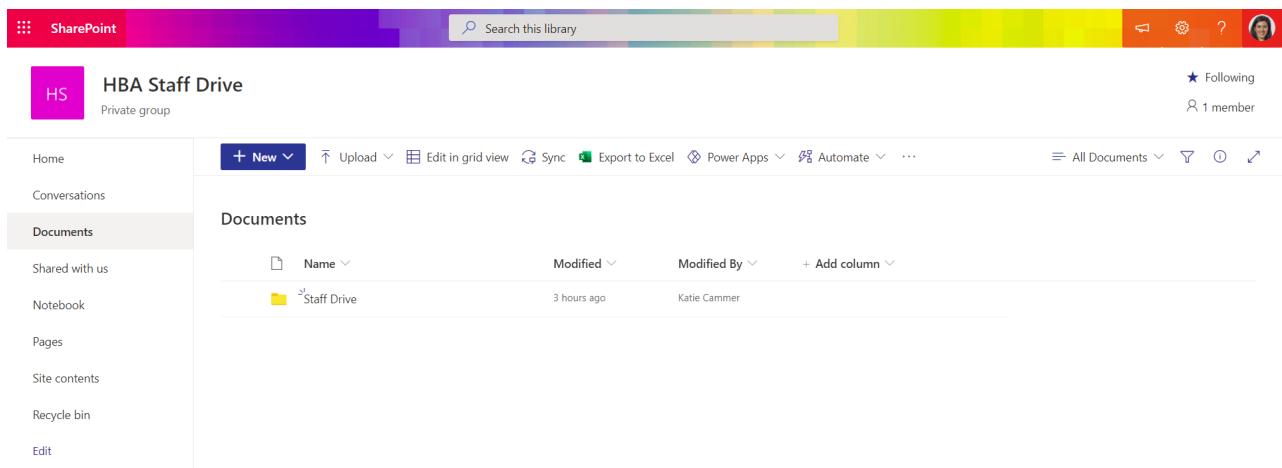


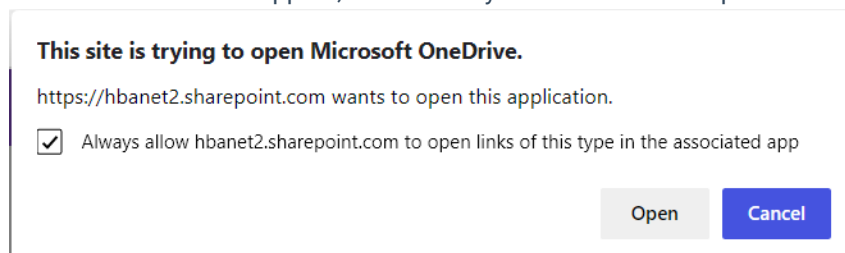
How to Add the All-Staff SharePoint

Last Modified on 07/10/2024 10:34 am EDT

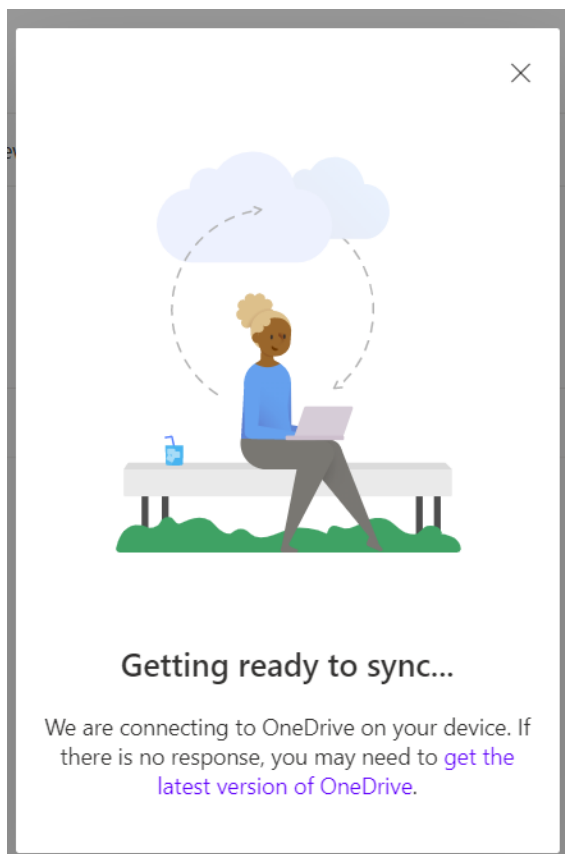
1. Open Microsoft Edge or Internet Explorer; the steps below will not work in other browsers
2. Paste this link into Microsoft Edge or Internet Explorer: <https://hbanet2..com/sites/HBAStaffDoc/Shared%20Documents/Forms/AllItems.aspx>
 1. If you are not logged in to your Microsoft account, you will be prompted to do so. Please use your email account login credentials
3. Once logged in, click "Sync" circled below:



1. This small window will appear; check "always allow" and then "open":



1. This window will appear...



...and after a few minutes once the sync is complete, your File Explorer should contain the file location below:

This is where all the files from the staff (and any other group drives) now live

