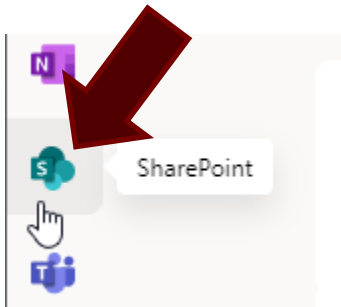
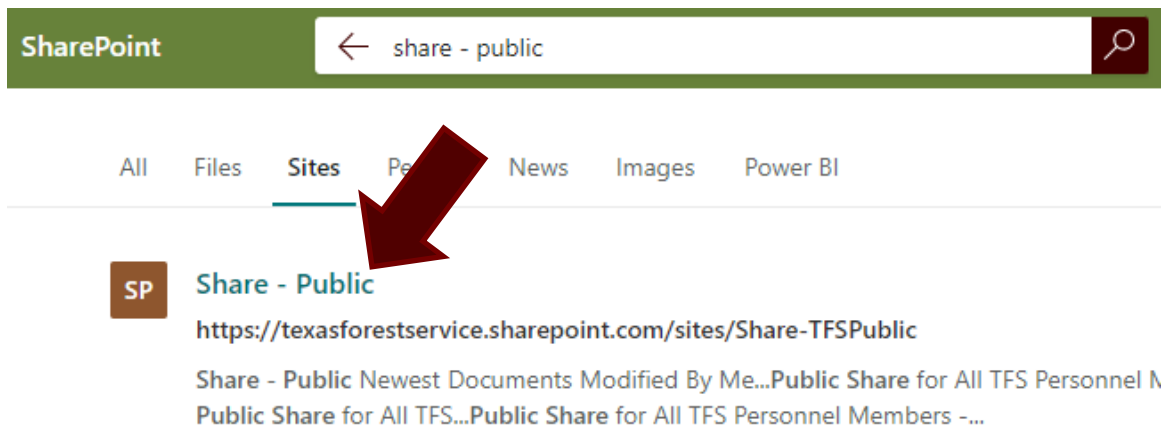

Sync Public OneDrive Share

To sync the Public Share, follow these steps. Remember: The Public Share is accessible (and editable) by everyone in the agency.

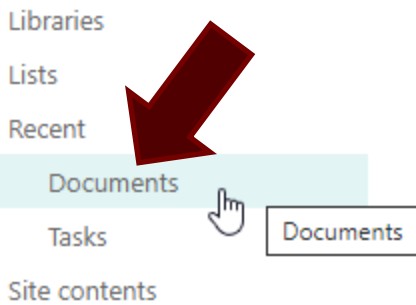
- 1. On your PC, go to <https://office.com>
- 2. Sign in.
- 3. Click on **SharePoint** in the left menu.



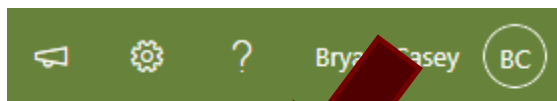
- 4. In the search box at the top, search for "Share - [Your Department Name]".
Ex. Share - East Texas Operations.
- 5. Click **Sites**.



- 6. Then click the link for **Share - Public**
- 7. Click **Documents** in the left navigation.

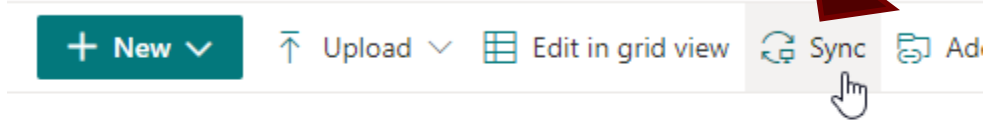


8. Click **Not Following** in the top-right corner of the webpage (Will change to Following).




☆ Not following ↗ Share

9. Click **Sync** in the middle of the page. If asked if you want to open this in OneDrive, click **Open**.



Documents

Check to make sure you now have the Public Share by opening File Explorer. In the left navigation, you should see a small building icon with "Texas A&M Forest Service" beside it.

 Texas A&M Forest Service