How to create a file in a shared folder in OneDrive...

1. Simply go to OneDrive and select your folder (this is mine of course 3).

	OneDrive			
2	Search everything	🖻 Share	🐵 Copy link 🛱 Request files	Downlo
Mar	y Abel			
Ð	My files	Files		
U	Recent			
RR	Shared		\square Name \vee	Mo
\odot	Discover		2019-2020 rosters	Jani
0	Recycle bin		Attachments	Sep
Shared libraries			CV 6th grade French	A fe
12	IntroToFrench19-20	0	🚬 ¹ CV français 1A 🛛 🖻	Yest
ES	ELEMENTARY SPANISH T		CV Intro de français	Vest
	Create shared library			-

2. Once you open your folder, click on + New.

::: OneDrive		
Search everything	$+$ New \vee	↑ Upload 🗸 🤤
Mary Abel		
:::: OneDrive		
Search everything	$+$ New \vee	↑ Upload 🗸 🔒

3. Then click on the type of document you need to create for your assignment(usually will be a Word document or PowerPoint presentation for our class...). I'll show you a **Word.doc** for this example.



4. Notice your document is already in the shared folder (mine here is CV français 1A).



How to move a file to a shared folder in OneDrive...

1. Simply go to One Drive and select your document:

🚾 Open	~ 4	🕈 Share	👁 Copy lin	k <u>↓</u>	Downloa	d 间 Delete	🛋 Rename	🗈 Move to	… ↓≓
Files									
		Name $ \smallsetminus $				Modified $ \smallsetminus $	Modified By	\sim File Size \sim	Śha
•		Docume	nt 1.docx	È	:	September 6, 2	Mary Abel	136 KB	Priv
	W	Docume	nt.docx			October 22, 20	Mary Abel	11.2 KB	Priv
2. Then at the top, click on Move to then click on Your OneDrive									
œ ر	Dnen 🗸	I Share	🕾 Convilink 🐺	Download	l 🗊 Delete	E Rename E I	Move to	Q	@? (

	🖅 Open	~ 1	🖻 Share 🐵 Copy link	¥	Downl	oad 📋 Delete	🗐 Rename 🗄	Move to	Move 1 item	×
	Files								Document 1.docx	
			Name 🖂			Modified \vee	Modified By \vee	File Size	Places	<u>i la</u>
		-							Choose a destination	
	0		Document 1.docx	B		September 6, 2	Mary Abel	136 KB	🖄 Your OneDrive	<u>rée</u>
		(W	Document.docx			October 22, 20	Mary Abel	11.2 KB	Washington Township Public Schools	con
)			Document1.docx			October 23, 20	Mary Abel	11.1 КВ	IntroToFrench19-20	J C
JISH T			Document10.docx			January 27	Mary Abel	42.3 KB	Browse sites	20
ary			Document11.docx			March 5	Mary Abel	10.8 KB		
		W	Document2.docx			October 25, 20	Mary Abel	14.5 KB		r ge nair apt
			Document3.docx			November 11,	Mary Abel	380 KB		sig
			Document4.docx			November 12,	Mary Abel	10.8 KB		////
			Document5.docx			October 2, 2019	Mary Abel	2.68 MB		d C
20.02		-								up

3. Then choose the folder you created and shared with me from the folders that appear. Voilà! Your file will now be in the shared folder for me to see. No need to share/email it me separately ③