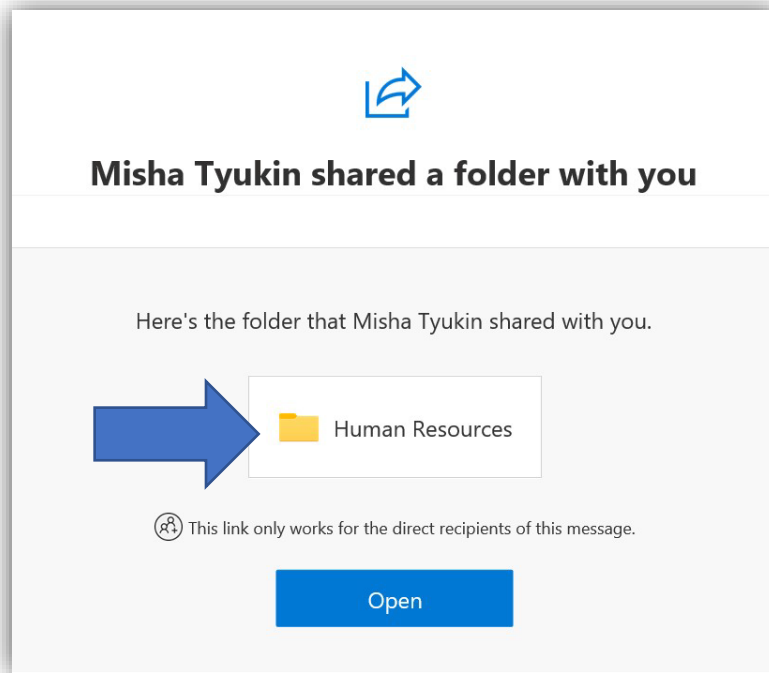


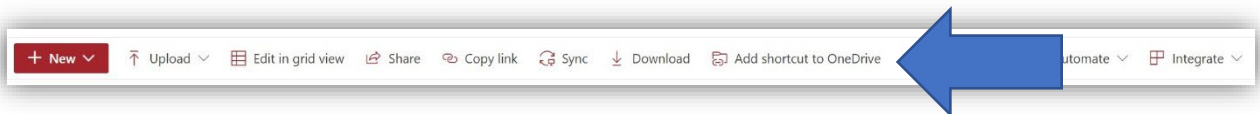
## ADDING SHAREPOINT SHORTCUT TO ONEDRIVE

To view your shared data environment in a single location of Windows File Manager, please follow the instructions below:

1. Click on 'OPEN' link in the email you received once the folder has been shared with you.



2. Login using your Microsoft 365 (email) user account information (if necessary).
3. Click 'Add shortcut to OneDrive' link in the top menu of the screen



### NOTE:

- a. File shared with you can be accessed immediately in the on-line environment.
- b. Please allow several minutes (depending on the size of the shared folder) for OneDrive to sync the files locally for access via Windows File Manager.

Please email [support@jsco.net](mailto:support@jsco.net) if you have any questions.