

## IN CLASS EXERCISE #1 – FOLDER CREATION

For this assignment, we will be creating new folders on the cloud storage service, One Drive.

1. Open up a web browser (Internet Explorer, Firefox or Google Chrome) and navigate to <https://my.edinboro.edu>, login with your EUP credentials and access your student email. Click in the upper left corner where the multiple squares are located (to the left of Office 365) and then select One Drive.
2. If the above step does not allow you to access One Drive, go to <https://onedrive.live.com/about/signin/> and login with your EUP credentials (you may need to setup phone and email verification for password retrieval)
3. Once logged in, go up to the menu at the top and select New and then Folder and type **Spring2019** and hit Create
4. Click on the Spring2019 folder to open this folder
5. Go up to the ribbon and select New and then Folder and type **CSCI104** and hit Create
6. Continue to click on New and then Folder to add folders to the root of your One Drive storage for any additional courses you are taking (**Ex: MATH104, PSYCH100, etc.**)
7. Click on the CSCI104 folder to open this folder
8. Go up to the ribbon and select New and then Folder and type **In Class Exercises** and hit Create
9. Go up to the ribbon and select New and then Folder and type **Homework** and hit Create
10. Go up to the ribbon and select New and then Folder and type **Exams** and hit Create  
(Throughout the semester, you will save your In Class Exercises, Homework and Exams to these designated folders)
11. Sign-in to the OneDrive software installed on the computer by going to Start and then OneDrive
12. Use the snipping tool found in Windows under All Programs --> Accessories, snip the picture of the folder structure. Save the picture as "firstnamelastname\_folders" (use filetype: jpg) in the In Class Exercises folder you just created on OneDrive and then upload the picture to the D2L drop box "In Class Exercise #1 – Folder Creation"

Name	Modified	Modified By	File Size	Sharing
Exams	Yesterday at 4:12 PM	Porter, Amanda		Private
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