

# Manage folders

Create folders to organize your personal items.

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# Folders Overview

Folders can be created and used to **organize personal items** in your **Personal Vault** to make them **easier to find**.

**Folders** and **Items** in your **Personal Vault** are **private to you** and are **never accessible** to **another user**. Because they are in a Personal Vault they **cannot be shared**. Only Items in a Shared Vault can be shared with other users.

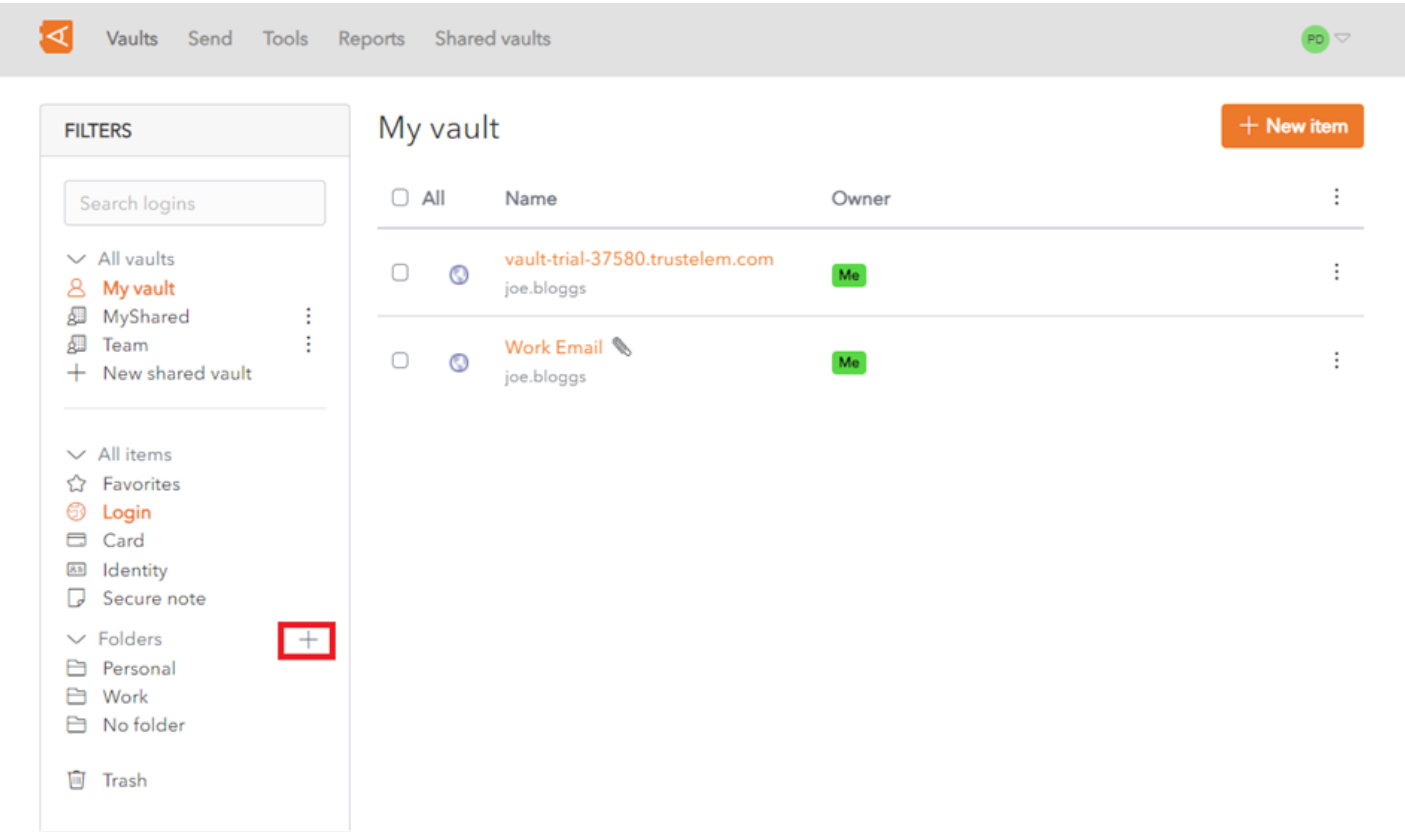
Items can be **searched** for in Folders using the Filters menu.

