Accessing SharePoint & Synching Files
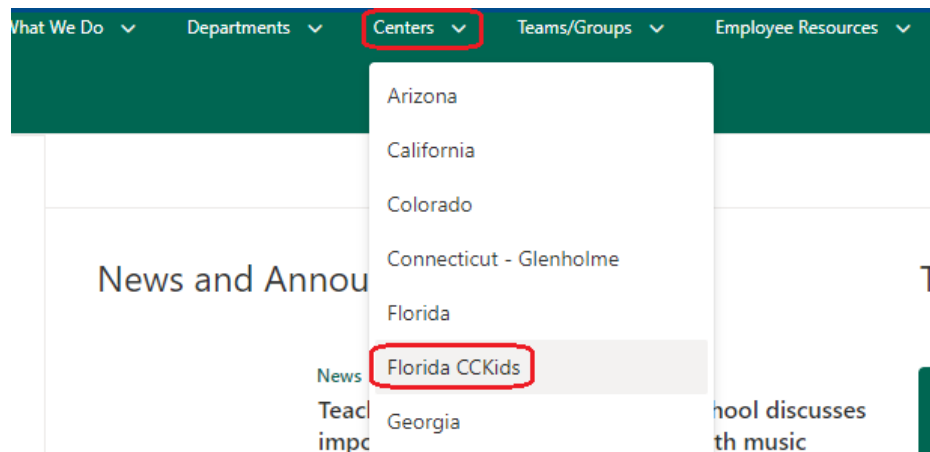
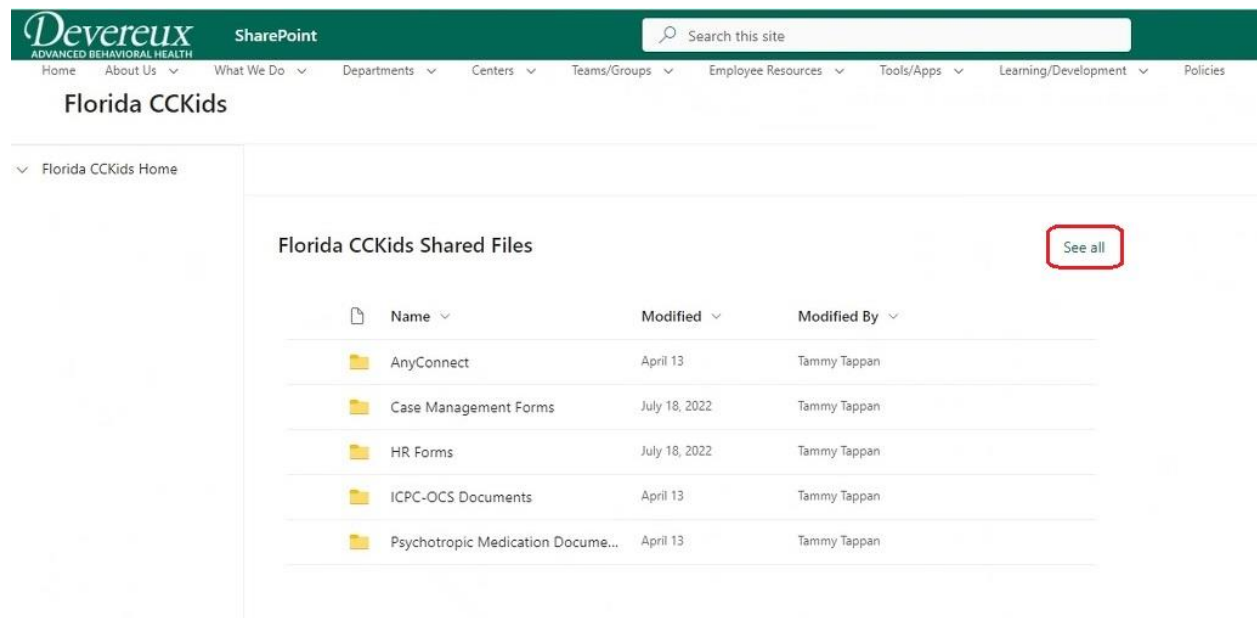***You must complete this process using the <u>Edge browser ONLY</u>***

