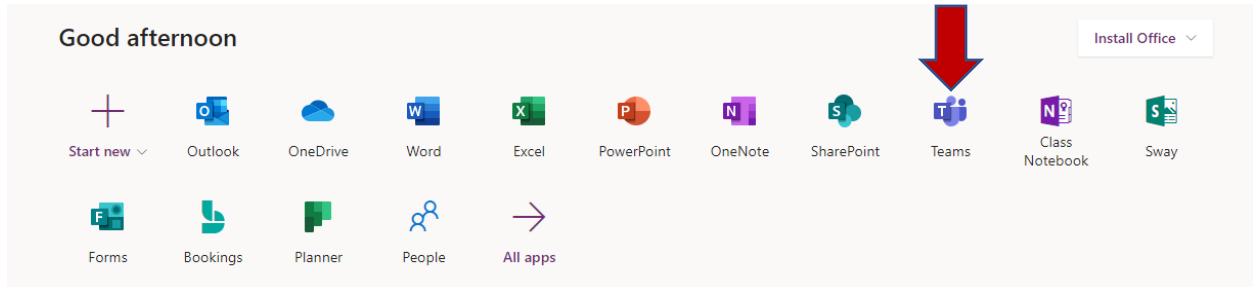
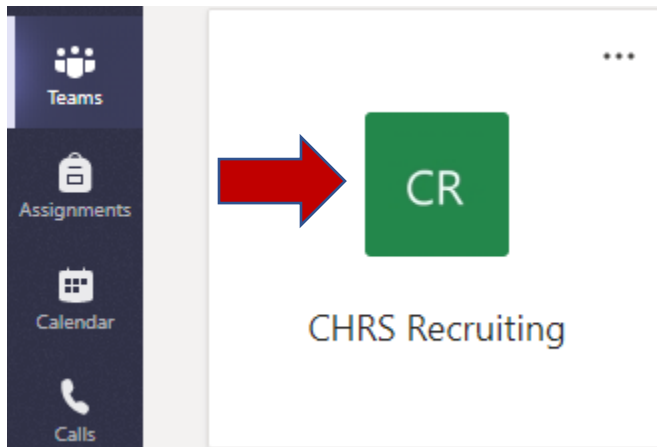


Sync(Shortcut) Microsoft Team to Windows (Stan State Prop. Tagged Computer)

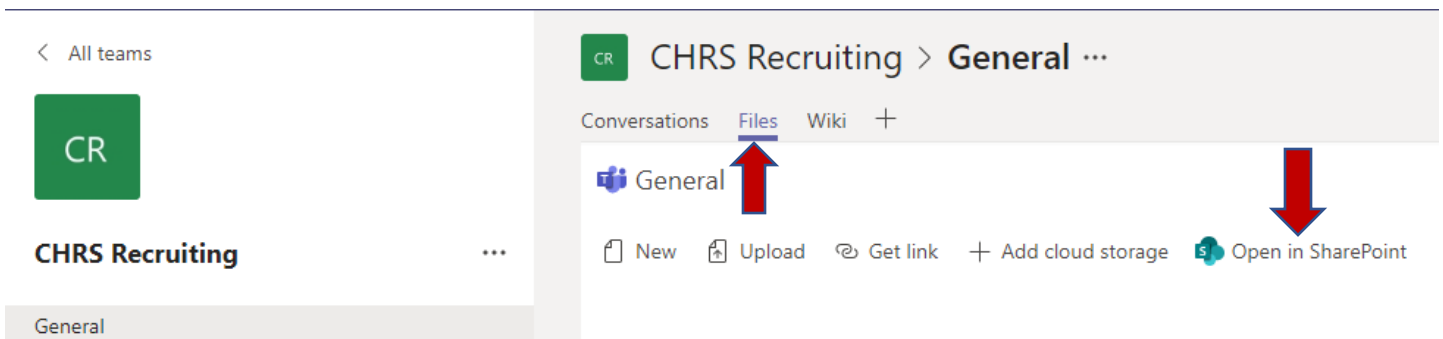
1. Log in to your Office 365 account at office.com and then select **“Teams”**



