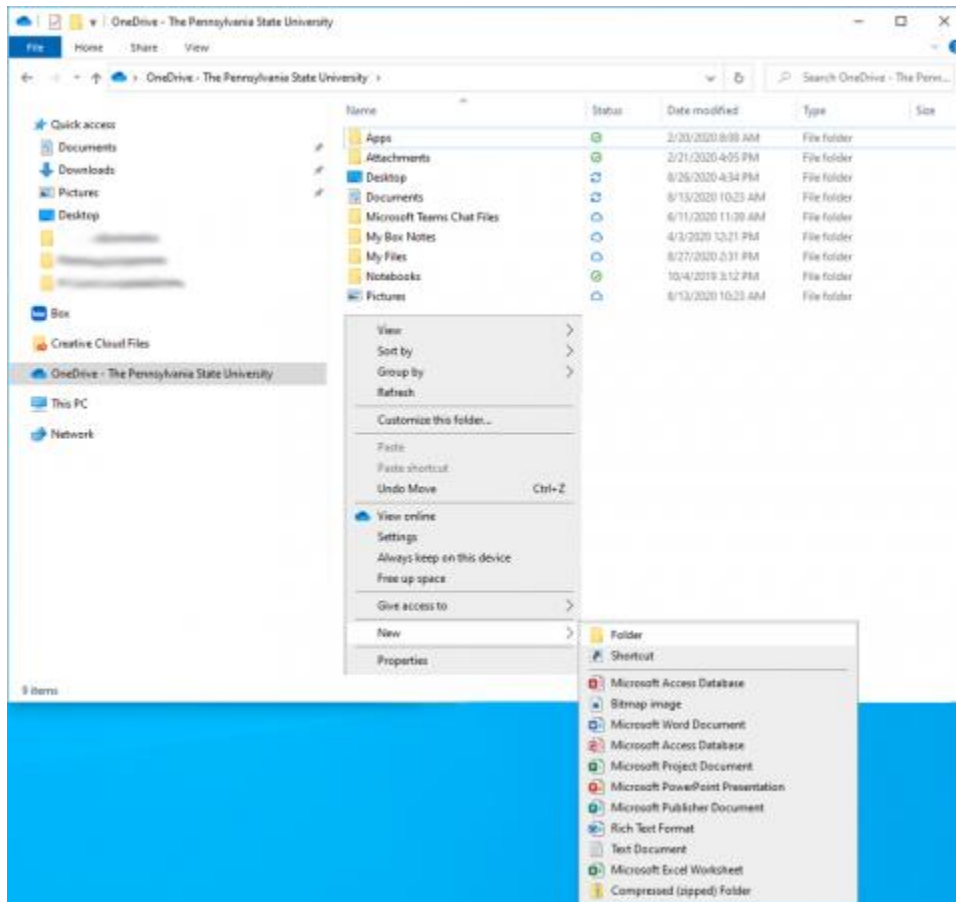


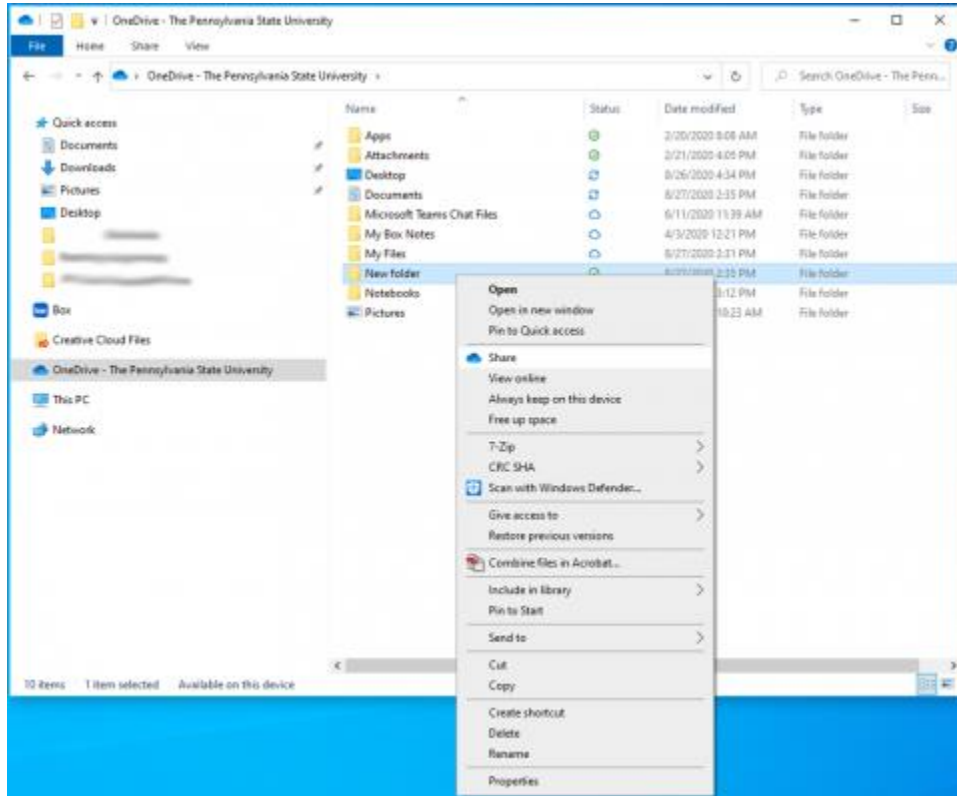
## How to Create Folders in OneDrive

### Way #1 While On Campus (or via VPN)

- Open a file explorer window and navigate to your OneDrive folder.
- Right click the blank space and select "New" > "Folder".

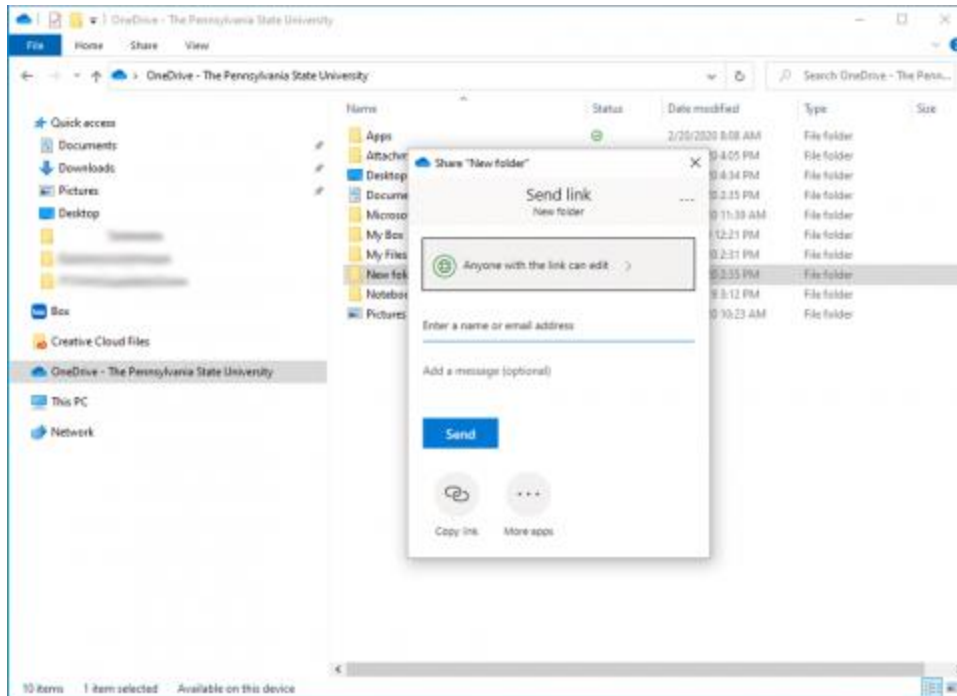


- Rename the folder to "Telecommuting Reports."
