

## Create a new folder or document on OneDrive

To create a new folder or document on OneDrive, please follow these steps:

- Sign in with your Microsoft OneDrive account, then go to the location where you want to add the files.
- 2 Click **New** and choose the folder or document you want to create.



## Then enter the name of the folder you want to create.

3

Create a folder	×
Enter your folder name	
	Create

4 After choosing the folder or document you want, it will appear directly on the page.

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5 You can rename the folder or document by selecting the folder or document you want and then clicking on **Rename** at the top of the page or by right-clicking on the selected folder or file and from the drop-down list choose **Rename** and then type in the name

## you want.

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