Zoho Corporation

Add files and folders to My Folders

Zoho WorkDrive gives each user an exclusive space—My Folders—to create or upload files and folders for personal use.

> 📄 Any team member can create or upload files and folders in their My Folders.

To create or upload files and folders in your My Folders:

1. Select **My Folders** in the left panel.
2. Click the **+ NEW** button in the top menu bar.

To **create a file** - Select the type of file you want to create (**Document** , **Spreadsheet** , or **Presentation**).

To **create a folder** - Select Folder from the dropdown menu. Type in a name and press Enter.

To upload a file or folder from your system - Select **File Upload** or **Folder Upload** from the dropdown menu. Select the file/folder to upload and click Open (for Mac). Alternatively, you can drag and drop the file/folder from your computer to upload.

To import a file from a cloud storage service - Select **Import from Cloud** from the dropdown menu. Then, select the required cloud storage service and attach a file.

📄 Only after the successful authentication, you can browse and import files from a cloud storage service to Zoho WorkDrive. Learn more on Importing files from Cloud Storage Services .

Currently, you can only upload files from these cloud storage services: Google Drive, Box, Dropbox, OneDrive and Evernote.

ⓘ You can upload files with the formats .docx, .pptx, .xlsx, etc., and preview them in Zoho WorkDrive. To edit these files, you need to convert them to Zoho WorkDrive's format.

Zoho's built-in **Office Suite** helps you edit documents, sheets, and presentations using Writer, Sheet and Show respectively. Learn more

The **maximum file upload size** is 10 GB in Starter plan, 50 GB in Team plan, and 250 GB in Business plan.

Team admins can **set a storage limit** in My Folders for all team members or to specific individuals. Learn more about setting a storage limit in My Folders

Also read: **Add files and folders to a Team Folder**