

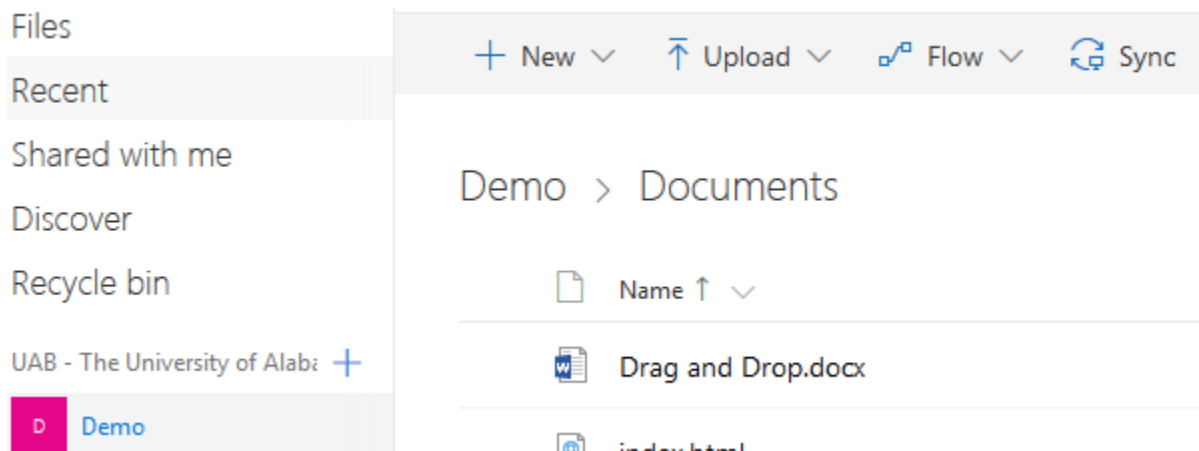
# Creating Documents and Folders

There are several ways to create new documents, spreadsheets, other files, and folders within your departmental share/site:

- From your personal OneDrive
- From your departmental site
- From a desktop Office application
- From your Sync folder
- From a mobile device using Office apps

## From OneDrive

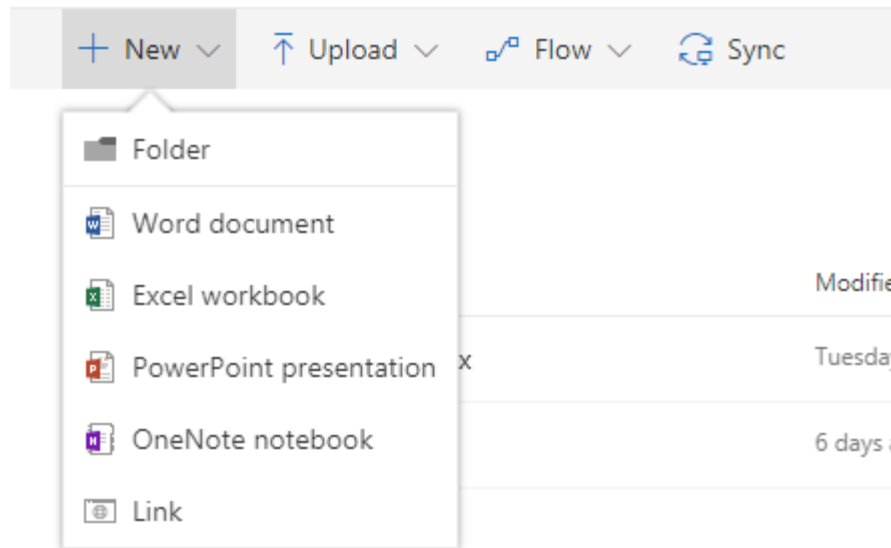
1. Sign in to <https://portal.office.com> to access your personal OneDrive. Use your **UAB email** address when asked for a username. You will then be redirected to the UAB CAS authentication screen, where you will need to enter your BlazerID and password. Make sure that you select the **Stay signed in** option.
2. Select OneDrive from the top menu
3. Navigate to your departmental site folder:



4. Click the New button to be presented with a number of options, including Folder, Office files, and a Link. Links can be useful for redirecting yourself or team members to other sites or document folders.

