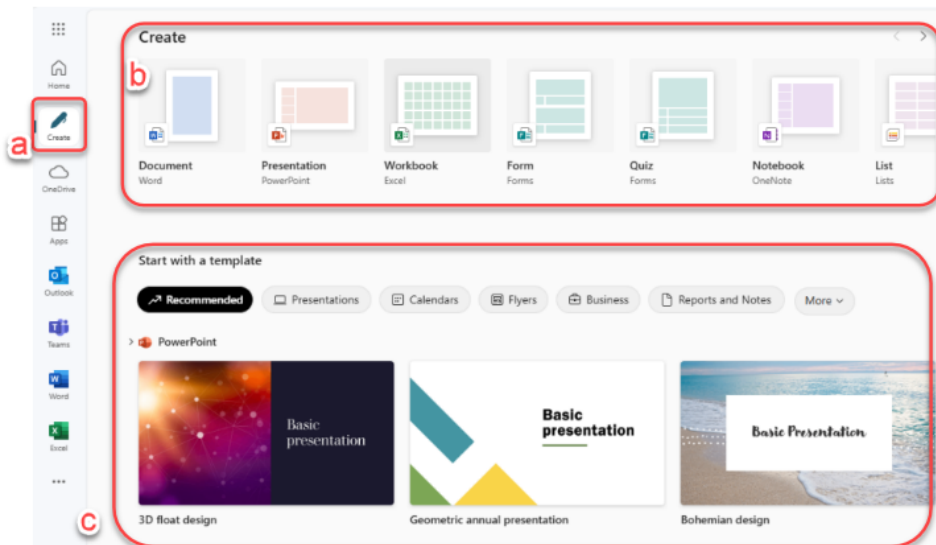


# HOW TO CREATE FILES & FOLDERS IN OFFICE 365

There are 3 ways to create files in Office 365: I) through "Create" link, II) in OneDrive (My Files) and III) in any App.

You can only create folders in OneDrive. OneDrive is your cloud/online location for storing files and folders that you yourself create when logged into Office 365. You can also create files and folders in Teams (see "[How to create files and folders in Teams](#)" guide on the training website), the difference is that Teams is accessible by other people in the organisation depending on group (channel) membership, whereas anything on OneDrive is personal to you and accessible only by you unless you give access to the files/folders to other people.