- Repeat the process above to create an individual folder for each of your direct reports who will be telecommuting. Name each of the folders after your direct reports. So, if you have 3 staff who will be telecommuting, you need to create 3 folders. Once you have created your folders you need to share them with your telecommuting direct reports and your direct supervisor.
- Right click on the new folder and select "Share".

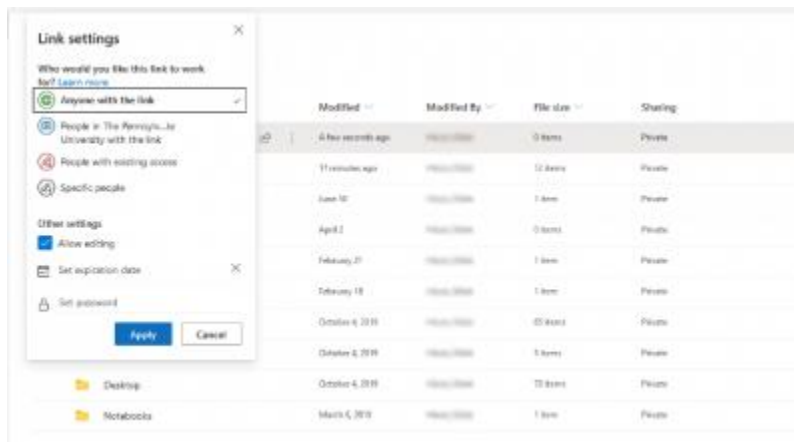


- The "Share" dialog box will appear.

