How to make a shared folder in One Drive...

1. Open your school email then click on the "box of dots" in the upper left hand corner
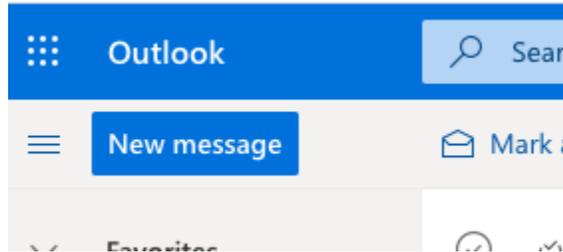
2. Once you click on the "box of dots" you should see all of the apps in Office 365. Click on the OneDrive "cloud" icon.
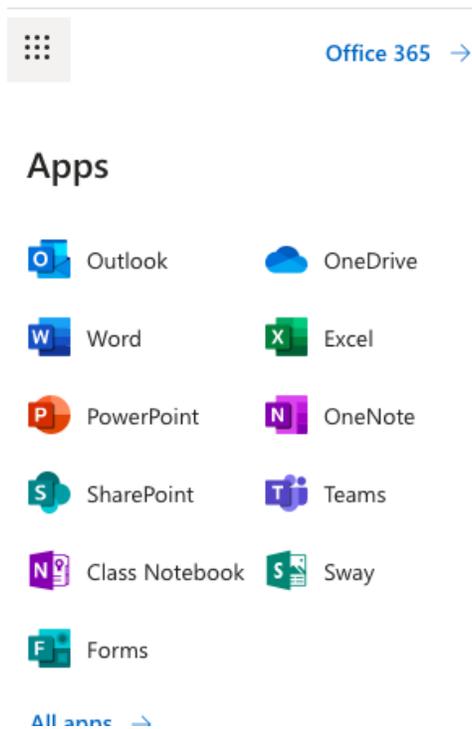
3. Next, click on **+ New** in OneDrive.
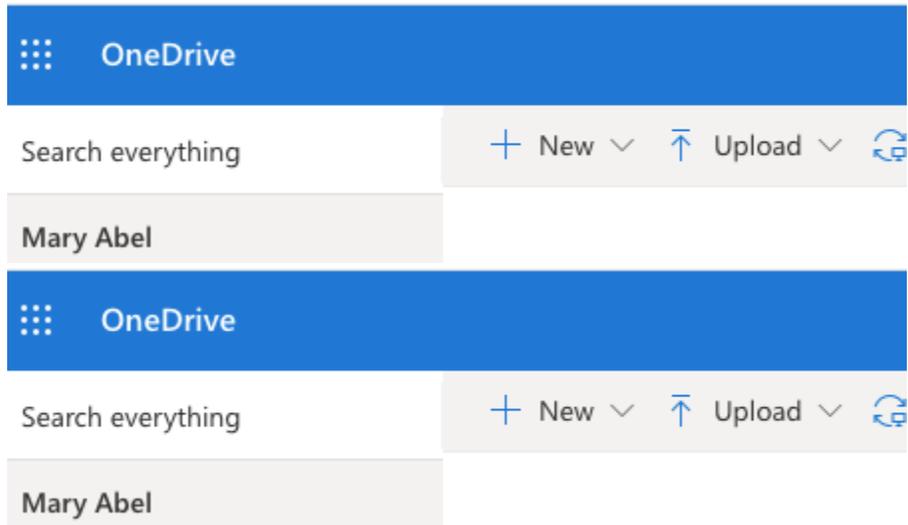
4. Then click on **Folder.**
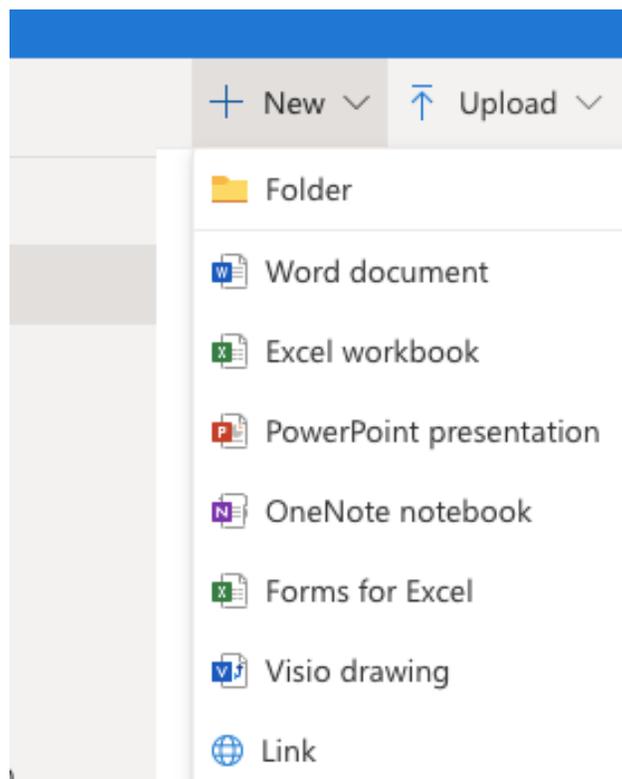
5. Here is where you will name the folder.

