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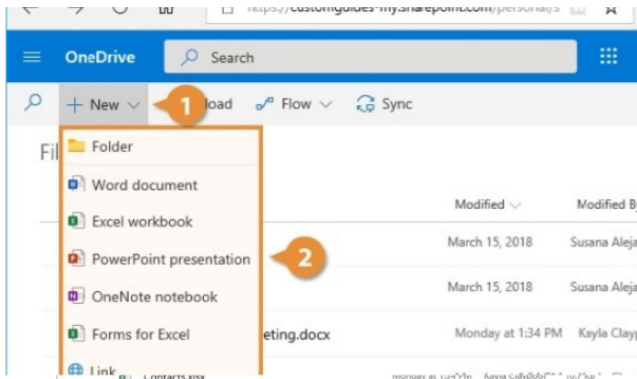
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Creating a file with one drive

6 step instructions for creating /sharing a file via onedrive

step 1

open one drive and go to the folder where you want to create the new file



Locate the new button which is located at the top of the page
But sometimes can be found within the folder so check both

Step 3

Choose the type of file you wish to create, such as word document or any other supported file types

Step 4

The new file will open in the app you have chosen you can click the file name in the title bar

Step 5

All changes are automatically saved to your onedrive

Step 6

Once you have finished you can close it and it will be saved to your onedrive

