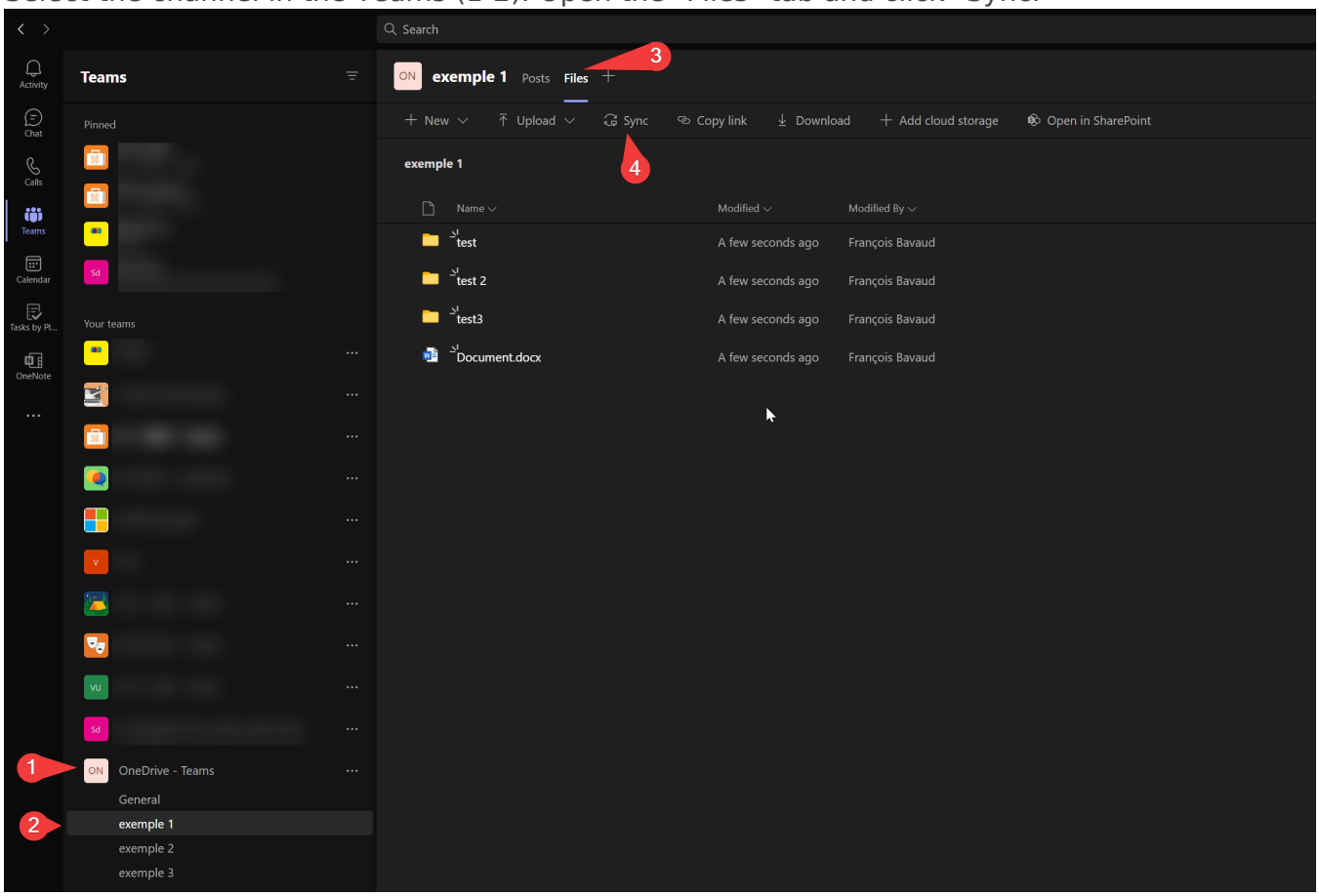
Synchronize Teams/SharePoint Files

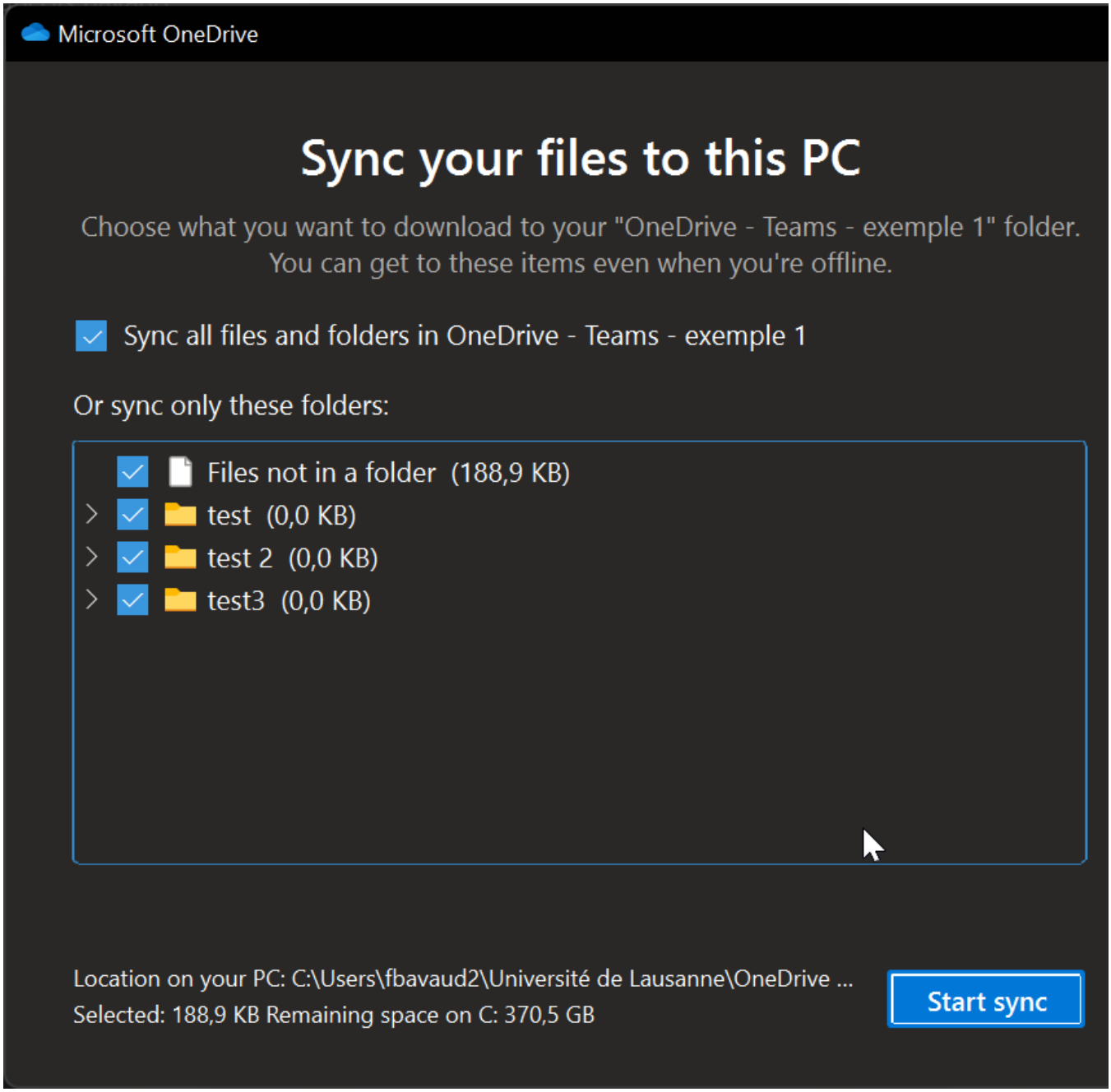
As the UNIL has a Microsoft 365 Business subscription, you can sync your Microsoft SharePoint and Teams files with a folder on your computer. This allows you to work directly in File Explorer and access files, even in offline mode. When you reconnect, changes made to these files are automatically synchronized.