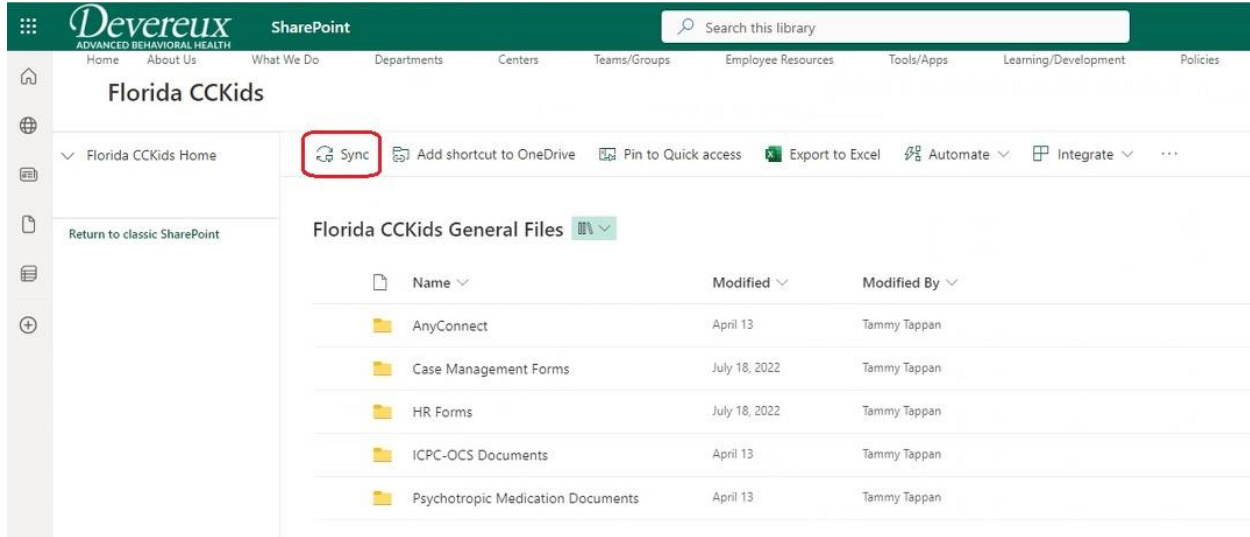Click on the icon to open the Edge browser:

It should open to the Devereux pre-set page with News and Announcements. On the top green 'bar' of that page, mouse over the word Centers & select Florida CCKids:
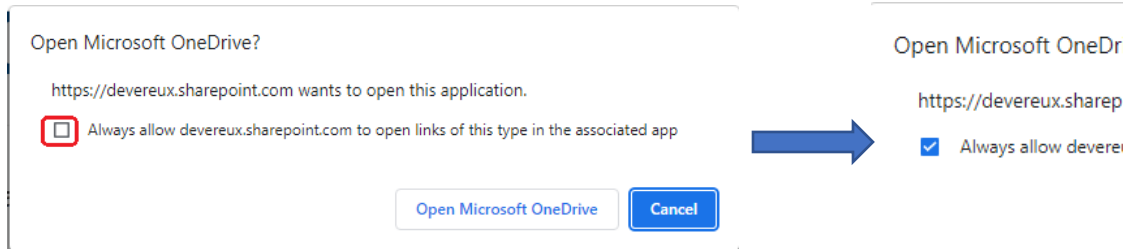

The landing page will have the forms that are used by almost everyone, and can be easily used/downloaded. You can access the forms by going to the appropriate folder and opening and/or downloaded what is needed; or, if you wish to be able to access the items in any given folder offline, on your local computer, click on See All:
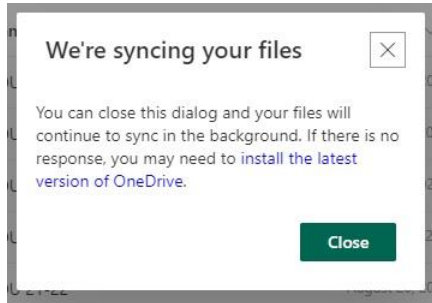
Then select the folder(s) you wish to have access to on your local computer & click on Sync, and follow the prompts. *Note: you should only sync 1 or 2 folders at a time, to avoid overload in the process.*
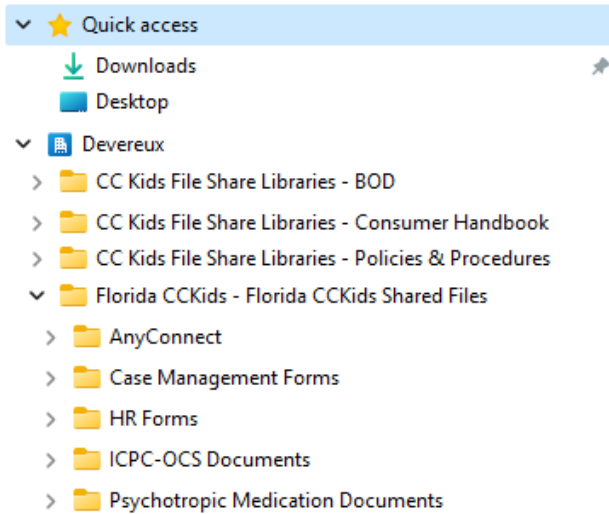