## I) In Office 365



1

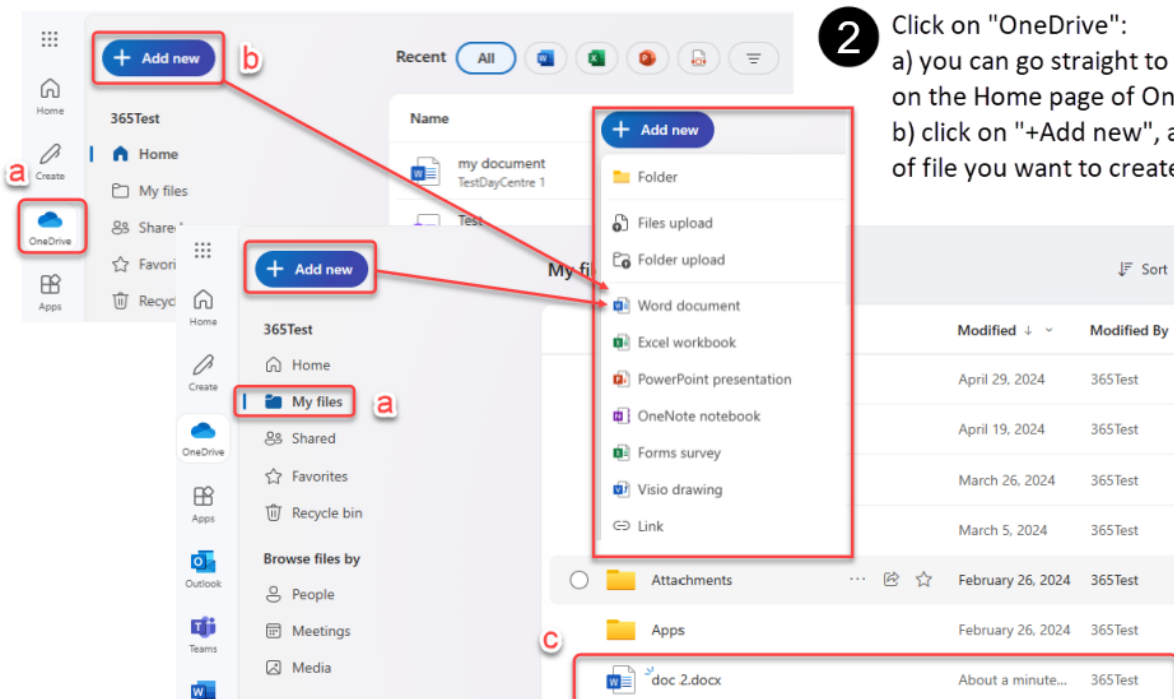
a) click on "Create" link

b) choose a file type from the list

c) for PowerPoint/Excel/Word you can also create a new document from a template

Tip: next to "Recommended" there are also some categories of templates you can sort by

## II) In OneDrive (OneDrive > My Files):



2

Click on "OneDrive":

a) you can go straight to "My files" or stay on the Home page of OneDrive  
b) click on "+Add new", and select the type of file you want to create

c) your newly created file will be shown on the Home page of OneDrive and under My files (unless you change the location when you are working on the file)

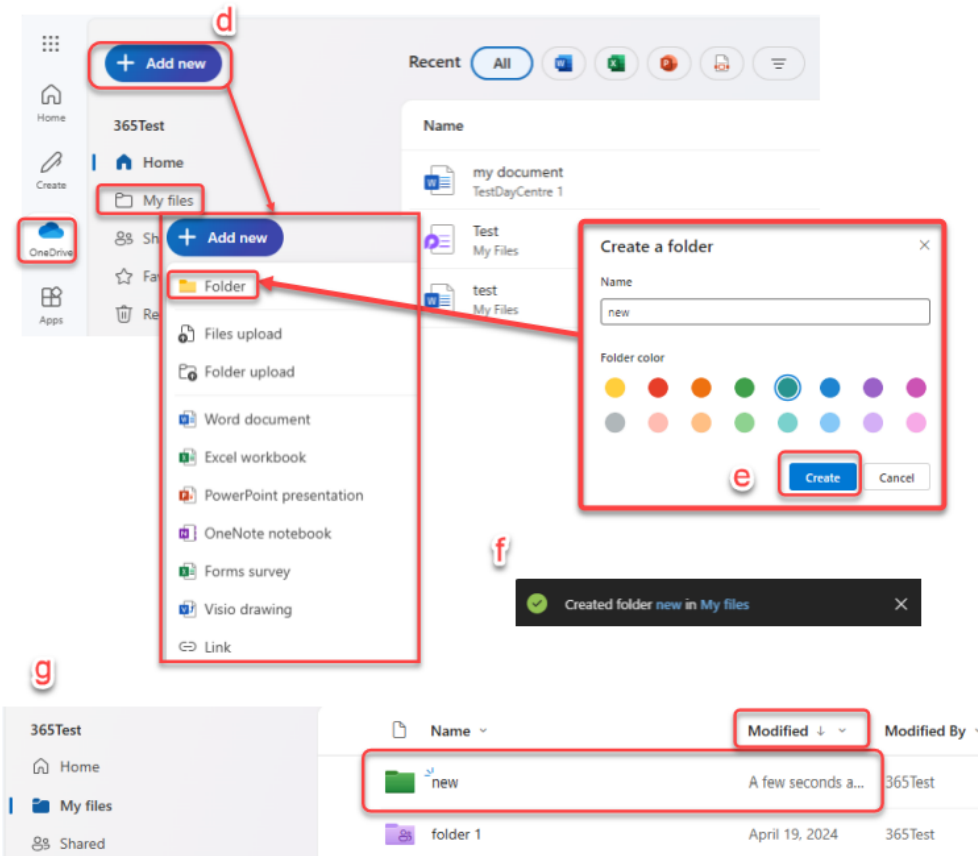
To create a folder in OneDrive:

d) either on the Home page of OneDrive or in My files click on "+Add new" button and select "Folder" from the drop-down menu

