

VOLKSWAGEN GROUP
ITALIA

SharePoint folder synchronization

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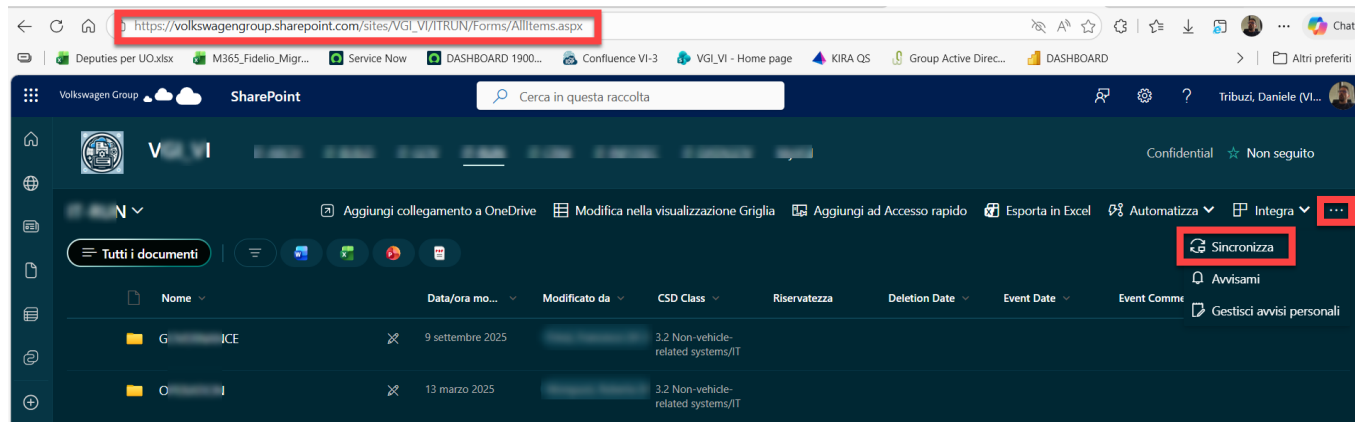
INTERNAL

SharePoint folder synchronization

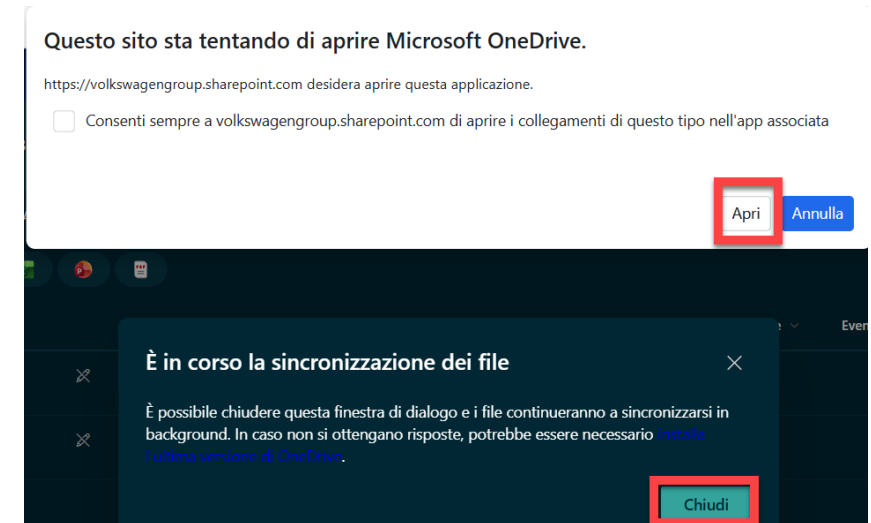
Creating a new synchronization

To create a new SharePoint folder synchronization on your PC and then view and edit the files in the desktop applications, follow the instructions below

Open the SharePoint page that contains the files of interest in your browser and select "Sincronizza"



