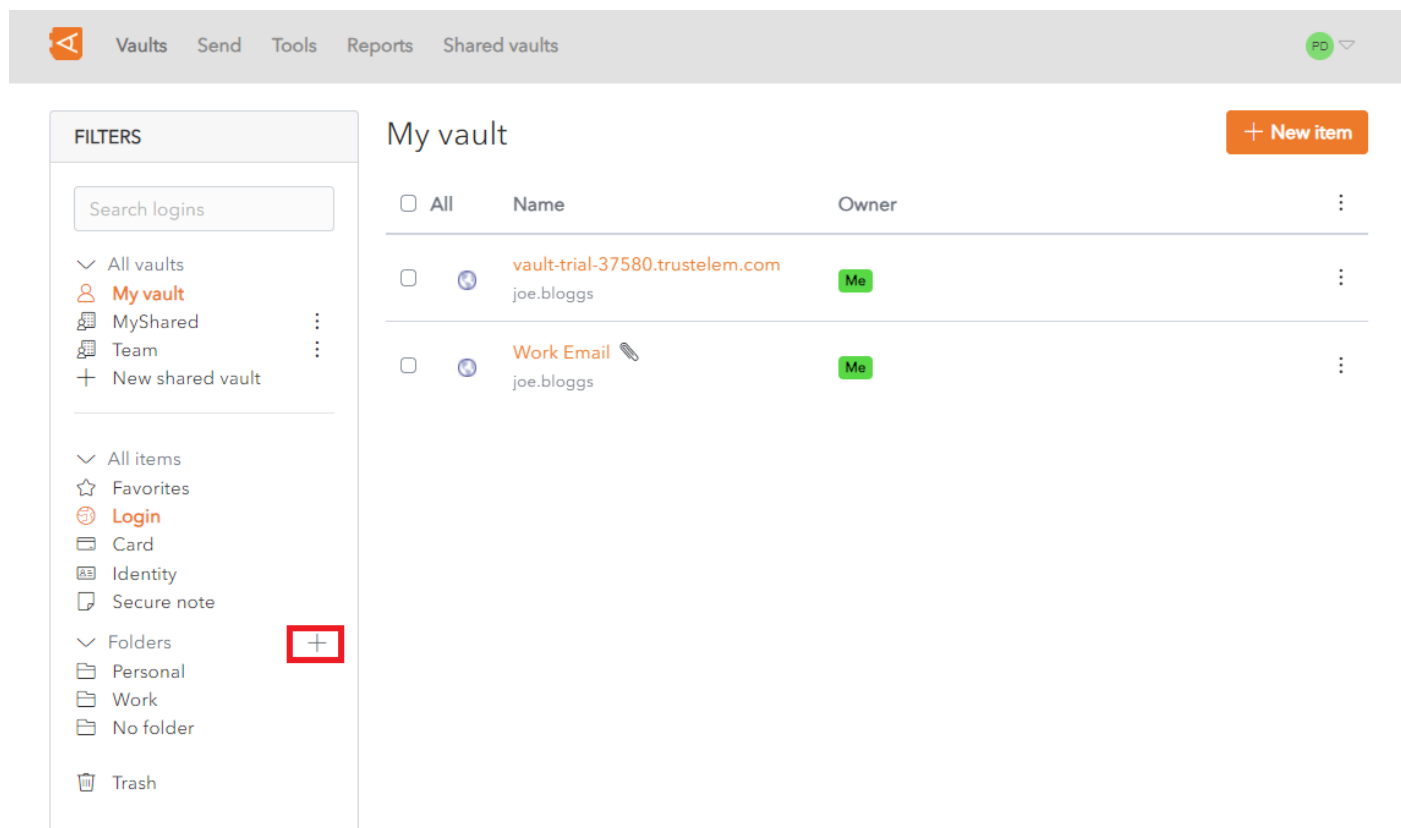


Create Nested Folder

Folders can be created or nested inside other folders.

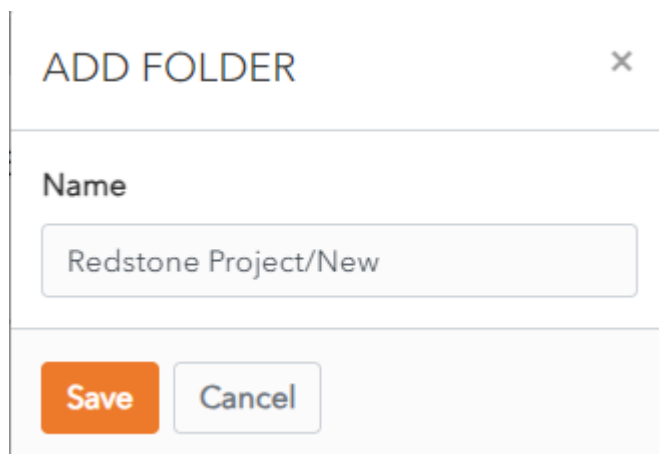
Click on the **New Folder** button to create a new Nested Folder.



The screenshot shows the OneDrive web interface. At the top is a navigation bar with links: Vaults, Send, Tools, Reports, and Shared vaults. On the right of this bar is a user profile icon labeled 'PD'. Below the navigation bar is a 'FILTERS' sidebar on the left. It contains a search box labeled 'Search logins'. Under 'All vaults', there are links for 'My vault' (highlighted in orange), 'MyShared', 'Team', and 'New shared vault'. Under 'All items', there are links for 'Favorites', 'Login' (highlighted in orange), 'Card', 'Identity', and 'Secure note'. Under 'Folders', there is a red box around a '+' icon, followed by links for 'Personal', 'Work', and 'No folder'. At the bottom of the sidebar is a 'Trash' link. The main area is titled 'My vault' and has a '+ New item' button in the top right. Below the title is a table with columns: 'All' (checkbox), 'Name', 'Owner', and a vertical ellipsis. The table contains two items: 1. A checkbox, a globe icon, the name 'vault-trial-37580.trustelem.com', the owner 'joe.bloggs', and a green 'Me' tag. 2. A checkbox, a globe icon, the name 'Work Email' with a lock icon, the owner 'joe.bloggs', and a green 'Me' tag.

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 a modal dialog box titled 'ADD FOLDER'. It has a close button (X) in the top right corner. Below the title bar is a label 'Name' followed by a text input field containing the text 'Redstone Project/New'. At the bottom of the dialog are two buttons: 'Save' (orange) and 'Cancel' (white).

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

VaultsSendToolsReportsShared vaults

PO

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 joe.bloggs	Me	
<input type="checkbox"/>		Work Email joe.bloggs	Me	
<input type="checkbox"/>		Work Visa *2122	Me	

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

VaultsSendToolsReportsShared 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

All

Name

Owner

Alarm Code

MyShared

Google

Me

Important Note

Me

vault-trial-37580.trustelem.com

joe.bloggs

Me

Work Email

joe.bloggs

Me

Work Visa

*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.

VaultsSendToolsReportsShared vaults

PD

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

☐ All

Name

Owner

There are no items to list.

+ New item

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.

Revision #21

Created 13 November 2023 15:54:53 by WALLIX Admin

Updated 23 February 2024 15:52:17 by WALLIX Admin