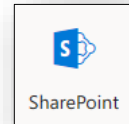


Create Files/Documents in School SharePoint Site

These directions explain how to create new files/documents in the School SharePoint Site.

1. Open your **School SharePoint Site** via Office 365.



2. Navigate to the folder in which you wish the file to live.

3. Click **+ New**.



4. Click on the desired type of file/document you would like to create.

Note: All documents will be saved automatically. Remember to name your document immediately after you create it.

