Connect to Office

This feature adds a shortcut to a SharePoint library in your Office applications so you can easily access files in the library from within Office.

1. Navigate to the library.
2. On the ribbon, click the **LIBRARY** tab. In the **Connect & Export** group, click the down arrow next to **Connect to Office**, and click **Add to SharePoint Sites**.
A shortcut is placed in the SharePoint Sites folder in the Favorites list in Windows Explorer.
