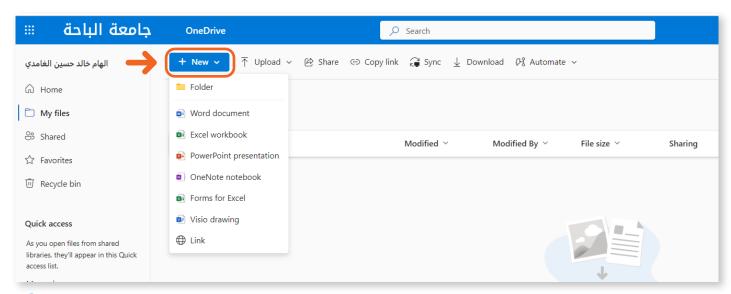




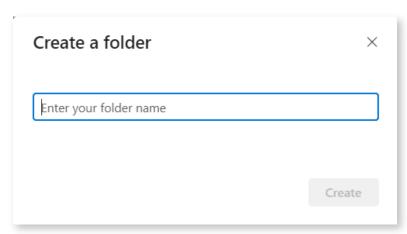
Create a new folder or document on OneDrive

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

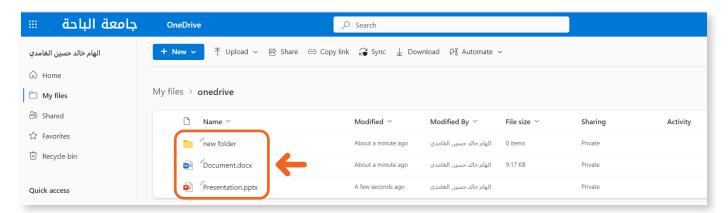
- 1 Sign in with your Microsoft OneDrive account, then go to the location where you want to add the files.
- Click New and choose the folder or document you want to create.



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.



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.