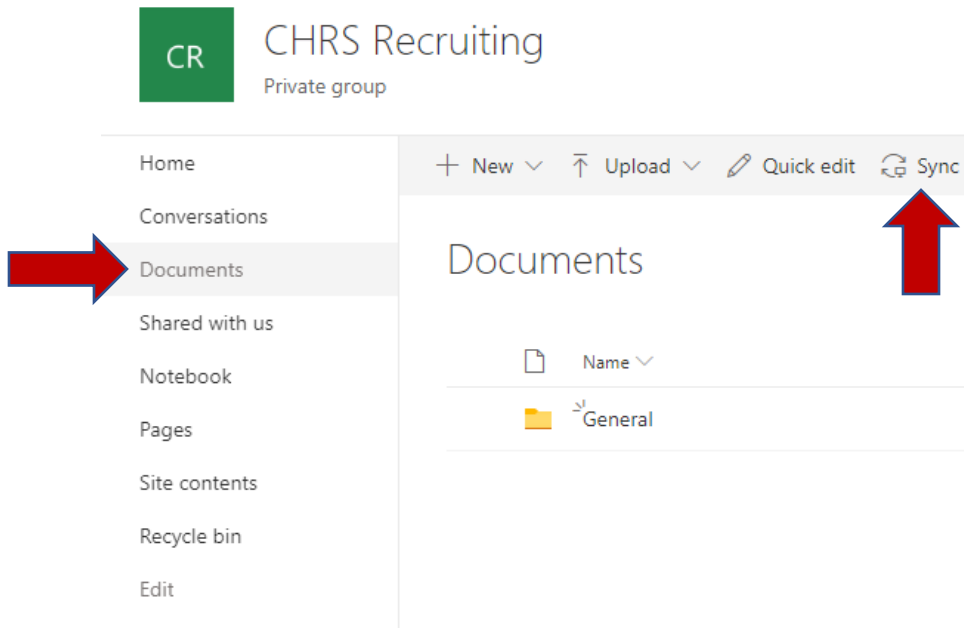
2. Click on your Team for ex. CHRS Recruiting



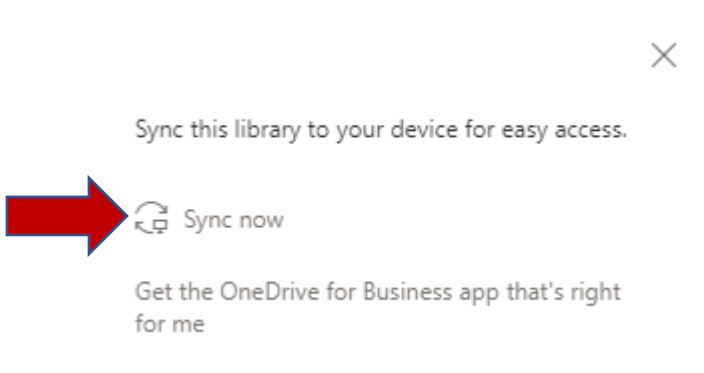
3. Select the “Files” tab 1st and then click “Open in SharePoint”



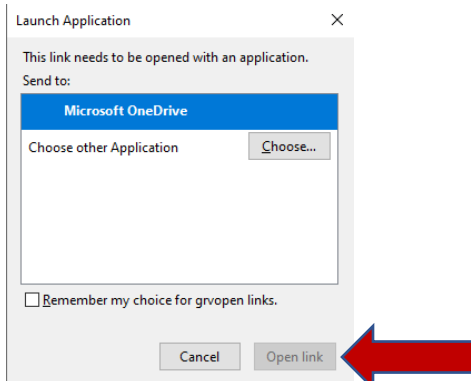
4. Click on Documents on the left and then Sync on the right



5. Click on "Sync now"



6. Select "Open link"



7. Your Team is now synced onto your computer

