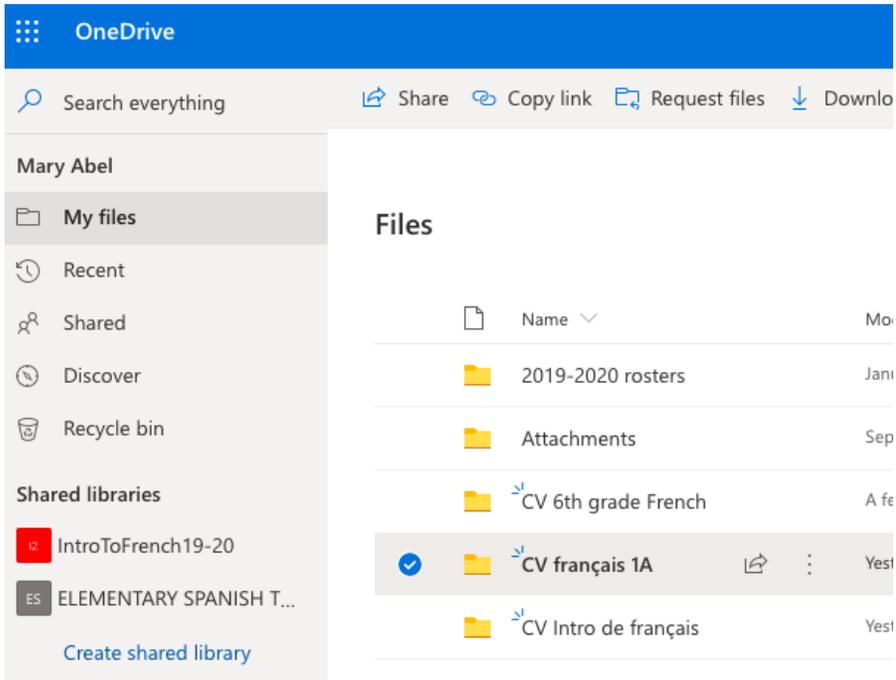
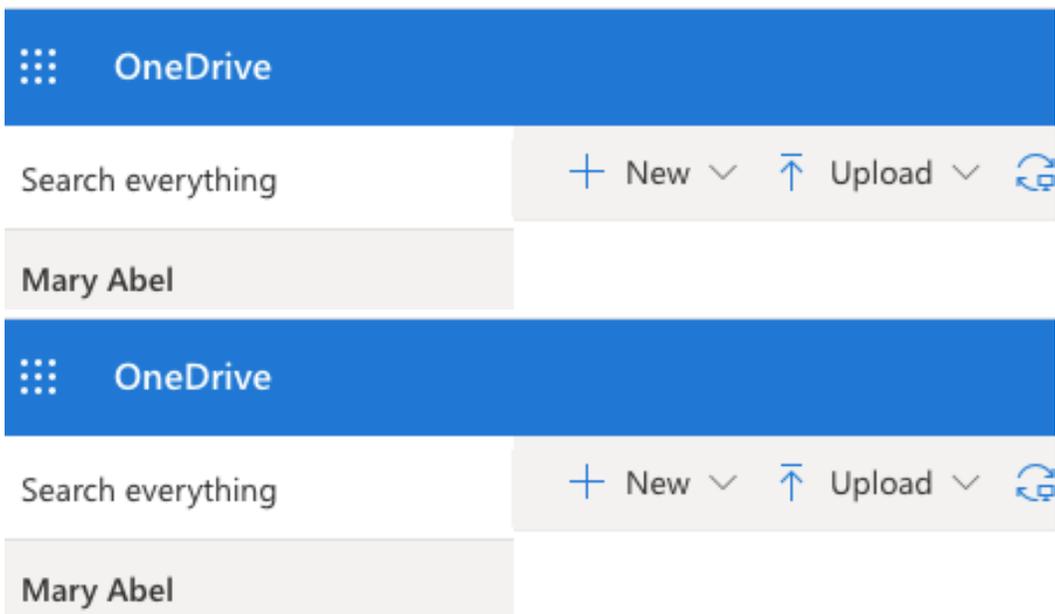


How to create a file in a shared folder in OneDrive...

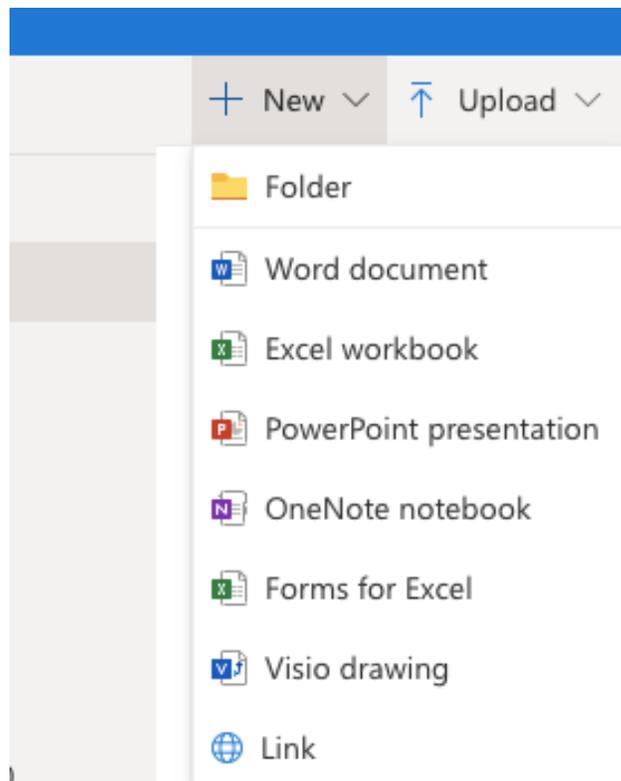
1. Simply go to OneDrive and select your folder (this is mine of course 😊).



