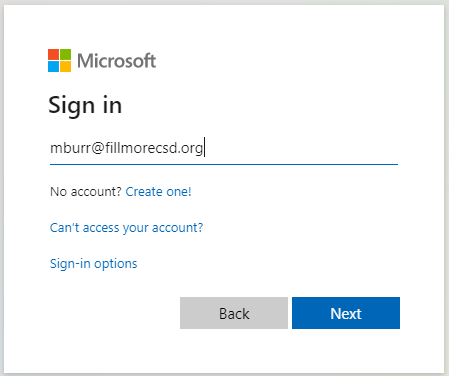
**Creating, Using, and Sharing OneDrive Folders**

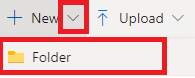
Log into your account at **portal.office.com**:



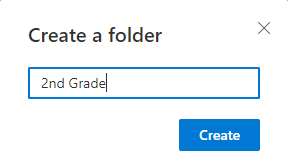
Click on the **OneDrive** icon:



Click **New, Folder**:

****

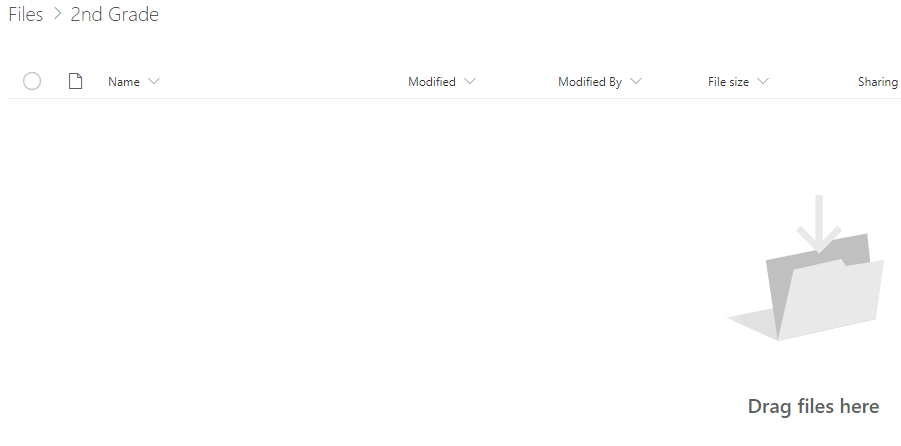
Name your folder and click **Create**:

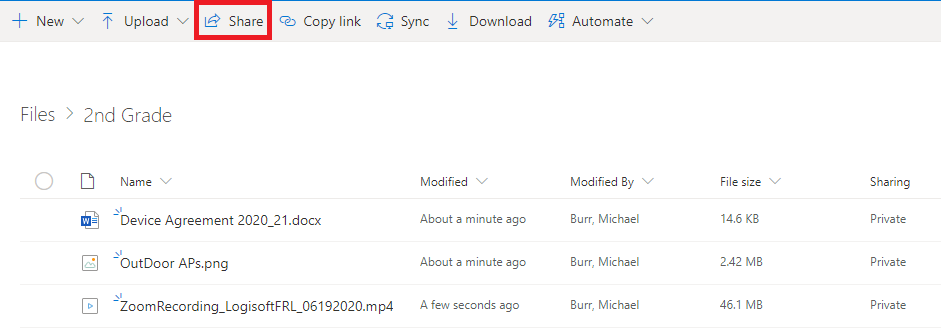


Click on your **new folder**:

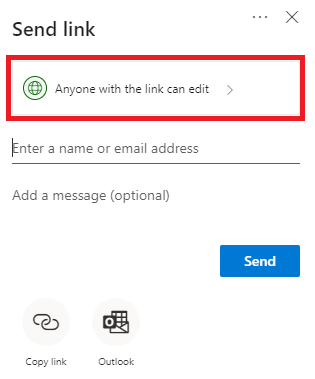


You should now have an area where you can put files, videos, etc.

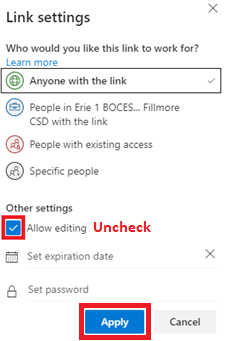


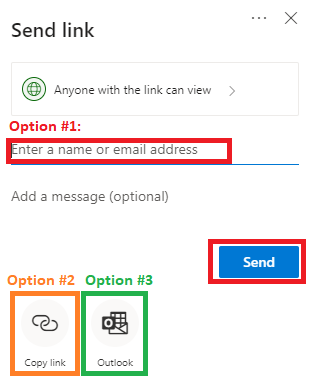
Open the folder you want to share. At the top of the window, select **Share:**

In most cases, you will only want your students to be able to view the files, so click the box that says **Anyone with the link can edit**



In the next window, **uncheck** the Allow editing and set any other settings you’d like, then click **Apply**



Back at the window, you have a few options for sending the link out. 

**Option #1:**

Enter email addresses of people you want to have the link, then click Send.

**Option #2:**

Click Copy Link, and you’ll be given the option to copy the link and use it wherever you’d like.

**Option #3:**

Select Outlook. A new window will open to your email, with a link already inserted in the email.