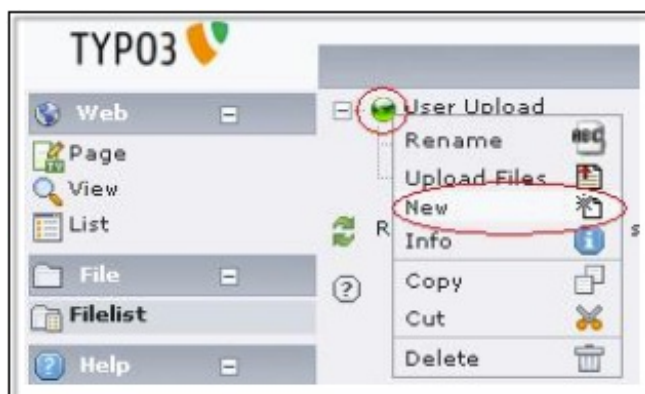


## Creating a folder in the file list

*Last Modified on 14/06/2016 12:50 pm AEST*

1. Click Filelist in the left menu, then click on the green icon and select new.



2. Select the number of folders you want to create, the name of these folders, then click Create Folder.



Note: to create a new sub folder follow the same process but instead of clicking on the green icon click on the folder which you want to make a sub folder in.

### Related Articles

[template("related")]