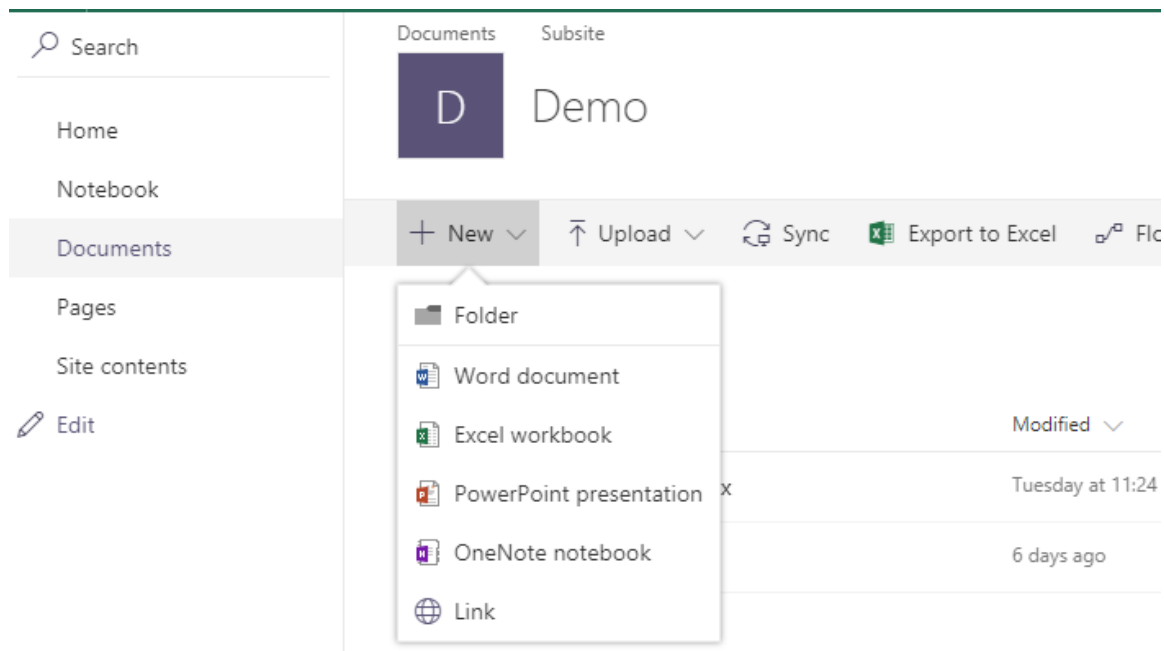


Demo



## Via SharePoint

1. Sign in to <https://portal.office.com> to access your Department Content on SharePoint. Use your **UAB email** address when asked for a username. You will then be redirected to the UAB CAS authentication screen, where you will need to enter your BlazerID and password. Make sure that you select the **Stay signed in** option.
2. Select SharePoint from the top menu
3. Browse to the document library you want to access.
4. Use the New button to create a new Folder, document, or link

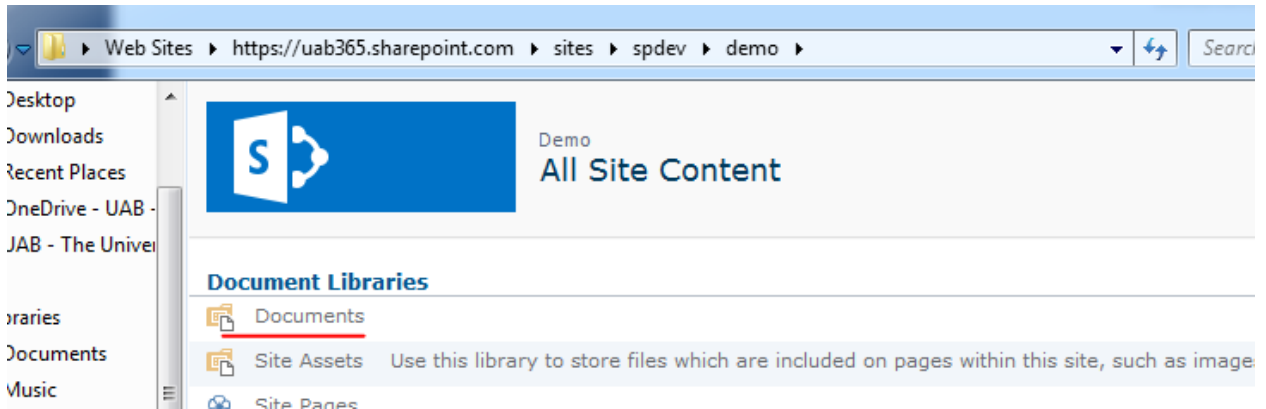


## Via your desktop Office applications

If you've recently opened any content from your SharePoint Online folder using the desktop Office applications, the folder path will be available within your Recent Folders. If you intend to use that folder often, use the pin icon to the right of the file path to pin that folder to the top of the list for easier access in Office 2013. In Office 2016, your most frequented sites will be readily available at the

However, if you do not see your documents, you will need to Browse for them:

1. Click the Browse Button.
2. Enter the full URL of your site. For example:  
<https://uab365.sharepoint.com/sites/demo>
3. Select the document library where your documents are located and save your new document there.



## Via Sync Folder

If you have not Synced any content, please refer to the Syncing to Office 365 article.

If you have already Synced the library to your computer, the content will be available from your favorites or in a separate One Drive grouping, depending on your version of Windows.

