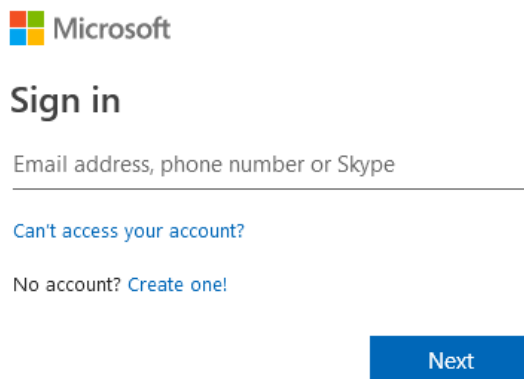
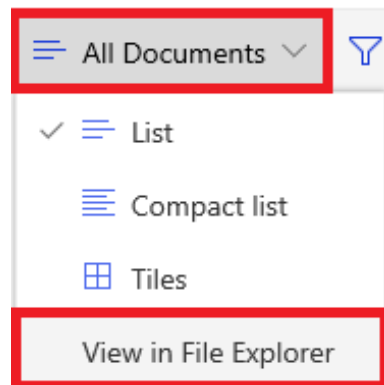

How to access your SharePoint files through Windows Explorer

1. In **internet explorer** go to www.portal.office365.com then **sign in** with your email address and password



2. Go to **SharePoint**, open the folder you **want to view in file explorer**, click on **all documents**, then **click view in file explorer**



3. This will now open your SharePoint folder in windows explorer

4. To have this always accessible please click [here](#) for a guide on how to map drives to your PC

