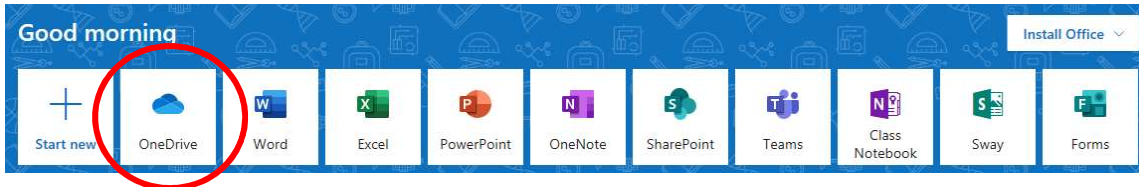
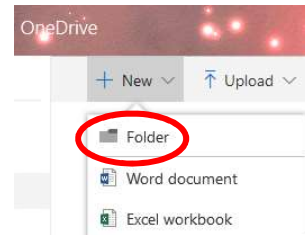


# Creating New Folders and Uploading Documents in Office 365

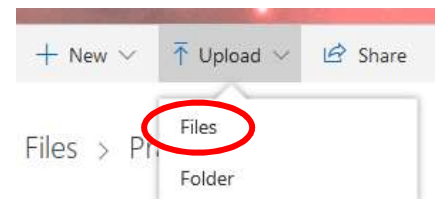
1. Click on OneDrive from the Office 365 launch page.



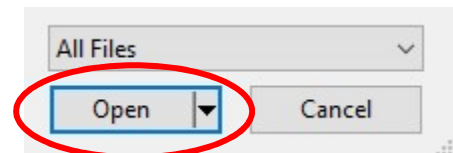
2. From the menu at the top, click on +New and select Folder.
3. Right-click on the folder name, select Rename to appropriately name the folder.



4. Click on the name of the folder to open it. Then click on Upload from the menu at the top and select Files.



5. Choose the file(s) you would like to upload. To select multiple files, hold the CTRL key down and then click on them. Once the files are selected, click on Open.



6. The files will be uploaded to your folder.