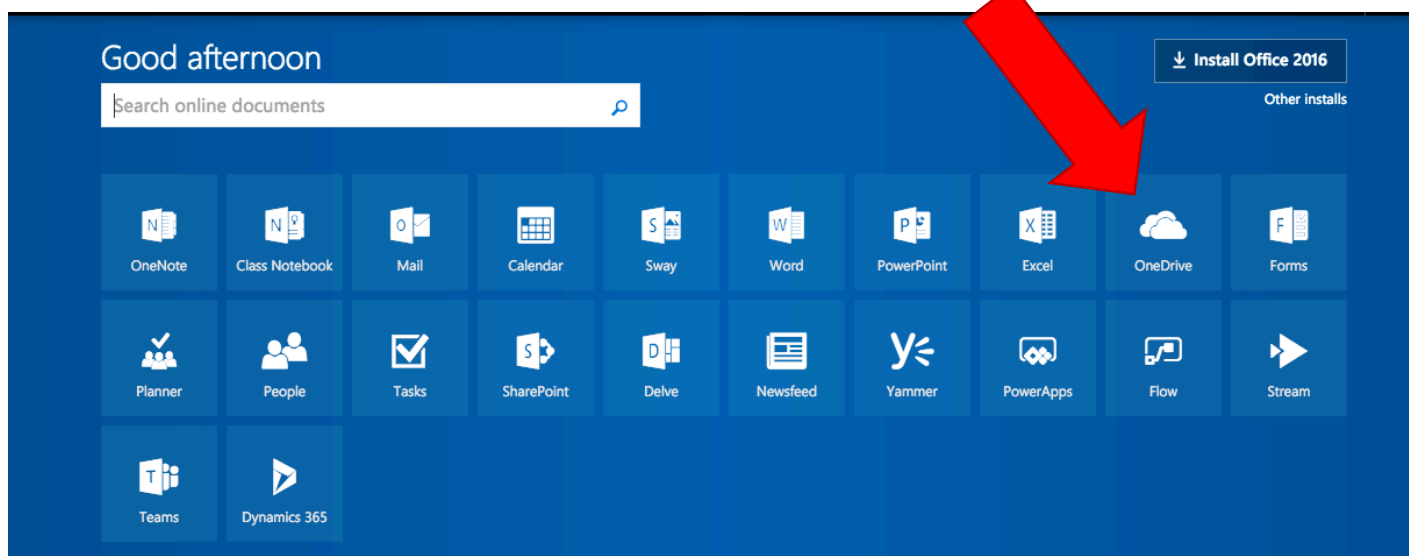


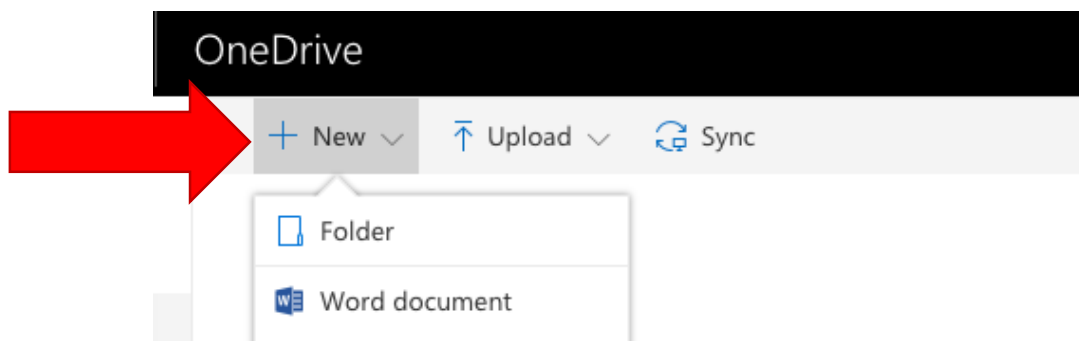
Creating Shared Folders for Your Students in One Drive

1 Log in to LoboMail at lobomail.unm.edu

2 Click on the OneDrive icon



3 To create a new folder, click the + icon in the upper left corner. Click On folder and enter a name for the folder.

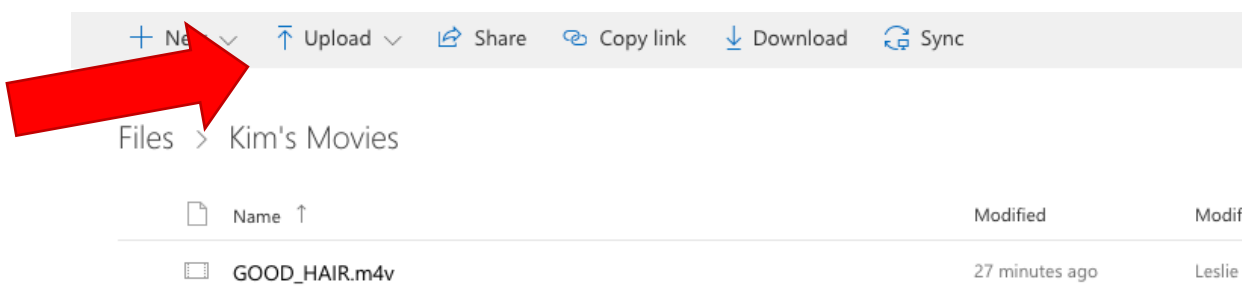


4

Click on your folder to open it.

5

You can upload files by clicking the upload button and selecting the file on your computer, or by clicking and dragging the file from your computer onto the web browser window where you have your folder open.



6

To share a folder, right click on it. You can then:

- Select “Copy Link” which will give you a link to the folder that you can email to anybody, or;
- “Share” which will let you enter the UNM email address of specific individuals you want to share the folder with.