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



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.



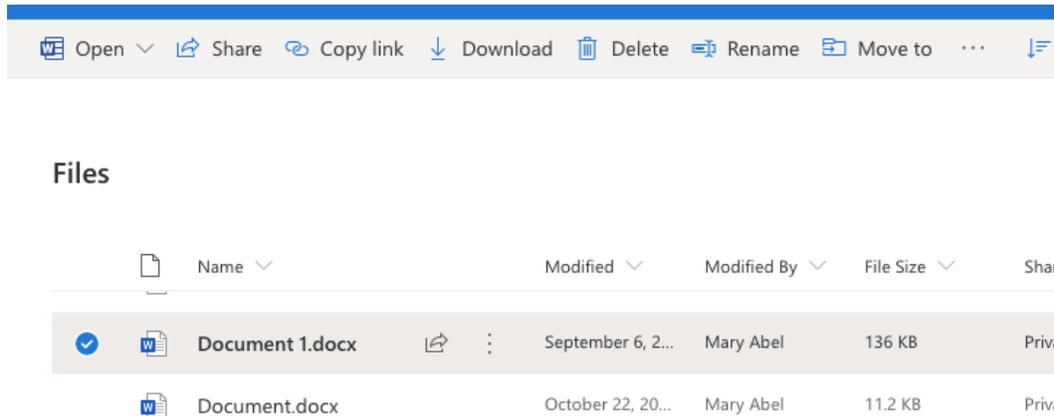
4. Notice your document is already in the shared folder (mine here is CV français 1A).

From here click on the word Document and type in the name of your assignment. And voilà! You're done. Your document is in the shared folder for me to see. No need to share/email it me separately 😊

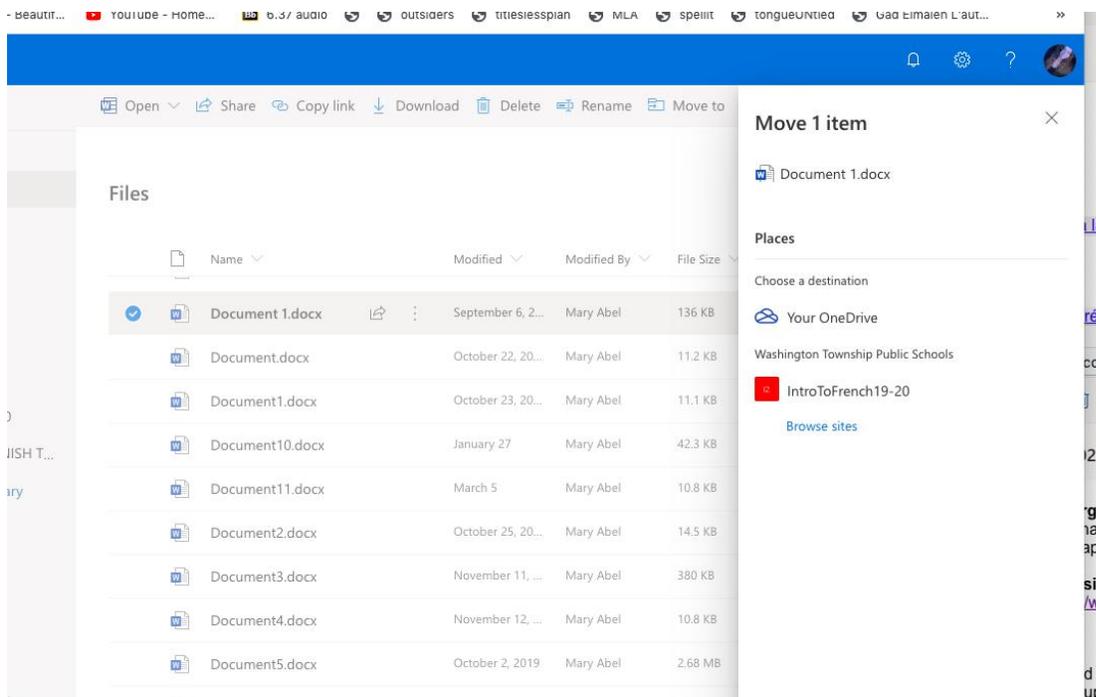


How to move a file to a shared folder in OneDrive...

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



2. Then at the top, click on **Move to** then click on **Your OneDrive**



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 😊