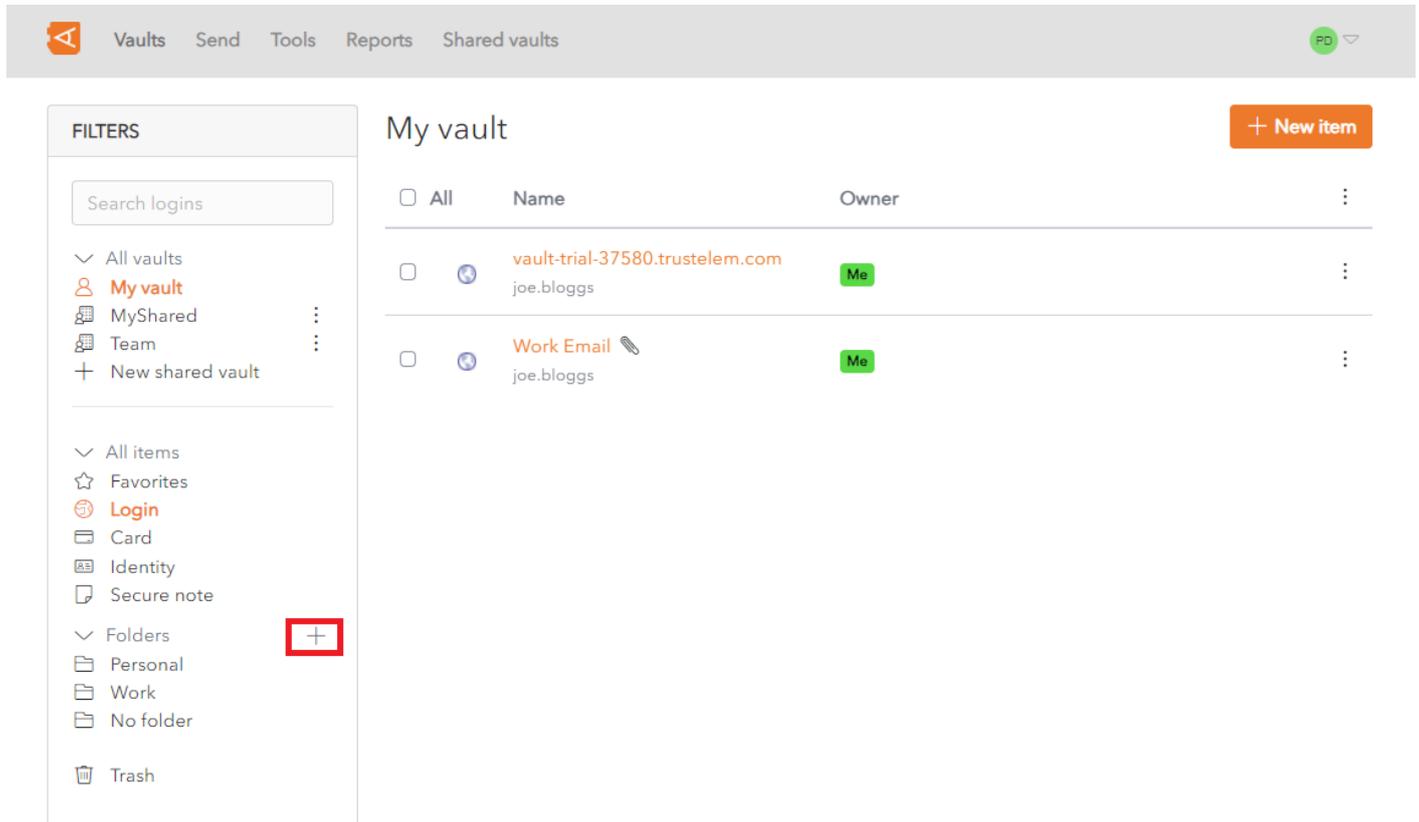


# Create Nested Folder

Folders can be created or nested inside other folders.

Click on the **New Folder** button to create a new Nested Folder.



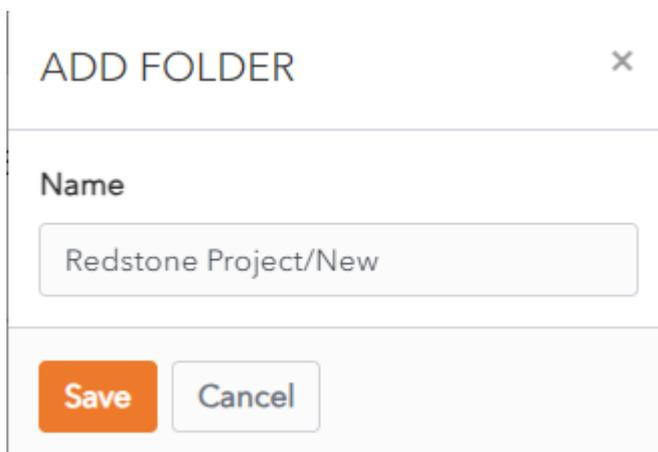
The screenshot shows the vault interface. At the top, there is a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. On the right, there is a user profile icon 'PD'. Below the navigation bar, the main content area is titled 'My vault' and includes a '+ New item' button. A table lists items with columns for 'All', 'Name', and 'Owner'. The items are:

| <input type="checkbox"/> | All | Name                            | Owner |   |
|--------------------------|-----|---------------------------------|-------|---|
| <input type="checkbox"/> |     | vault-trial-37580.trustelem.com | Me    | ⋮ |
| <input type="checkbox"/> |     | joe.bloggs                      |       | ⋮ |
| <input type="checkbox"/> |     | Work Email                      | Me    | ⋮ |
| <input type="checkbox"/> |     | joe.bloggs                      |       | ⋮ |

