Microsoft 365: SharePoint: SharePoint Via Network Drive

Part 1 – SharePoint site

1) Open your web browser Chrome, Edge..etc

2) Search “www.Office.com” in the URL bar at the top (Search bar)

3) Top Right, Click “Sign in” *__if you already not signed in__

4) Top Left, Click on the 3x3 gird

5) Choose “**SharePoint**”

6) Find the SharePoint Site that has the files and folders. ***A SharePoint site is a centralized storage space for all/selected staff users to access files and folders****

Note: if the SharePoint site you are looking for doesn’t appear in the search bar, then you might need to ask for permission from your manager*

7) Once you are inside the site, Click “**Documents**”.

8) Copy the URL from the URL address bar. **Do not copy the entire URL, only copy to https://name-of-you-domain.Sharepoint.com**

Part 2 Internet Options

1) Open Internet options, Click Windows key + S

2) Type “ Internet options”

3) Inside Internet options, Select the Security tab at the top.

4) Click on “Trusted Sites”

5) Click on “Sites” Underneath “Trusted Sites”

6) Paste the URL address inside the “Add this website…” Field.

7) Click “Add”, then close.

Part 3 Microsoft Edge

We will need to configure edge to allow the old internet explore to access that URL address or else the network drive will not work.

1) Open Microsoft Edge,

2) Click on the three dots at the top.

3) Click on “**Settings**”

4) On the left of the screen, Select “Default Browser”

5) Ensure “Allow sites to be reloaded…” is set to allow.

6) Go back to the SharePoint site from part 1, and copy the link again but this time add the additional information.

7) Go back to Edge, Underneath Allow , Click on “Add”

8) Paste again the URL address.

9) Click on “Add”.

.0) In the search bar of edge, paste the same URL Link

.1) Sign into your Microsoft account

.2) If you see the below image then you have done it correct.

Part 3 Network Map

1) Open File Explorer, Click Window key + S

2) Type “**File Explorer**”

3) Right Click “**This PC**”

4) Paste in the URL address once more in the folder field. ***Optionally you can choose the Drive Letter.***

5) Click Finish and the SharePoint site Document should appear like a Network Drive.

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