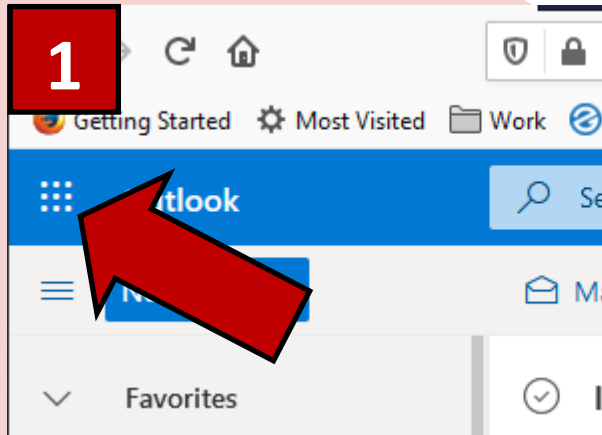
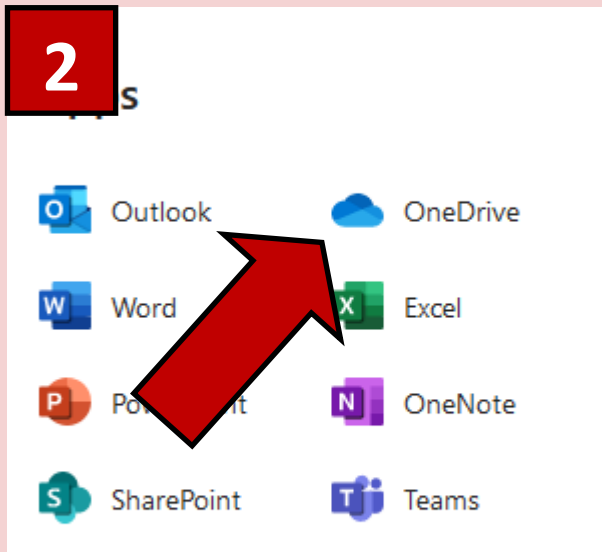




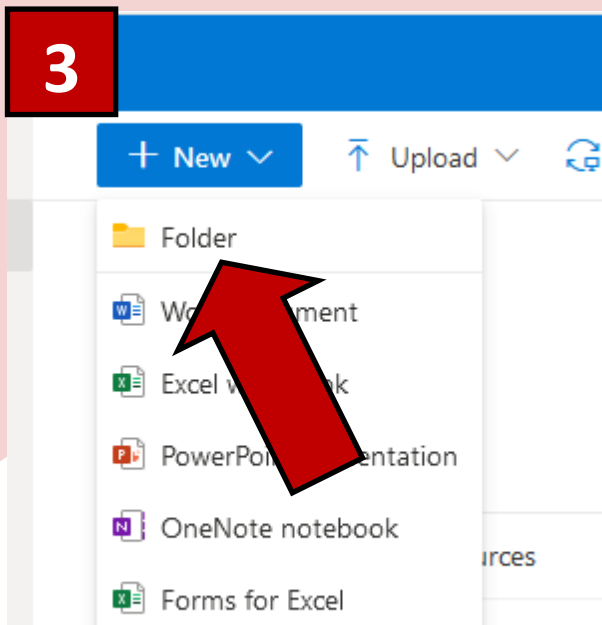
How to Make A Share Folder For Your Class



1 Go to lobomail.unm.edu and log in with your netID and password. Then click the app icon in the upper left corner of the screen.



2 Click on the *OneDrive* icon



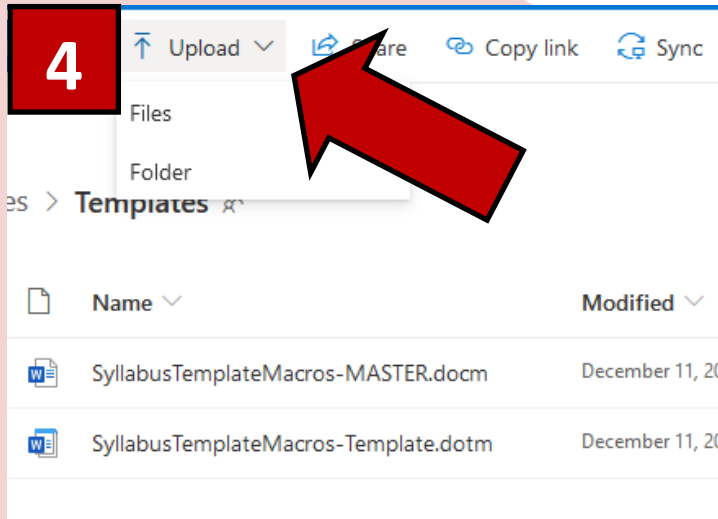
3 Make a new folder for your class by clicking on *New*.

Then select *Folder*.

Give your folder a name that will be easy to remember.

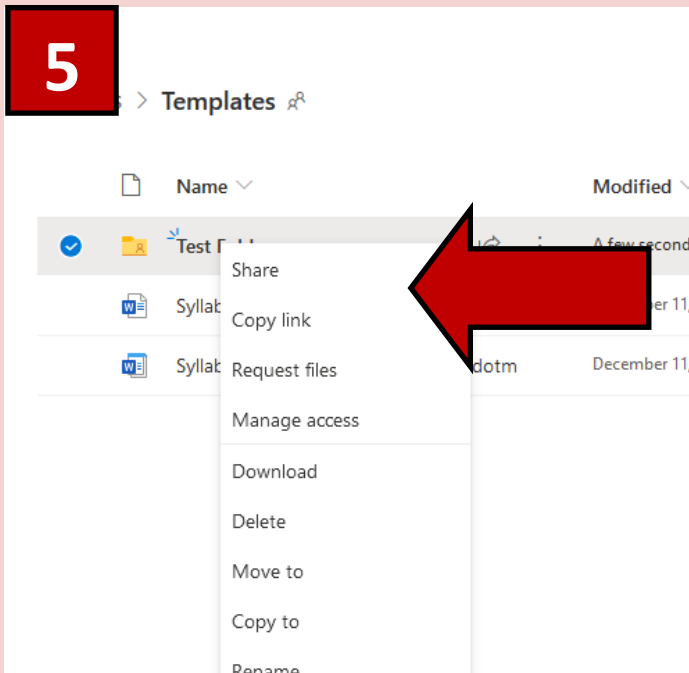


How to Make A Share Folder For Your Class



4

To upload files you can either click the **Upload** button, or you can drag and drop files from your computer to your browser window and they will be automatically uploaded.



5

To share your folder you can right click on it and then select **Copy Link**.

If you only want to share it with specific people, click **Share** and it will ask you to enter their email address.