On the left, the 'FILTERS' sidebar is visible. It contains a search box for logins and a list of categories: All vaults, My vault, MyShared, Team, New shared vault, All items, Favorites, Login, Card, Identity, Secure note, Folders, Personal, Work, No folder, and Trash. The 'Folders' category has a red box around a '+' icon.

Use the « / » **forward slash** delimiter to define the folder structure of your nested folder.

For example, create a new folder called **Redstone Project/New**.



The screenshot shows the 'ADD FOLDER' dialog box. It has a title bar with 'ADD FOLDER' and a close button 'x'. Below the title bar, there is a 'Name' label and a text input field containing 'Redstone Project/New'. At the bottom, there are two buttons: 'Save' and 'Cancel'.

If the folder called **Redstone Project** already exists, a nested folder called **New** is created inside the **Redstone Project** folder.

The screenshot shows the OneDrive interface. At the top, there is a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. On the right, there is a profile icon labeled 'FD'. Below the navigation bar, the main content area is titled 'All vaults' and includes a '+ New item' button. On the left, there is a 'FILTERS' sidebar with a search box and a tree view. The tree view includes categories like 'All vaults', 'All items', 'Folders', 'Collections', and 'Trash'. Under 'Folders', 'Redstone Project' is expanded, and its sub-folder 'New' is highlighted with a red box. The main area displays a list of vaults with columns for 'All', 'Name', and 'Owner'. The vaults listed are: 'Alarm Code' (owner: MyShared), 'Google' (owner: Me), 'Important Note' (owner: Me), 'vault-trial-37580.trustelem.com joe.bloggs' (owner: Me), 'Work Email' (owner: Me), and 'Work Visa \*2122' (owner: Me).

If a folder called **Redstone Project** does not already exist, a new folder will be created called **Redstone Project/New**.

Vaults Send Tools Reports Shared vaults PD

**FILTERS**

Search vault

- ▼ All vaults
  - My vault
  - MyShared
  - Team
  - + New shared vault
- ▼ All items
  - Favorites
  - Login
  - Card
  - Identity
  - Secure note
- ▼ Folders +
  - Personal
  - Redstone Project/New**
  - Work
  - No folder
- ▼ Collections
  - Default collection
  - Default collection
- Trash

### All vaults

+ New item

| <input type="checkbox"/> All | Name  | Owner    |   |
|------------------------------|---|----------|---|
| <input type="checkbox"/>     | Alarm Code                                    | MyShared | ⋮ |
| <input type="checkbox"/>     | Google  | Me       | ⋮ |
| <input type="checkbox"/>     | Important Note                                | Me       | ⋮ |
| <input type="checkbox"/>     | vault-trial-37580.trustelem.com<br>joe.bloggs | Me       | ⋮ |
| <input type="checkbox"/>     | Work Email<br>joe.bloggs                      | Me       | ⋮ |
| <input type="checkbox"/>     | Work Visa<br>*2122                            | Me       | ⋮ |

To create a nested folder called **Trees** inside the **New** Folder, create a new folder called **Redstone Project/New/Trees**.

**ADD FOLDER** ×

**Name**

Redstone Project/New/Trees

Save Cancel

A nested folder called **Trees** is created inside the **New** folder.

**FILTERS**

Search folder

- ▼ All vaults
- 👤 My vault
- 👥 MyShared
- 👥 Team
- + New shared vault

---

- ▼ All items
- ☆ Favorites
- 🔑 Login
- 📄 Card
- 🔑 Identity
- 📄 Secure note

- ▼ Folders
- 📁 Personal
- ▼ Redstone Project
- ▼ New
- 📁 Trees
- 📁 Work
- 📁 No folder

- ▼ Collections
- 📁 Default collection
- 📁 Default collection
- 🗑️ Trash

## All vaults

+ New item

| <input type="checkbox"/> All   | Name | Owner |  |
|--|------|-------|--|
|  <p>There are no items to list.</p> <div style="text-align: center;"><span style="background-color: #f4a460; padding: 5px 15px; border-radius: 3px;">+ New item</span></div> |      |       |  |

If you **Search** inside the **Redstone Project** Folder, it will return items in the Redstone Project Folder but **not items inside the New and Trees nested** folders.

There is **no limit** to the **depth** of nested folders, but it can be impractical to create too many.