

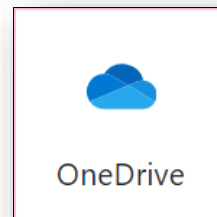
Creating File Folders in OneDrive

These directions explain how to create file folders in OneDrive.

Creating a File Folder in OneDrive

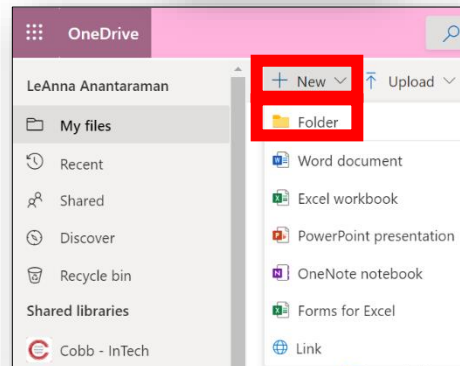
1. [Open Microsoft 365](http://office365.cobbk12.org) or type the URL into a web browser: <http://office365.cobbk12.org>

2. Open **OneDrive**. This is where you will save your files.



3. Click **+New** at the top of the screen.

4. Click **Folder**.



5. Name the **Folder**.

6. Click **Create**.

Note: Think about creating a folder for each of your classes and be descriptive when you name your folders. Ex. Subject-Teacher

