# TECHCOACHES TOOLBOX

# HOW TO CREATE FOLDERS AND MANAGE FILES IN ONEDRIVE
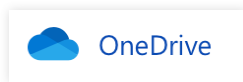
**1**

On a computer, use your internet browser to visit the website **www.outlook.live.com.**

If requested, sign into your Microsoft account.

If working on mobile device, such as a smartphone or tablet, open the OneDrive App.
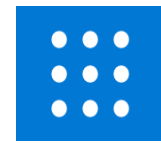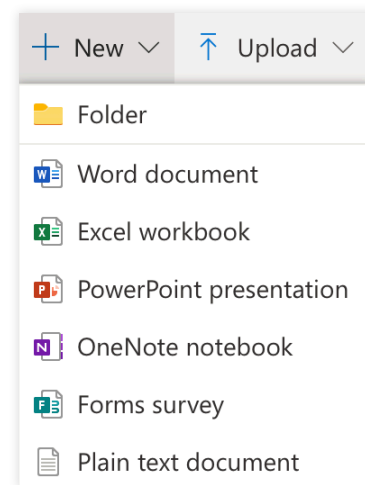
**2**

Click on the All **Apps** icon located in the upper left corner.

**3**

Click on **OneDrive** from the list that appears.

OneDrive

**4**

Click **+ New** near the upper left corner, then click **Folder.**

| + New ⌄ | ↑ Upload ⌄ |
|---|---|
| 📁 Folder | |
| 📄 Word document | |
| 📄 Excel workbook | |
| 📄 PowerPoint presentation | |
| 📄 OneNote notebook | |
| 📄 Forms survey | |
| 📄 Plain text document | |

*Almost there!*

**5**

Type a **Folder Name** in the space provided. Then click **Create.**

Folder ✕

Sample Folder |
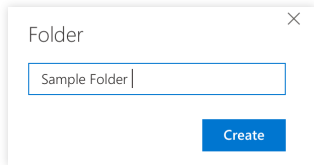
Create

Your newly created Folder will be placed in the **My Files** section of OneDrive.

OneDrive

My files
Recent
Photos
Shared
Recycle bin

▶

0

Sample Folder
Just now
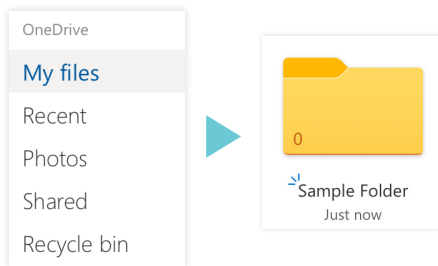
**6**

To place files into a Folder: with your mouse hover over the file, when a circle appears in the corner of the file image, click it, to give it a checkmark
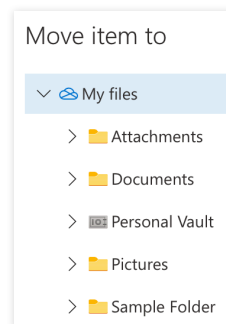
✓

helping people
understand technology

DHF - October 2017.pptx
May 3, 2018
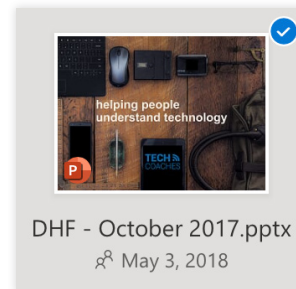
**7**

Click **Move** near the top banner.

✓ Move

**8**

A new panel may appear, click the desired Folder you wish to move it to, then click **move**.

Move item to

⌄ ☁ My files
  ⟩ 📁 Attachments
  ⟩ 📁 Documents
  ⟩ 🔒 Personal Vault
  ⟩ 📁 Pictures
  ⟩ 📁 Sample Folder

▶ ✓ Move

**Note:**

You can move multiple files into the same Folder at once, by selecting them prior to clicking Move.

*You're all set. Time to share online files and folders with others!*