



Title: Create a Folder in OneDrive

Task:

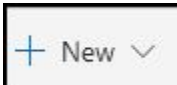
Create a folder in OneDrive for file storage and sharing files.

Instructions:

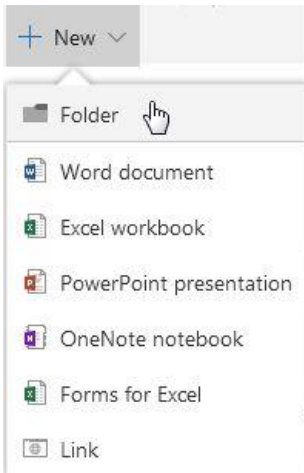
1. Sign into Office 365 at <https://wumail.widener.edu>.
2. Click the App launcher icon at the top left.



3. Click OneDrive
4. Select the folder to create a new folder in and click New.



5. Click Folder.



6. A dialog will open.
7. Enter the name of your new folder.
8. Click Create.
9. Your new folder is saved to the location you were viewing when selecting the New button.