To sync your Teams files

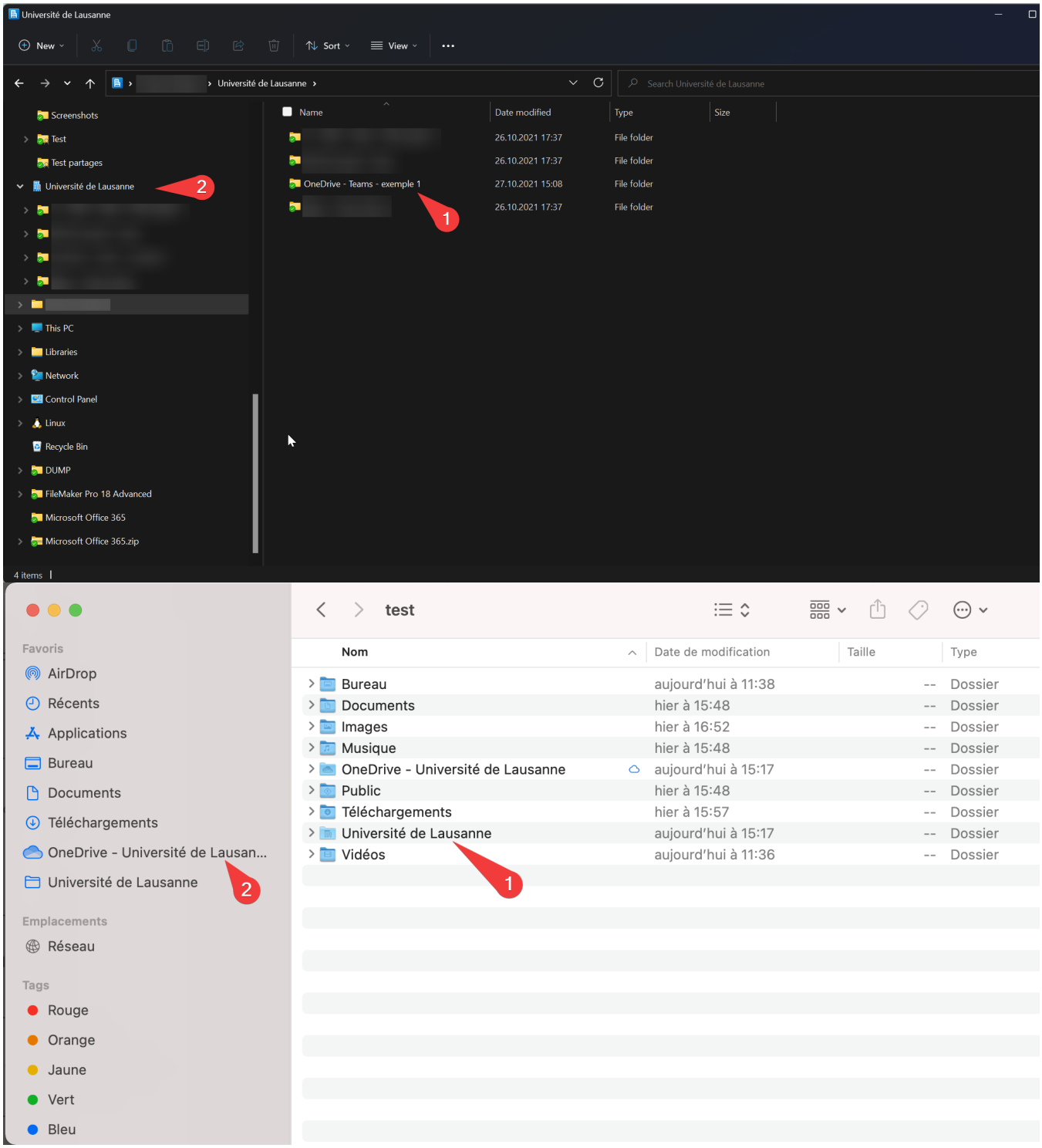
1. Prerequisites**:** Set up OneDrive on your computer.
2. Select the channel in the Teams (1-2). Open the "Files" tab and click "Sync."



3. In the window that opens, select the folders you want to sync. Click *Start sync*



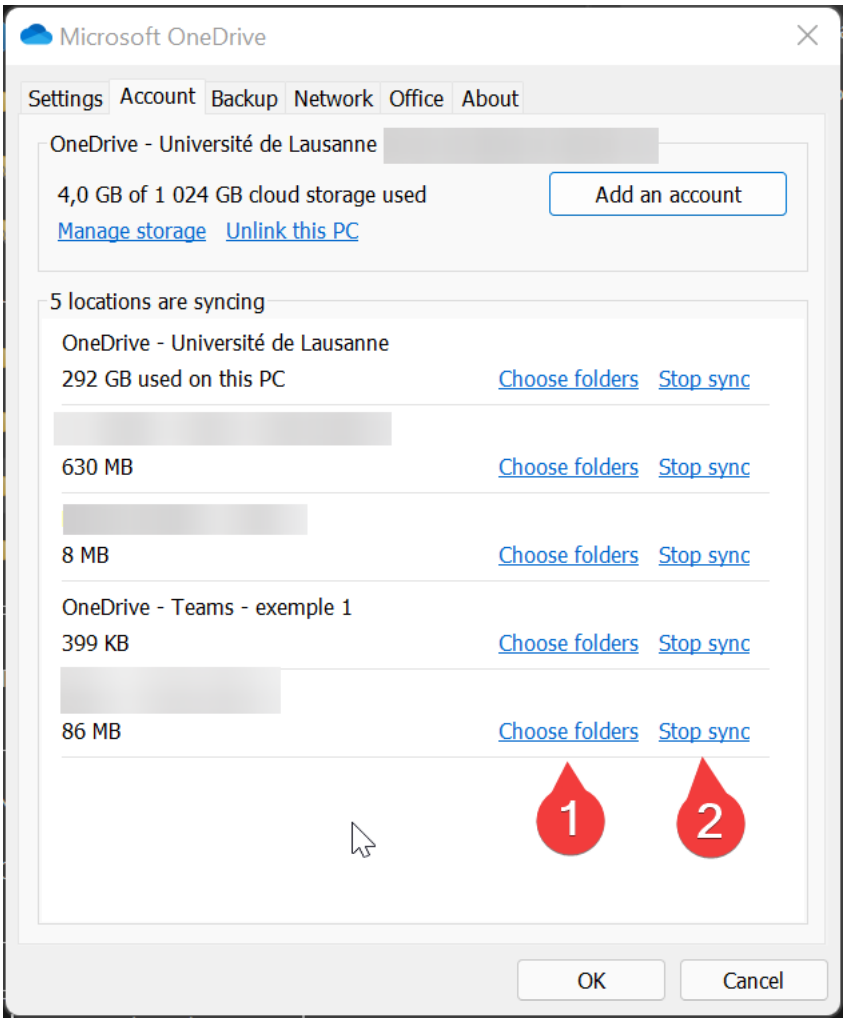
4. You will then find the synchronized folder in a folder named "Université de Lausanne" in your user folder. A new tab will also be added on the left side of your Windows File Explorer or macOS Finder window.