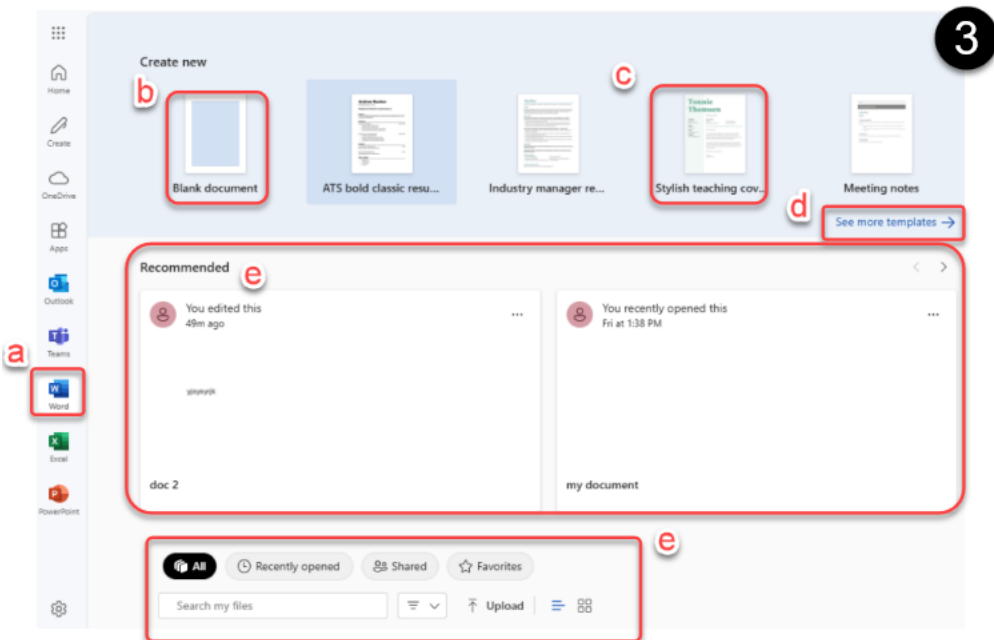
e) give your folder a name, and optionally a colour and click on "Create" button

f) if you are creating it from the Home page of OneDrive you will see a notification at the bottom "Created folder [name] in My files"

g) your folder will display in My Files with a small "bling" symbol on the left of the name to indicate it's new (if your columns are sorted by "Modified")



III) Open any App you want to create a new file in:



a) open an App you want to create a file in (Word/Excel/Powerpoint), when the app opens you can:

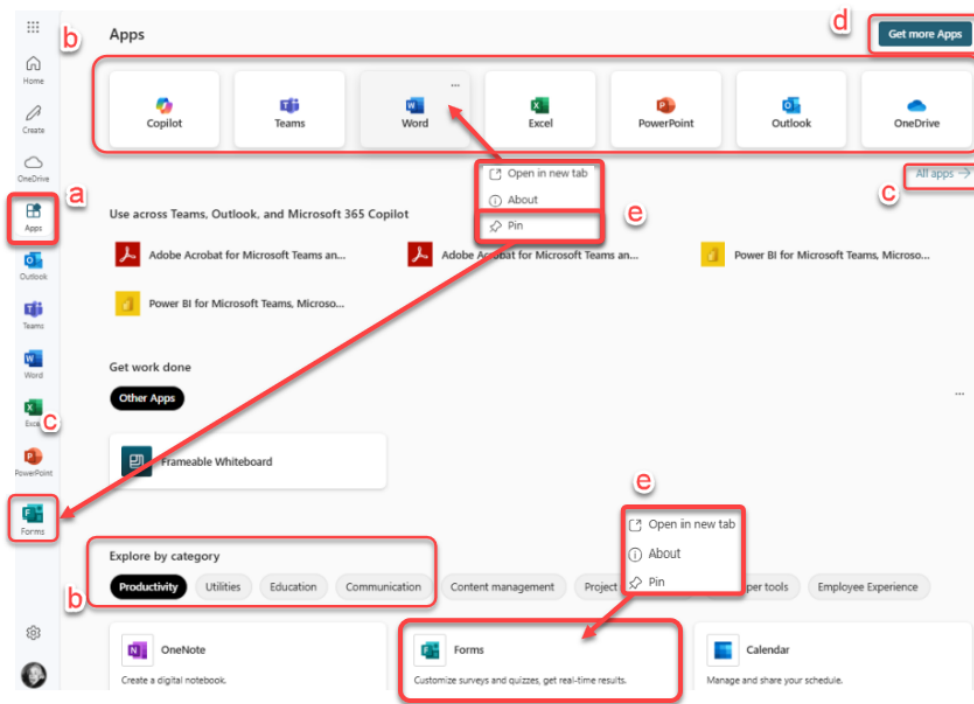
b) create a blank file

c) create a file from one of the templates displayed on the top, or

d) click on "See more templates" to choose another one to create a file from

e) you can see your recently created and accessed files in this app in "Recommended" and in the list below

For types of files that are **not** Word/Excel/Powerpoint follow these instructions:



