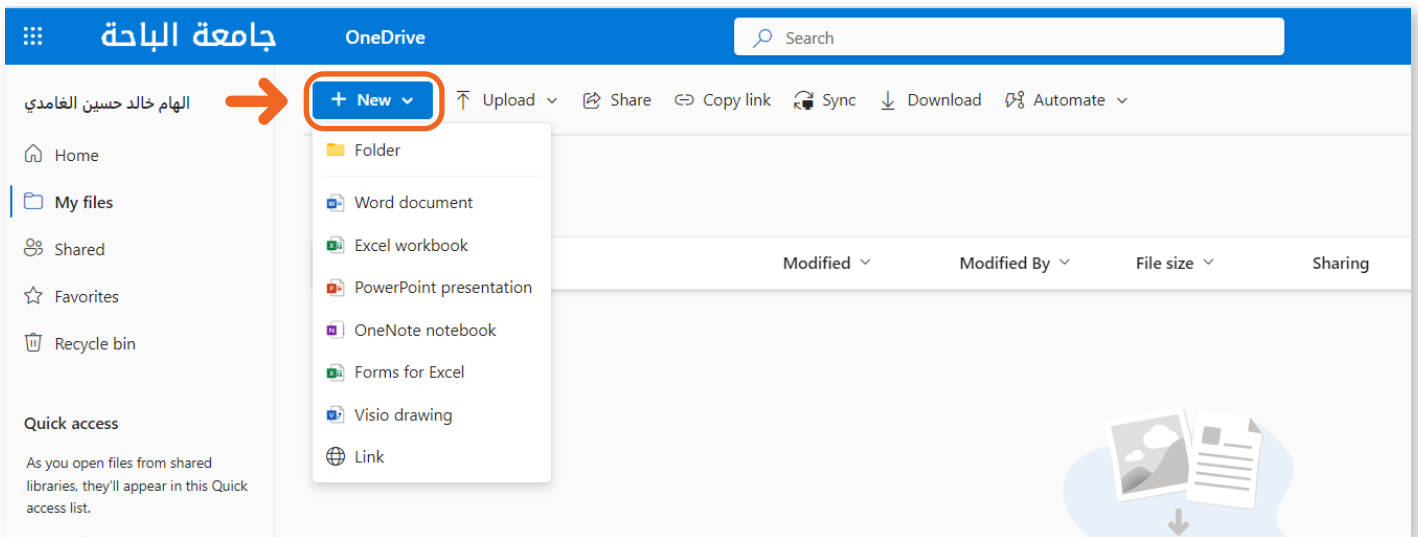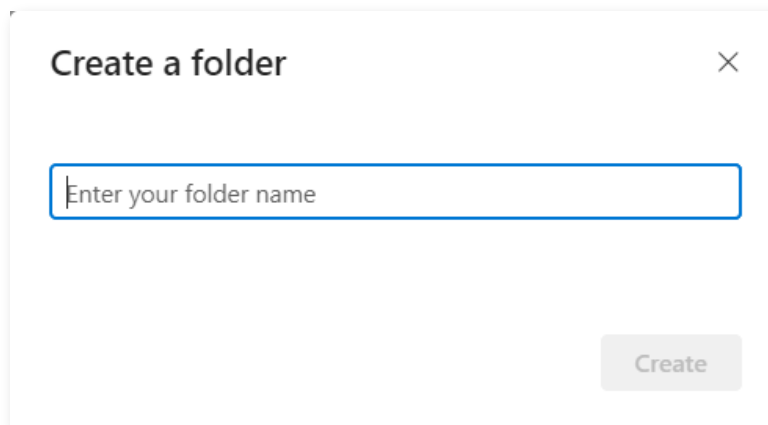## Create a new folder or document on OneDrive

To create a new folder or document on OneDrive, please follow these steps:
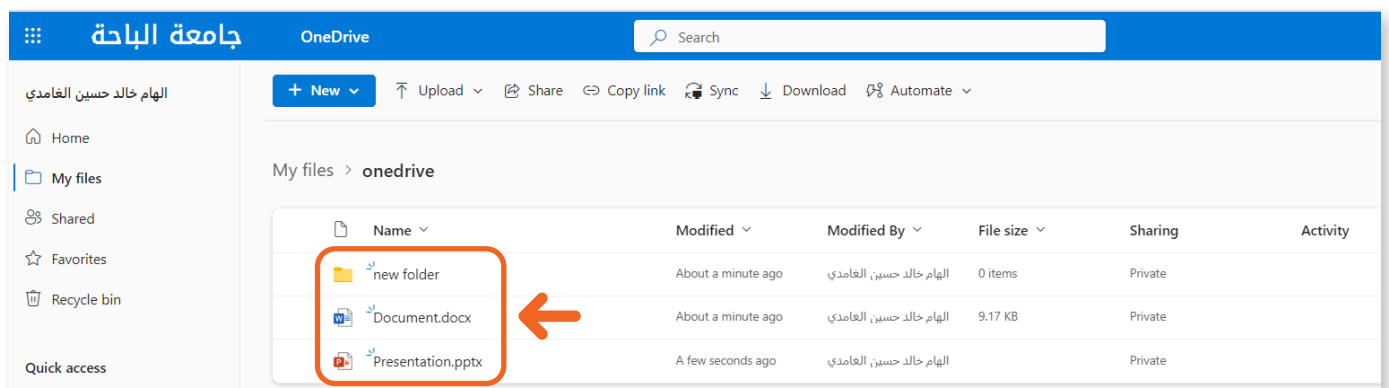
1 Sign in with your Microsoft OneDrive account, then go to the location where you want to add the files.

2 Click **New** and choose the folder or document you want to create.

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

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

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.