Accessing Data Shared from OneDrive and Teams

Shared Files

Data that is shared from OneDrive or Teams (SharePoint) will appear in OneDrive under **Shared**. (You can access OneDrive here.)

1. Select **Shared** in the top left to display a list of content that has been shared with you. You can switch between views of data shared *with* you and data shared *by* you using the tabs at the top of the page.
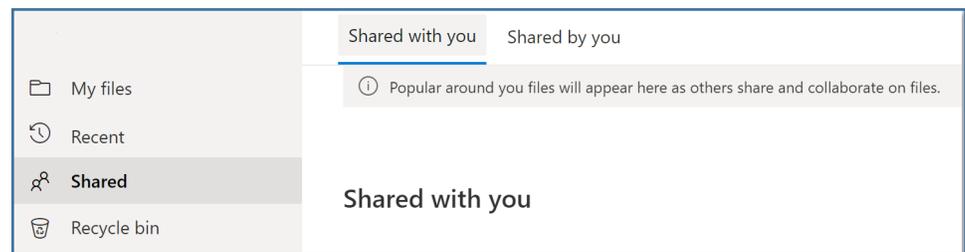
2. Click on a file in the list to access it.

Shared Libraries

1. You can access files from Teams in OneDrive's web interface. Your Teams appear under **Shared Libraries**. Click on a Team name to display that Team's files. Click on **More Libraries** to see additional Teams.
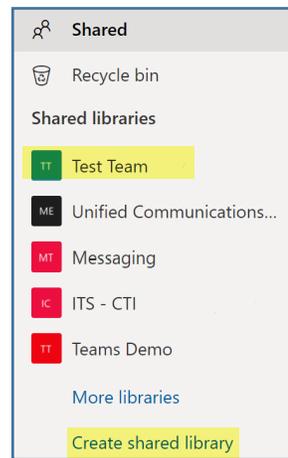
2. If you'd like to sync your team's files with the OneDrive sync client, click the **Sync** button.