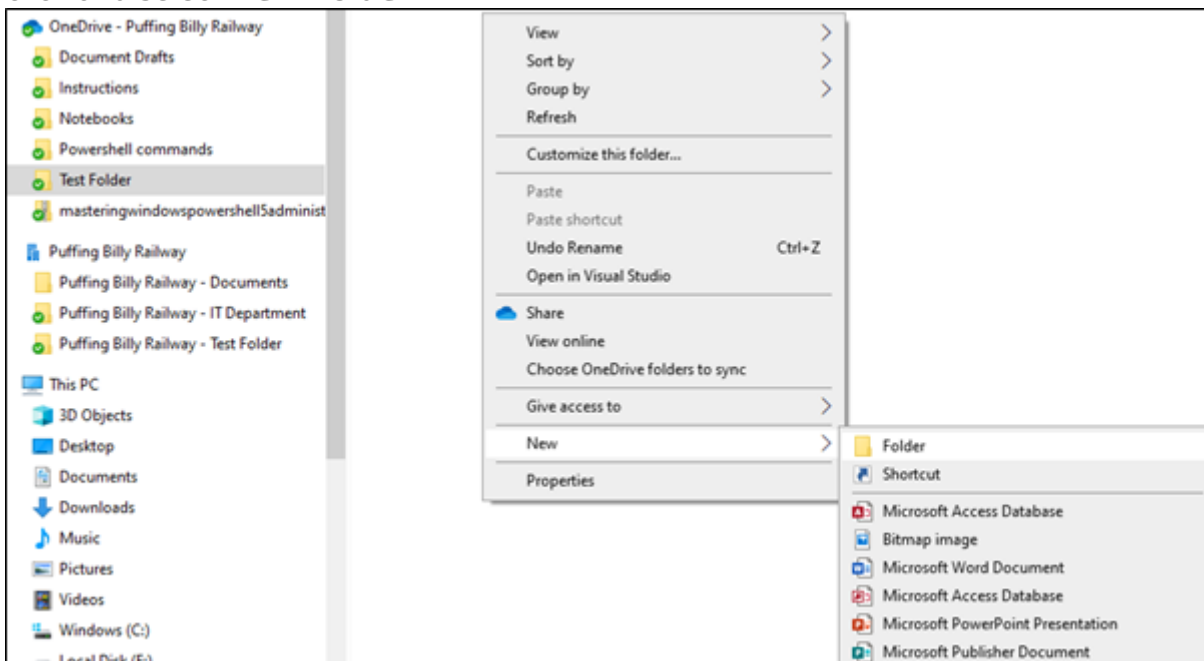


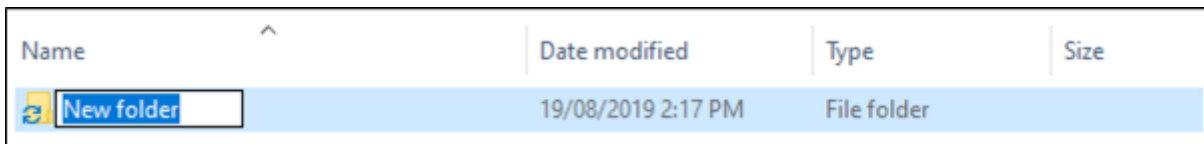
Creating a Folder in OneDrive

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 #2

Created 29 September 2022 01:00:00 by Mitch Fraser

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