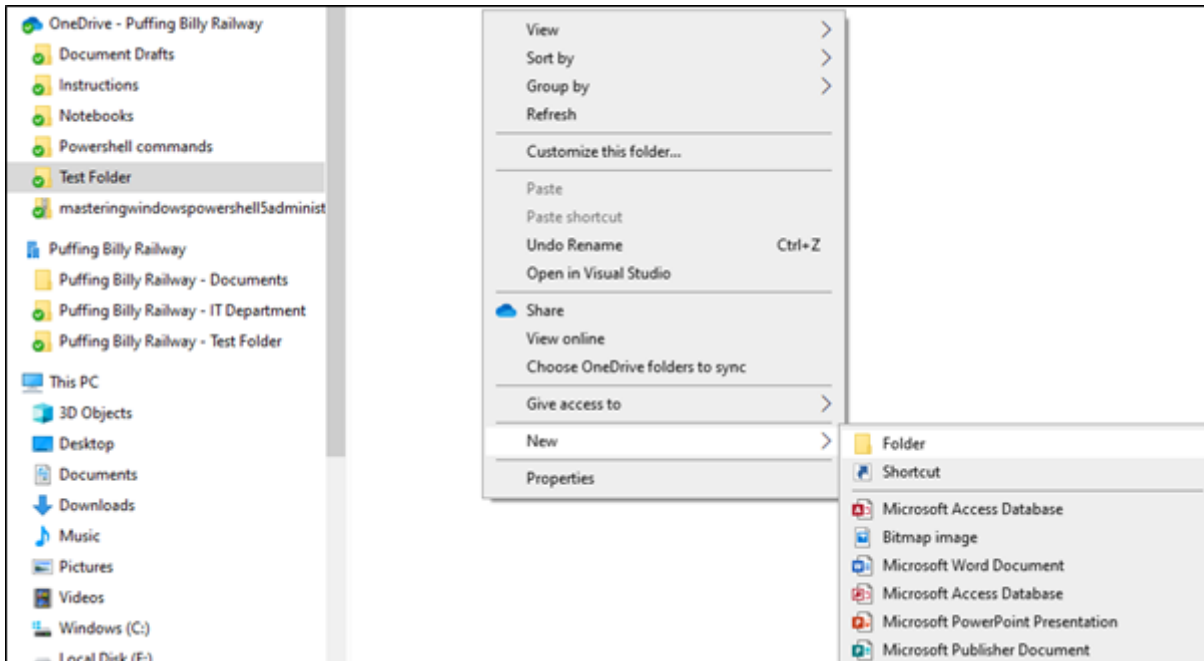


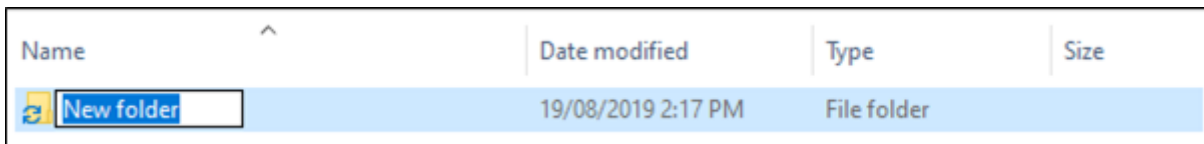
Creating a Folder in OneDrive

Step-by-step guide

1. Navigate to the **OneDrive folder** where you would like to create the new Folder. Right click and select **New-Folder**.



2. Enter in the folder name.



Revision #3

Created 2022-09-29 11:00:00 UTC by Mitch Fraser

Updated 2026-05-08 05:39:36 UTC by PBR_AI