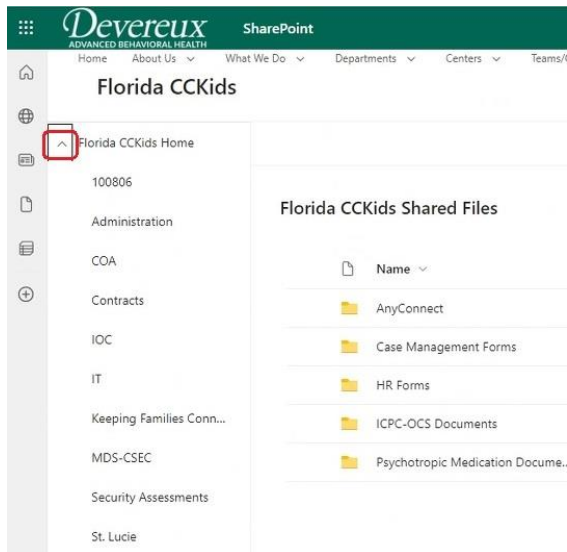If prompted, check the Always box & then click on Open Microsoft OneDrive:

You will see a brief pop-up as your computer connects to OneDrive; once you see this pop-up you can click on close, and the files will begin the synching process.
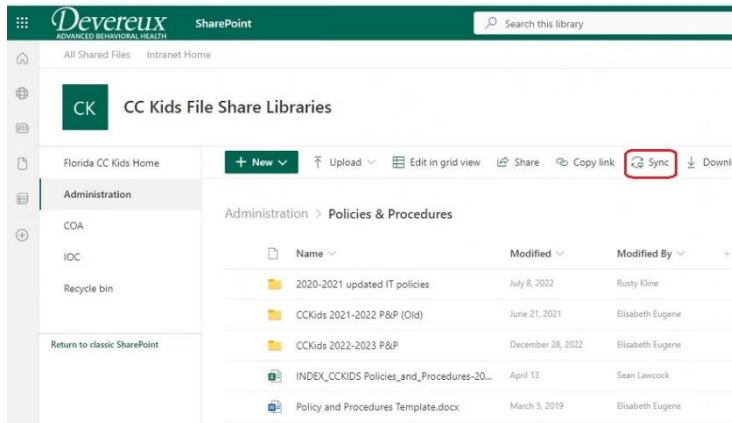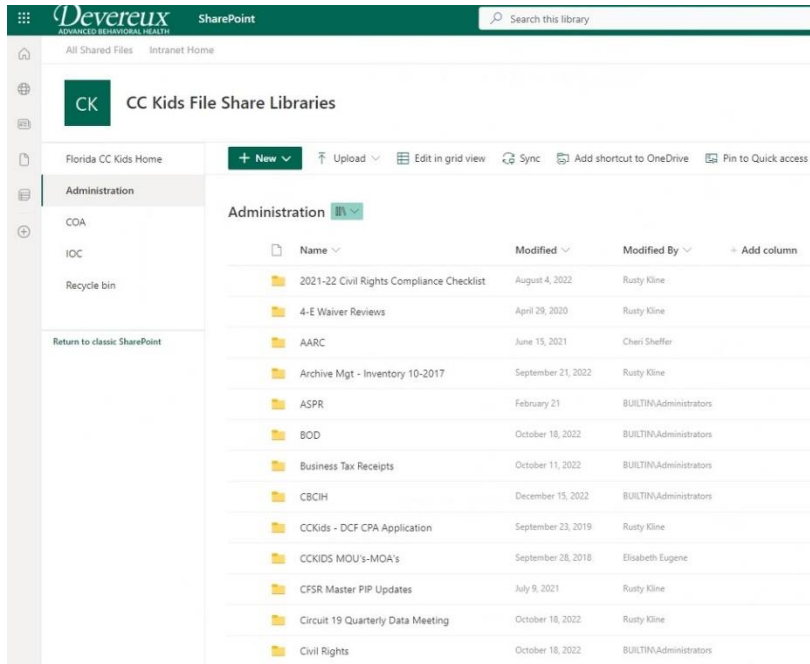
To find them on your local computer, open a File Explorer window (the yellow folder icon), and look for Devereux on the left; expand that to see your synched Teams & SharePoint folders:

The process is the same for the shared libraries; staff will see only those options to which they have access to. To view the other libraries, click on the down arrow next to Florida CCKids Home to expand the list:

Select the folder>sub-folder that you wish to view and/or sync, and repeat the process:

Note: if the Sync option isn't showing, you may have to click on the 3 dots to see it: