View files Shared with You on the OneDrive Client for Windows & Mac

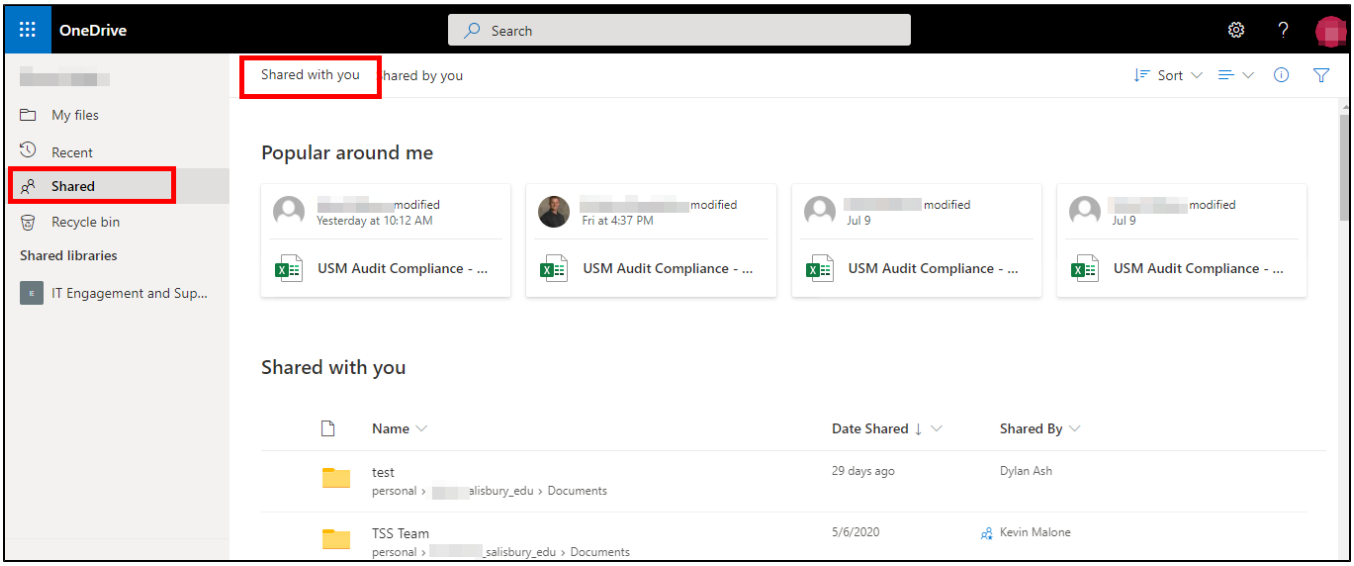
This article describes how to view files that have been shared with you using the OneDrive local client on a Windows PC or Mac.

To view files Shared with Me on the local OneDrive Client(in File Explorer) 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 in the list of applications to the left to go to your OneDrive account.

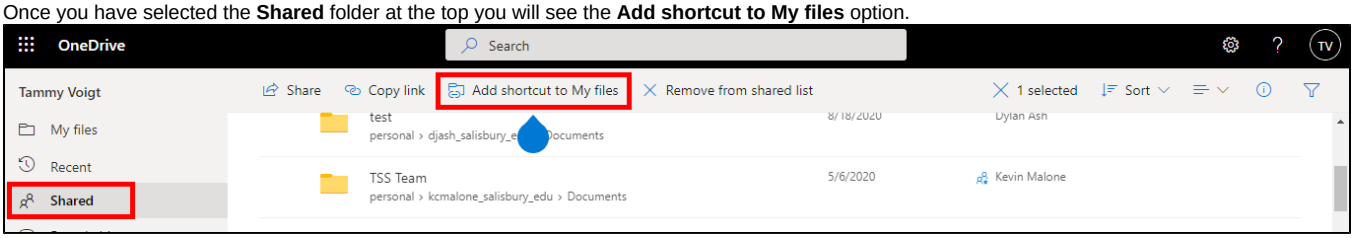
Go to **Shared** and select **Shared with you** at the top to see files that have been shared with you.



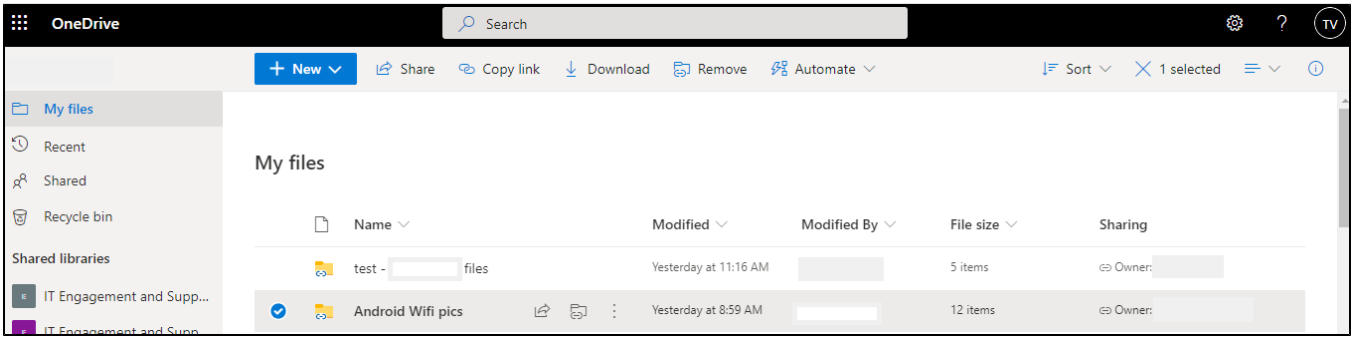
Select the Folder you wish to be displayed on the OneDrive Desktop App.

- Please note that the Folder cannot be empty in order to sync to the OneDrive Desktop App.

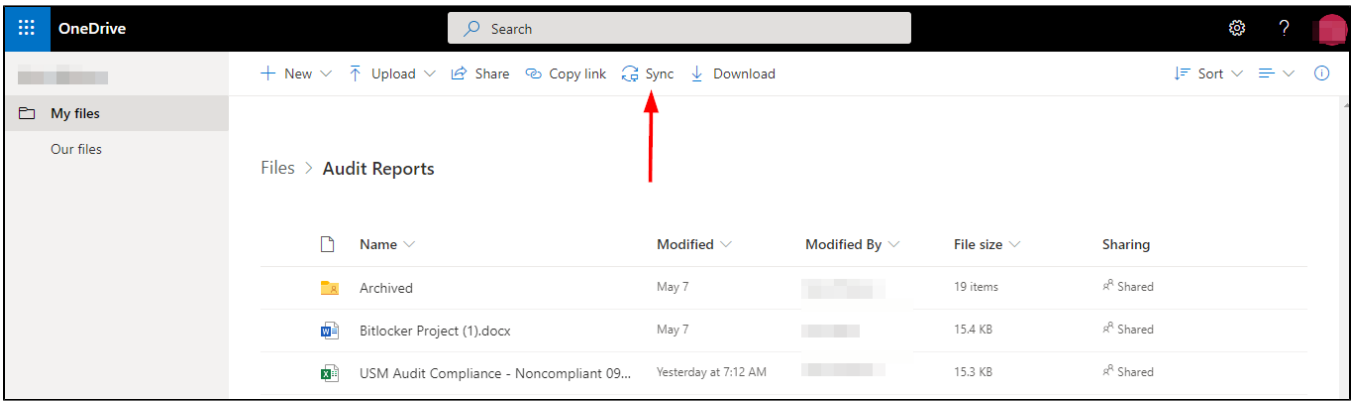
Once you have selected the **Shared** folder at the top you will see the **Add shortcut to My files** option.



