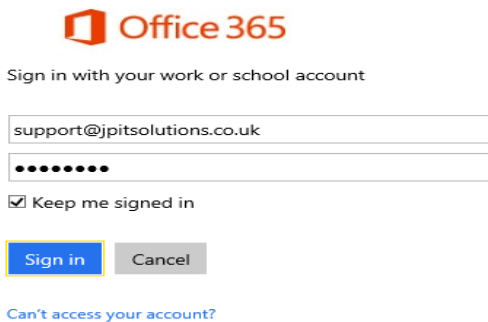
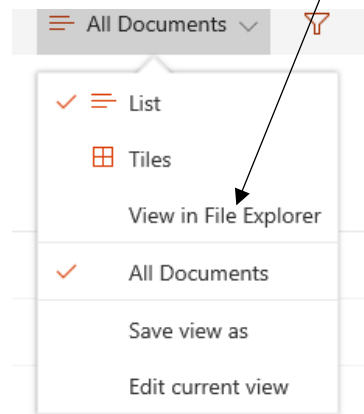

Accessing your Office 365 Team Site/SharePoint through Windows Explorer

1. Open Internet Explorer and ensure it is set to your default browser, Sign into office 365 and make sure you have selected keep me signed in.



2. Go to SharePoint, select your frequent site, Click on the folder you want to map, Click on **All Documents** and **View in File Explorer**.



3. Once the Windows explorer window is open, select the yellow icon as below, and drag it to your Favourites for easy access, if you already have this pinned to your quick access this will automatically reconnect your mapped drives.