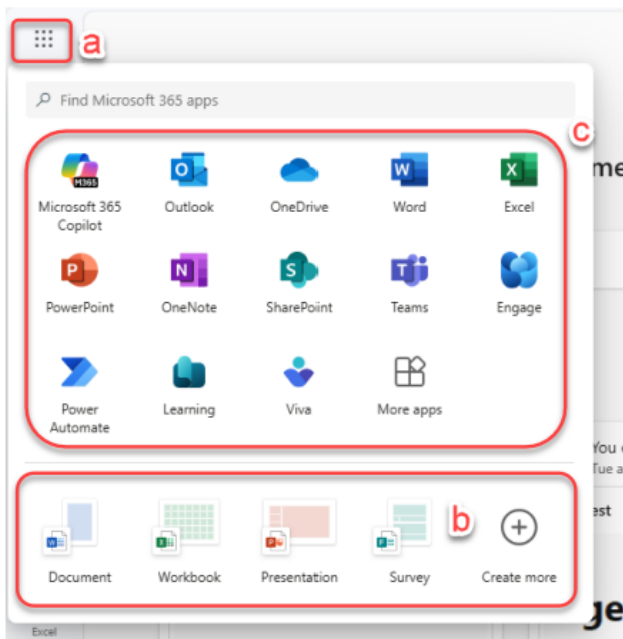
a) click on Apps on the side menu bar

b) you can see the most popular apps on the top, and below "Explore by category" section

c) if you do not see the app you want click on the "All apps>" link

d) if the app you want is not available in App apps view you can install it by clicking on "Get more apps" button

e) if you want to open the app in a separate tab then right-click on the app (or click on the 3 dots on the right side of the app) and click on "Open in new tab", you can also choose to "Pin" it from the same menu. If you pin it, it will appear on the side bar menu below the others



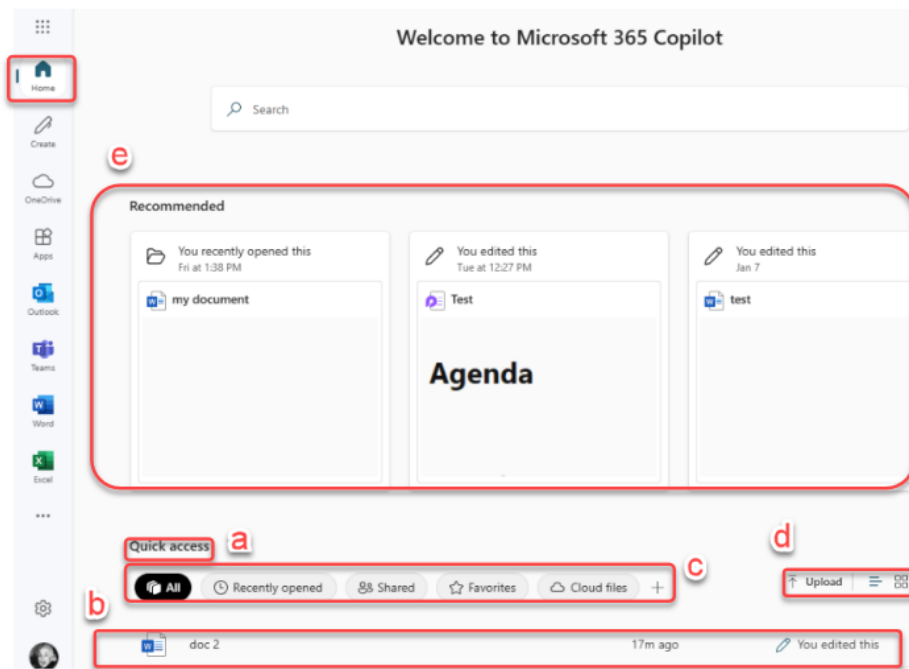
You can also access the same options as in step 1 (creating a blank file or file from a template) by:

a) click on the launcher icon at the top of the side bar

b) choose a file type from the list or click on "+Create more" which will show you the same window as in step 1

c) to access the apps (same as in step 3) click on the app you want or "More apps"

## Where can you see the files that you create:



- On the Home page:
- a) under Quick access
  - b) your most recent files will be shown on the top
  - c) unless you're sorting this view by a different category (eg if sorted by "Shared" the most recently shared file will be shown on top)
  - d) you can also upload files here and change the display of the view to grid or list
  - e) "Recommended" might not always show the most recently created, it does show most recently worked on files