Create a Folder

Enter your folder name

Create

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Enter your folder name

Create
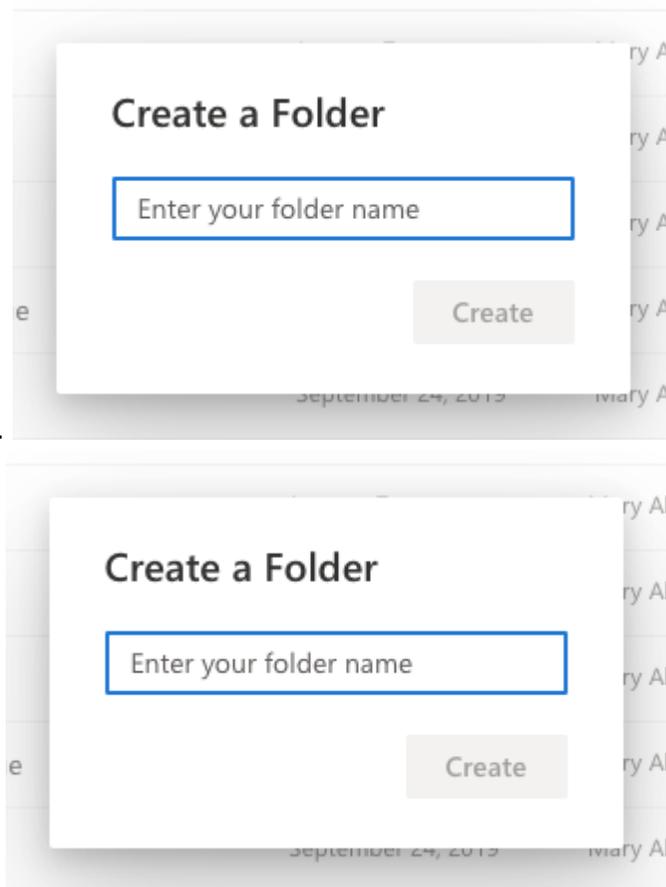
6. Then click on the arrow next to the new folder's name (this one is mine, you will look for the title of YOUR folder...)

CV français 1A   A few seconds ago   Mary Abel

7. Type in mabel@wtps.org to share and send the folder with me.
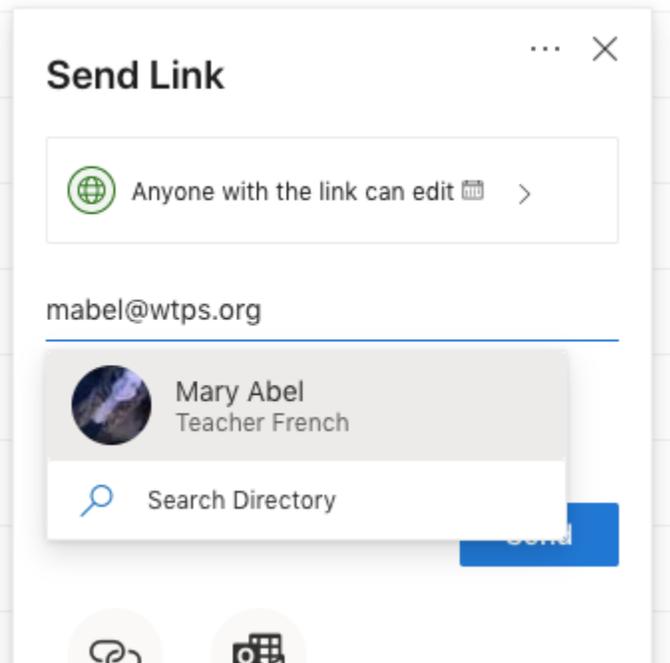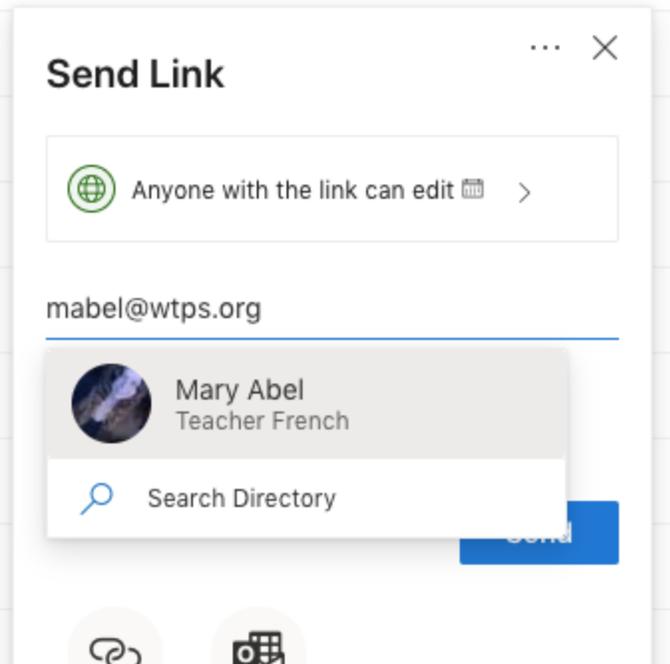
8. Now that the folder is shared, all you'll have to do is open/move any assignments for remote learning into the shared folder and I will be able to see them to grade them 😊 Mme. Abel