The following functions are available for Folders:

- **Create Folder**
- **Edit Folder**
- **Delete Folder**
- **Create Nested Folder**
- **Move Item to Folder**
- **Search for Item in Folder**

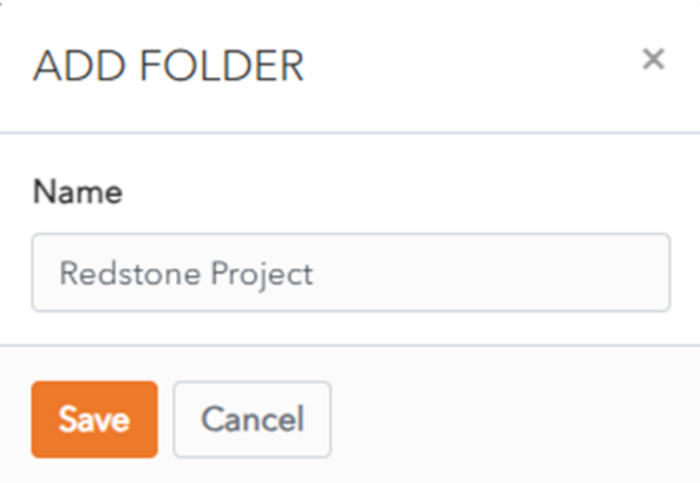
# Create Folder

Click on the + button beside Folders in the Filters Menu.



The **Add Folder** pop up window is displayed.

Enter a **folder name** and click the **Save** button.





The **New Folder** is displayed in your **Folder List**.