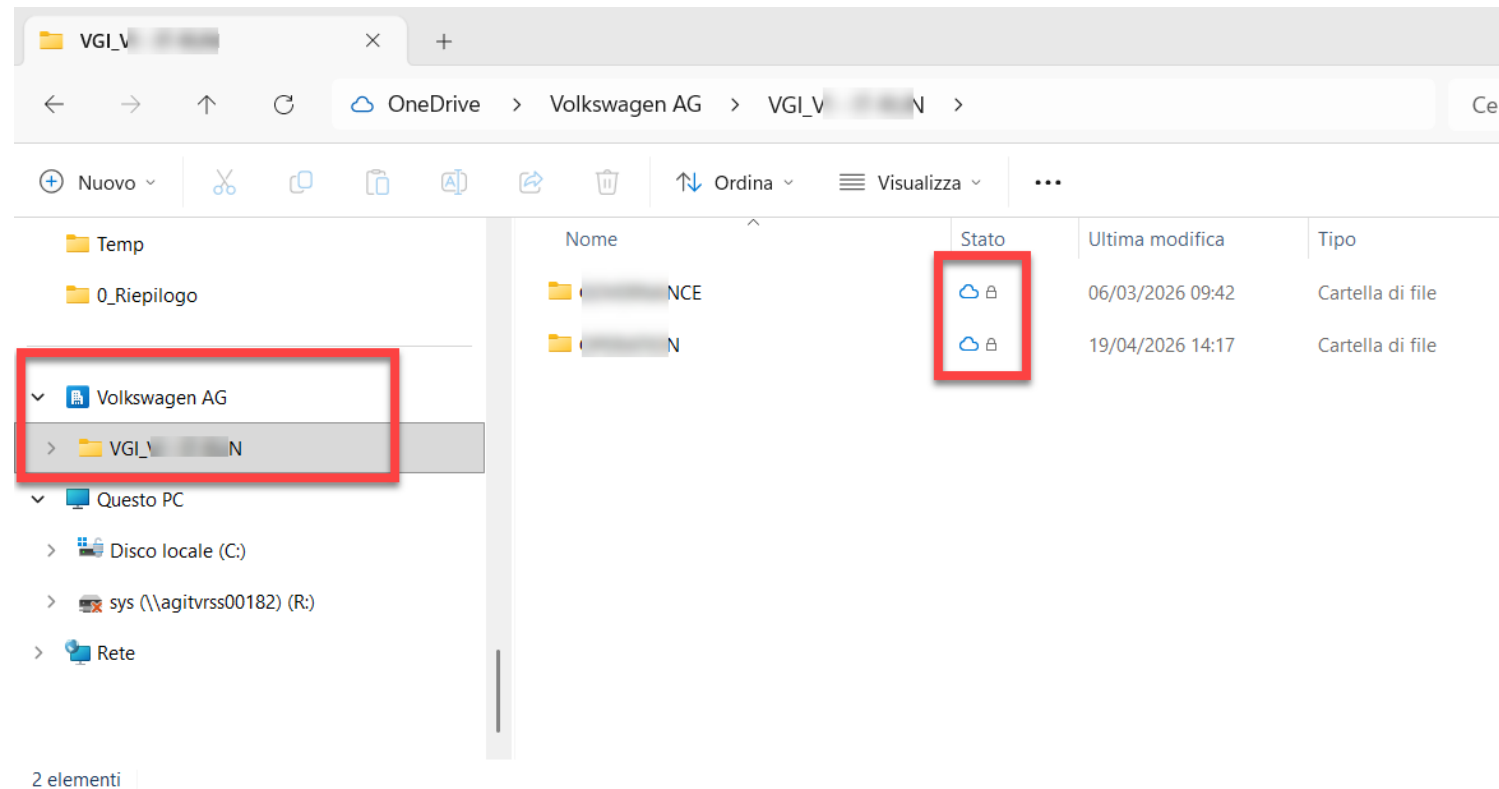
Accept opening the OneDrive app to initiate syncing



SharePoint folder synchronization

Creating New Sync – Windows Explorer Manager

After the initial sync is complete, the files will be visible in Windows Explorer, indicating the status of the sync.



SharePoint folder synchronization

Stop Folder Sync

To stop an existing SharePoint synchronization, follow these steps.

At the end of the procedure, a copy of the files will remain on the PC that is no longer connected to SharePoint and therefore not synchronized.

The diagram illustrates the process of stopping folder synchronization in OneDrive. It consists of two main screenshots and several text annotations with red arrows:

- Left Screenshot:** Shows the OneDrive application interface. A red box highlights the gear icon (Settings) in the top right corner. A red arrow points from this icon to the text "From the OneDrive app Settings Account". Another red arrow points from the "Impostazioni" (Settings) menu item to the text "Locate the sync of interest and select 'Stop sync'".
- Right Screenshot:** Shows the "Impostazioni OneDrive" (OneDrive Settings) window. A red box highlights the "Account" option in the left sidebar. A red arrow points from this option to the text "From the OneDrive app Settings Account". Another red box highlights the "Interrompi sincronizzazione" (Stop synchronization) button for the "VGI UN" account. A red arrow points from this button to the text "Locate the sync of interest and select 'Stop sync'".

From the OneDrive app
Settings
Account

Locate the sync of interest and select "Stop sync"

SharePoint folder synchronization

Folder Sync Stop – Windows Explorer Manager

After the synchronization stop process is complete, a copy of the files will remain in Windows Explorer, but it will not be synchronized.

Do not work on these files if you want them to be synchronized with SharePoint

