



## WEEKLY HACK #48

### GET IN SYNC!

#### HOW TO SYNC SHAREPOINT FILES TO YOUR PC

Many thanks to Laurence Dagley for this week's hack idea! Laurence writes; we have many different Sharepoint sites, which means our files are not always easy to find. Did you know it is possible to access them via the File Explorer on your PC? This can make life much easier.

It is a simple process, as follows;

1. Go into the Sharepoint site you want to Sync & click on Documents.
2. Click on the Sync button
3. It will Sync and then appear in File Explorer under 'CEMEX'



**SYNC BUTTON**

**FILES NOW LINKED ON PC**