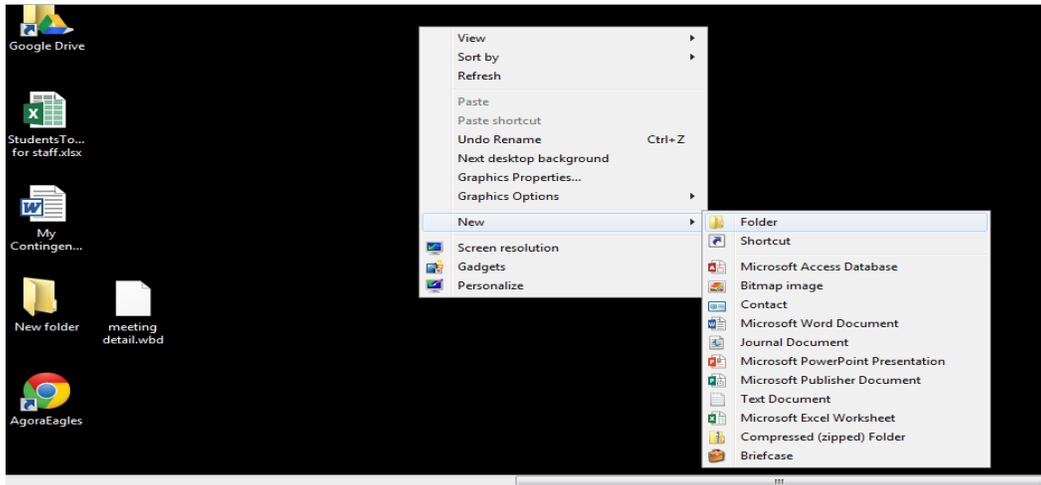
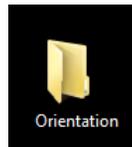


# How to Create Folders and Save Files on Your Desktop

1. From your desktop right-click on your mouse or touch-pad and select **New**
2. Select **Folder**



3. Type the title of the folder. For example, you can create an orientation folder to save all files provided during orientation.



4. Select **Yes** if you want to save a file provided to you during a live session to a specific folder. To save a file provided through email or within a course, download the file and select **Save As**.
5. Next select **Desktop**, rename the file if desired and select **Save**. (If desktop doesn't appear right away select Computer and then Desktop)