Image



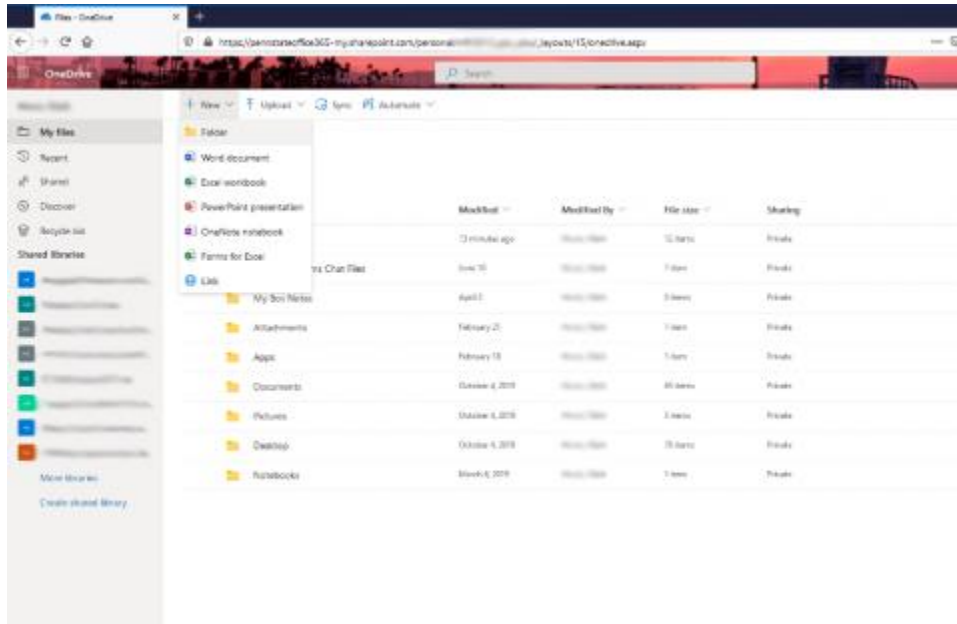
- Click "Anyone with the link" to modify your sharing method, this screen will appear:



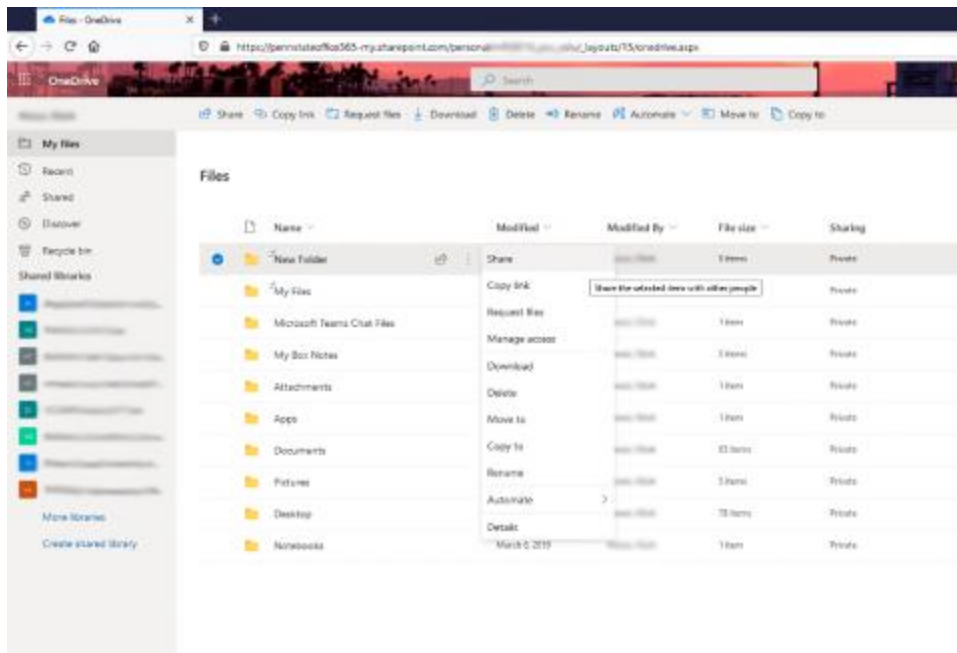
- Select how you would like to share the file:
  - Choose "Specific People": only the users whose emails you enter will be able to access the folder. Add your supervisor to the main folder called Telecommuting Reports. Add each
- "Allow editing": check the box to enable others to make changes to the files. Unchecking the box will make it "view only".
- Click "Apply", then enter the user's names, and click "Send".

