

View files Shared with You on the OneDrive Client for Mac

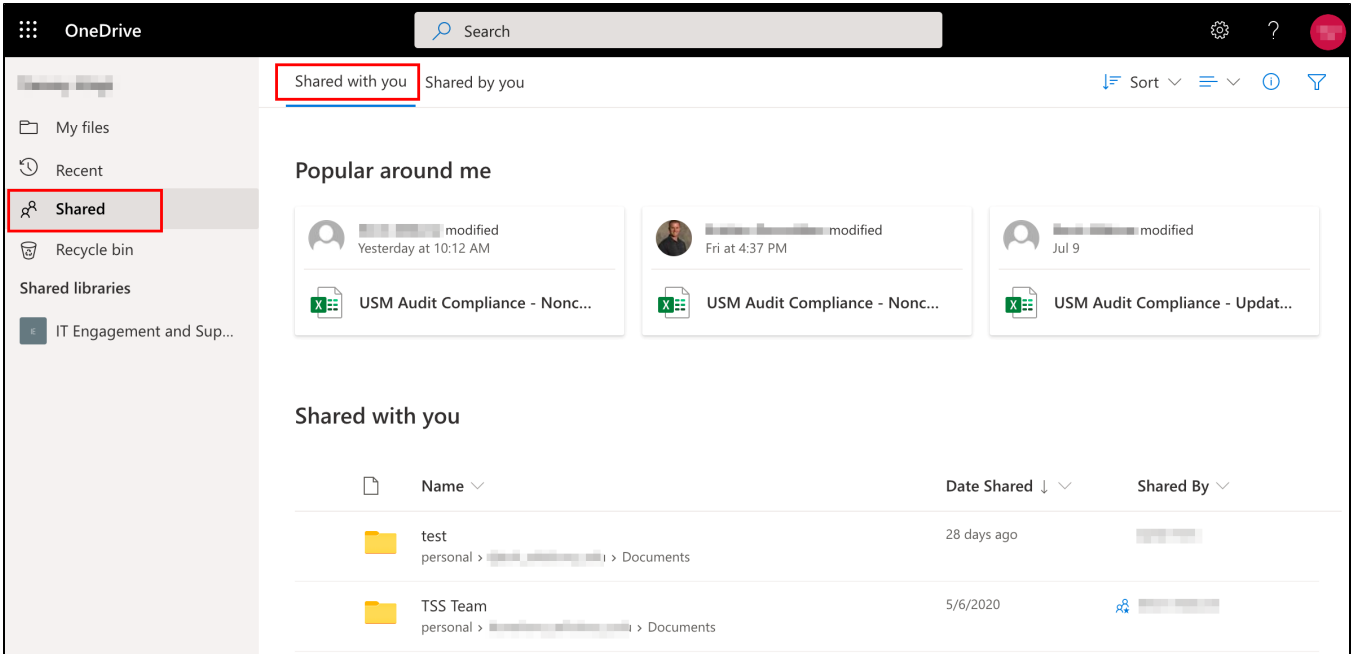
This article describes how to view files that have been shared with you using the OneDrive local client on a Mac.

To view files Shared with You on the local OneDrive Client(with your Files) items must be in a shared folder. Individual Files cannot be synced to be viewed on the local client.

Go to <https://www.office.com/> and login with your SU credentials.

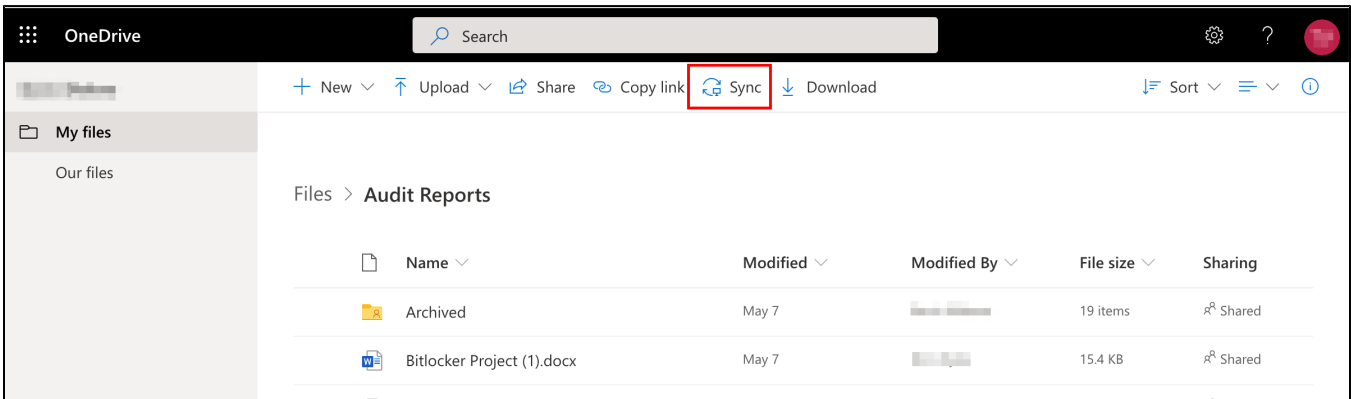
Click on the **OneDrive** logo at the top to go to your OneDrive account.

In the panel on the left select **Shared** and at the top select **Shared with you**.



Select the folder you wish to sync with the OneDrive local client.

In the taskbar at the top select **Sync**



The shared files you sync will now be shown labeled as Salisbury University. Your personal OneDrive files will be listed under OneDrive - Salisbury University.