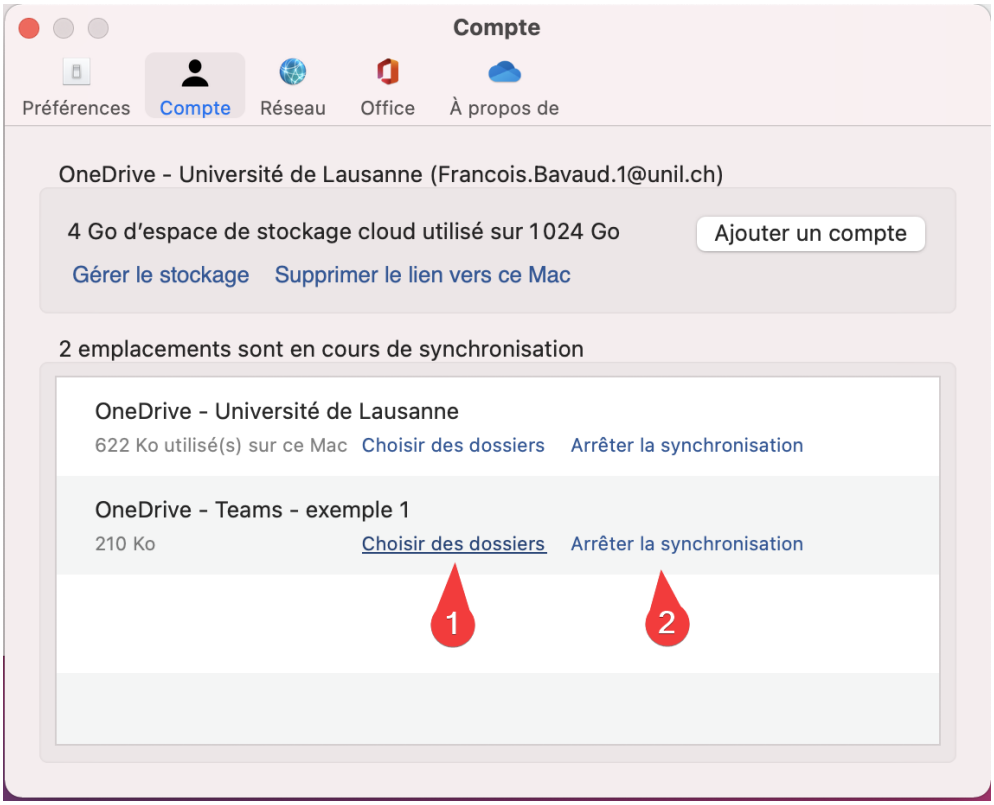
Modify or Remove Sync

You can modify the list of folders you want to sync with your OneDrive account. To do this, open the software preferences and click on the *Account* tab.

Windows


Microsoft OneDrive
Settings
Account
Backup
Network
Office
About
OneDrive - Université de Lausanne
4,0 GB of 1 024 GB cloud storage used
Add an account
Manage storage
Unlink this PC
5 locations are syncing
OneDrive - Université de Lausanne
292 GB used on this PC
Choose folders
Stop sync
630 MB
Choose folders
Stop sync
8 MB
Choose folders
Stop sync
OneDrive - Teams - exemple 1
399 KB
Choose folders
Stop sync
86 MB
Choose folders
Stop sync
1
2
OK
Cancel

macOS


Compte
Préférences
Compte
Réseau
Office
À propos de
OneDrive - Université de Lausanne (Francois.Bavaud.1@unil.ch)
4 Go d'espace de stockage cloud utilisé sur 1024 Go
Ajouter un compte
Gérer le stockage
Supprimer le lien vers ce Mac
2 emplacements sont en cours de synchronisation
OneDrive - Université de Lausanne
622 Ko utilisé(s) sur ce Mac
Choisir des dossiers
Arrêter la synchronisation
OneDrive - Teams - exemple 1
210 Ko
Choisir des dossiers
Arrêter la synchronisation
1
2

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