## **OLD DOMINION** UNIVERSITY

# Accessing Data Shared from OneDrive and Teams

#### Shared Files

Data that is shared from OneDrive or Teams (SharePoint) will appear in One-Drive under **Shared**. (You can access OneDrive <u>here</u>.)

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.

		Shared with you Shared by you	
Ð	My files	Popular around you files will appear here as others share and collaborate on files.	
U	Recent		
RR	Shared	Shared with you	
6	Recycle bin		

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.



#### Information Technology Services

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2. If you'd like to sync your team's files with the OneDrive sync client, click the **Sync** button.

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