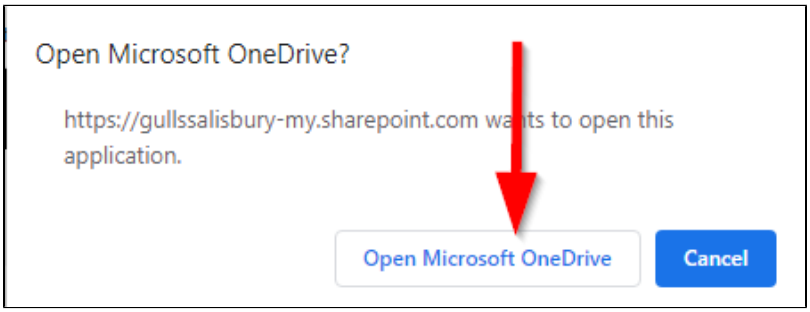
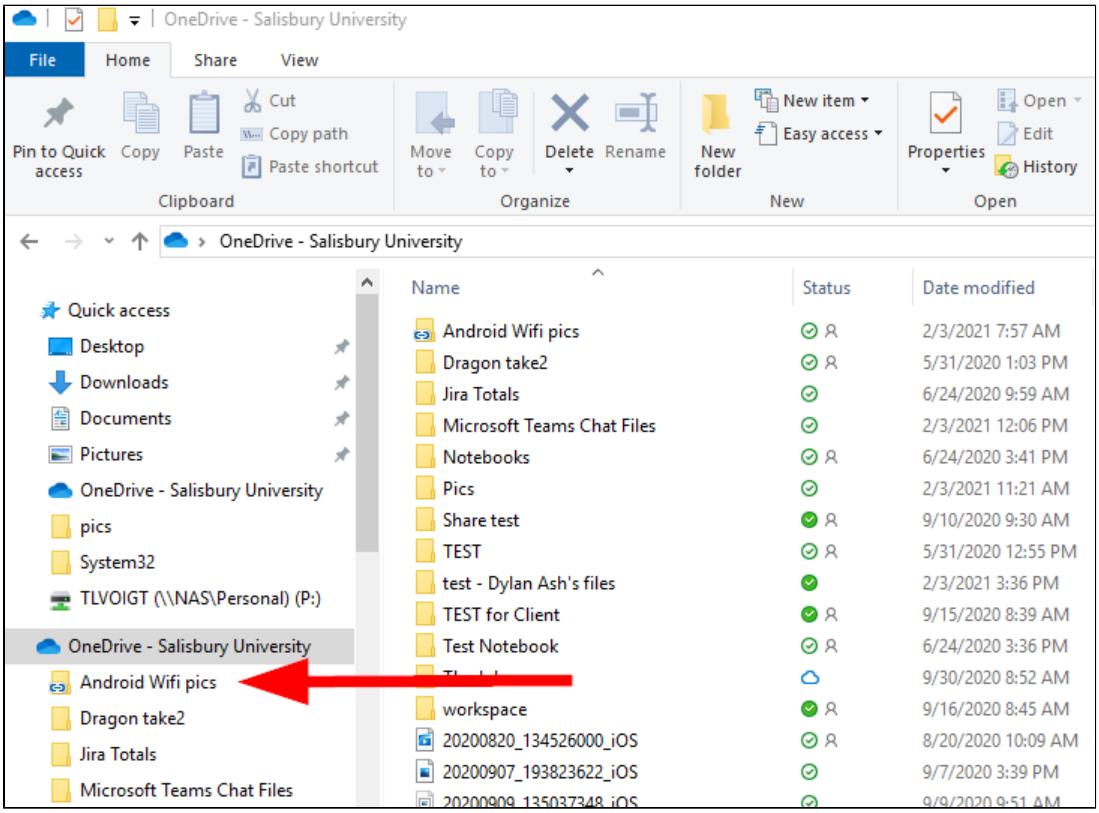
Select **Add shortcut to My files** and the folder will be shown in the **My files** folder. See below, the blue link icon at the bottom of the folder notes that the item is a shortcut from your **Shared** folder.



You can then **Sync** your OneDrive account to be shown in your File Explorer.



Select **Open Microsoft OneDrive**



When opening your file explorer to view OneDrive through the desktop app you will now see the Shared folders marked with shortcut icon.