## Way #2 From Office.Com while at Home

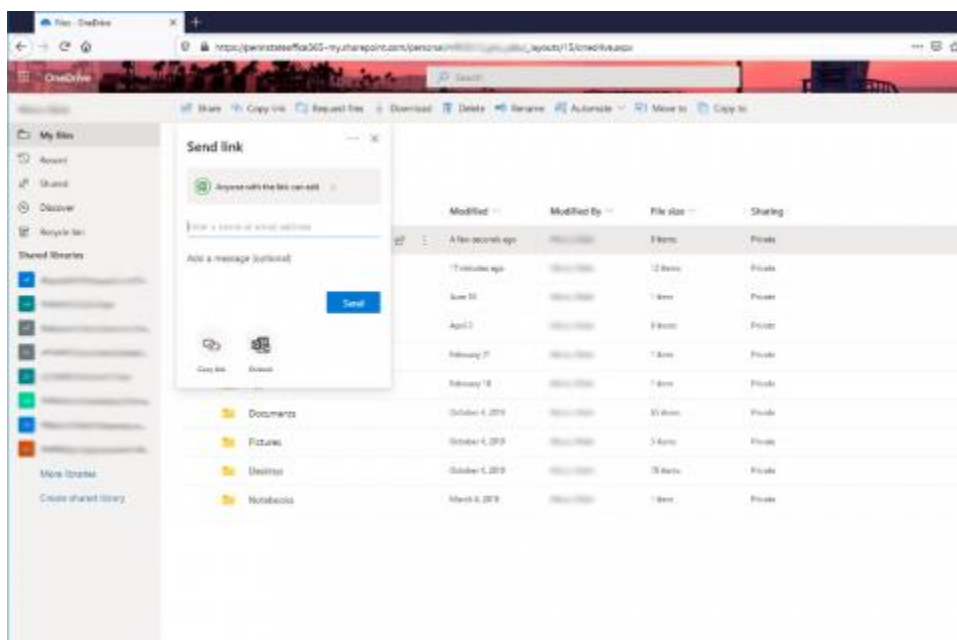
- Access your OneDrive space on the web at office.com. Login with your NetID.
- Navigate to where you want the folder to be stored and select "+New" --> "Folder".



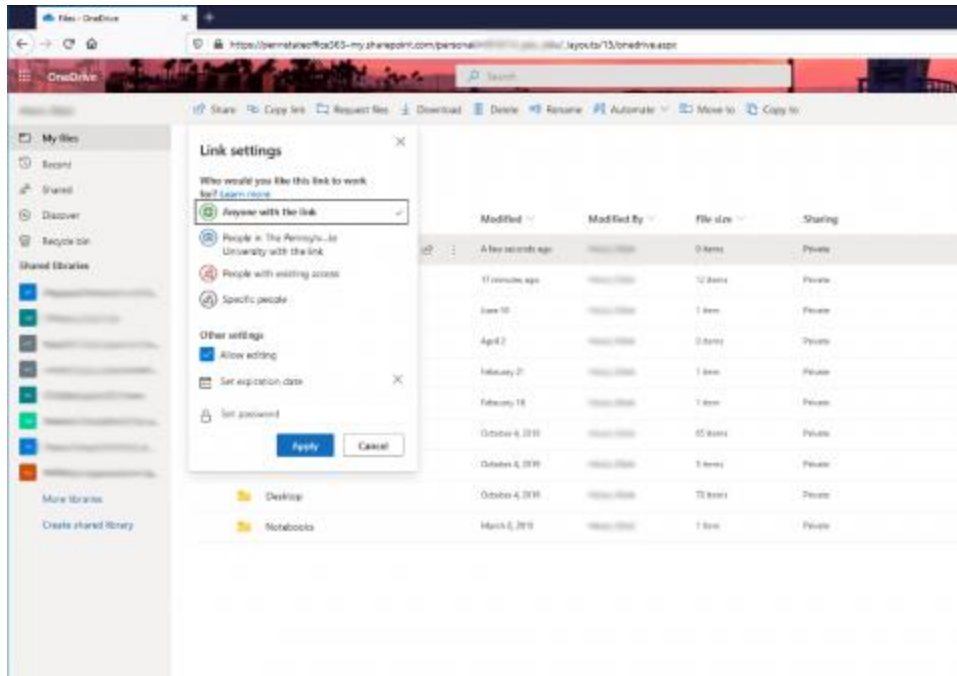
- Name the folder “Telecommuting Reports” and click "Create".
- Repeat the above process to create an individual folder for each of your direct reports who will be telecommuting. Name each of the folders after your direct reports. So, if you have 3 staff who will be telecommuting, you need to create 3 folders. Once you have created your folders you need to share them with your telecommuting direct reports and your direct supervisor.
- Hover your mouse over the new folder, click the : and select "Share".



- This screen will pop up:



- Click "Anyone with the link" to modify your sharing method, this screen will appear:



- Select how you would like to share the file:
  - Choose "Specific People": only the users whose emails you enter will be able to access the folder. Add your supervisor to the main folder called Telecommuting Reports. Add each
- "Allow editing": check the box to enable others to make changes to the files. Unchecking the box will make it "view only".
- Click "Apply", then enter the user's names, and click "Send".