FILTERS


Search logins

▼ All vaults


 My vault


 MyShared


 Team


 New shared vault


▼ All items

 Favorites


 Login


 Card


 Identity


 Secure note


▼ Folders

 Personal

 Redstone Project



 Work

 No folder

 Trash

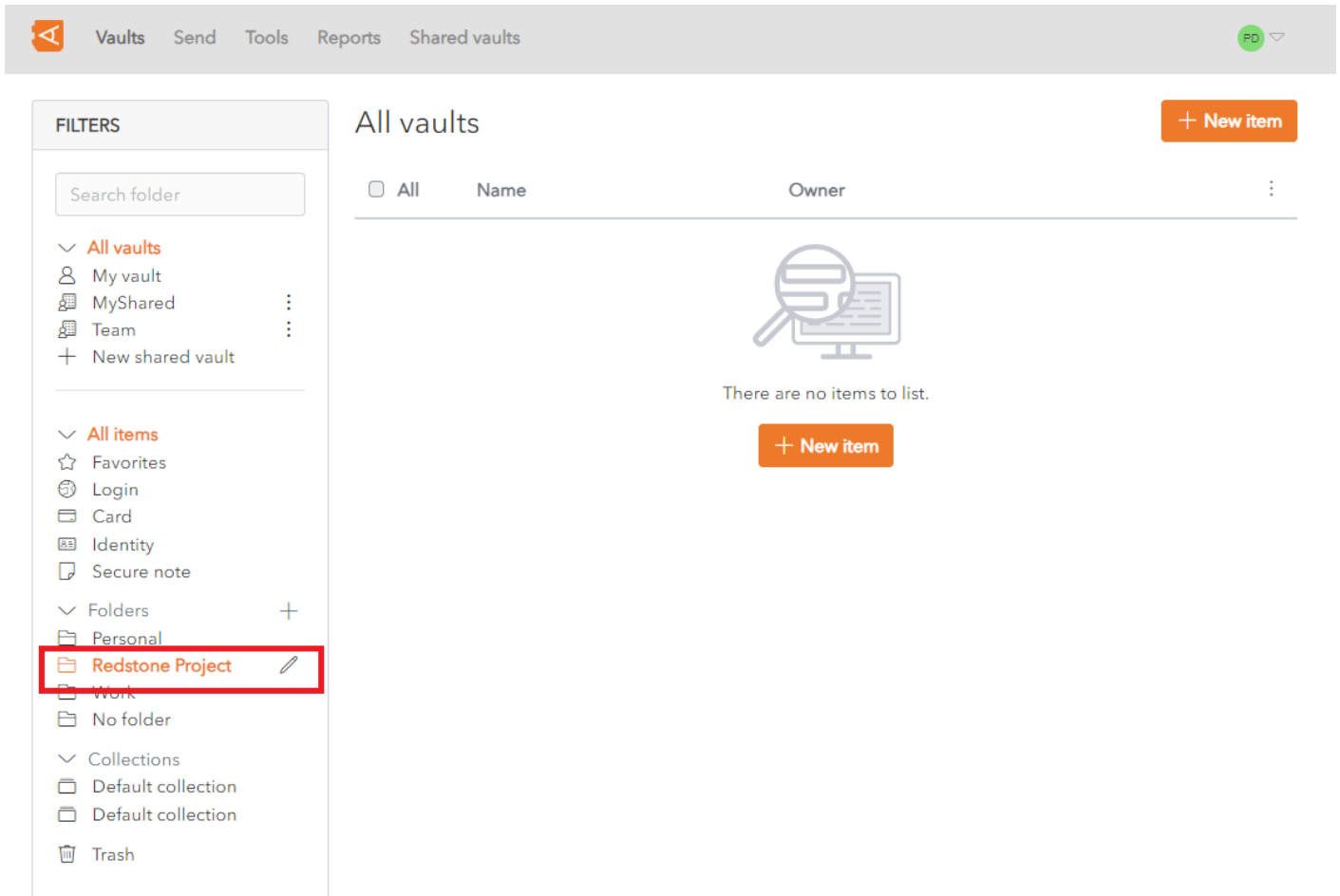
My vault

New item

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


# Edit Folder

Click on a **folder** in your Vault List.

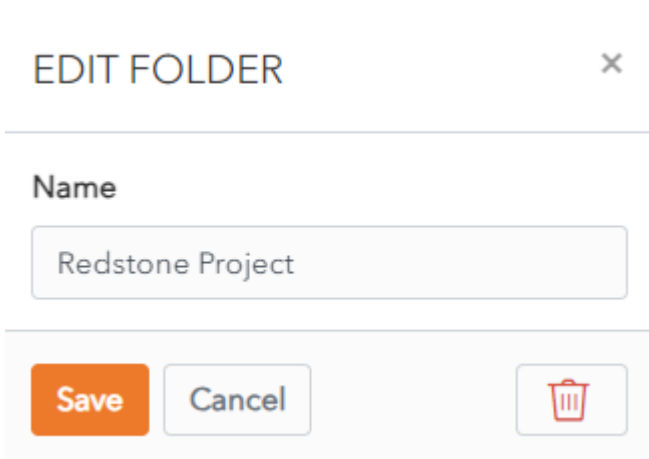


The screenshot shows the 'All vaults' interface. On the left, a 'FILTERS' sidebar lists various vaults and folders. The 'Redstone Project' folder is highlighted with a red box. The main area shows 'All vaults' with a table header for 'All', 'Name', and 'Owner'. A message 'There are no items to list.' is displayed, along with a '+ New item' button.

All	Name	Owner
There are no items to list.		

The  **Edit** button is displayed beside the folder.

Click on the  **Edit** button to open the Folder in the **Edit Screen**.




The 'EDIT FOLDER' screen displays the folder name 'Redstone Project' in a text input field. Below the input field are three buttons: 'Save', 'Cancel', and a 'Trash' icon.

**EDIT FOLDER** ×

**Name**

Redstone Project

**Save** **Cancel** 

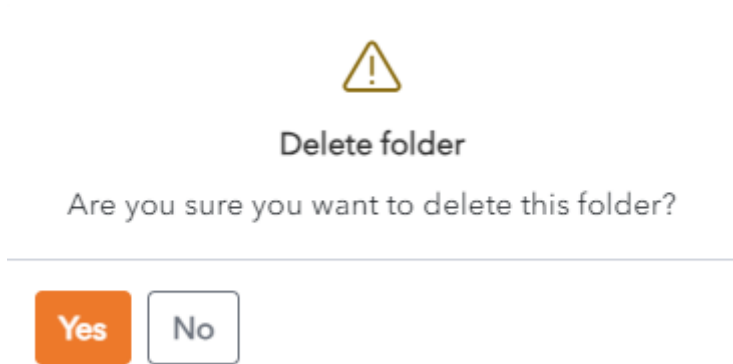
Change the folder name and then click the **Save** button to save your changes.

Alternatively, click the **Cancel** button to cancel the operation.

# Delete Folder

From the **Edit Folder Screen**, click the  **Delete** button to Delete the Folder.

A **Delete Folder Confirmation** Popup is displayed.



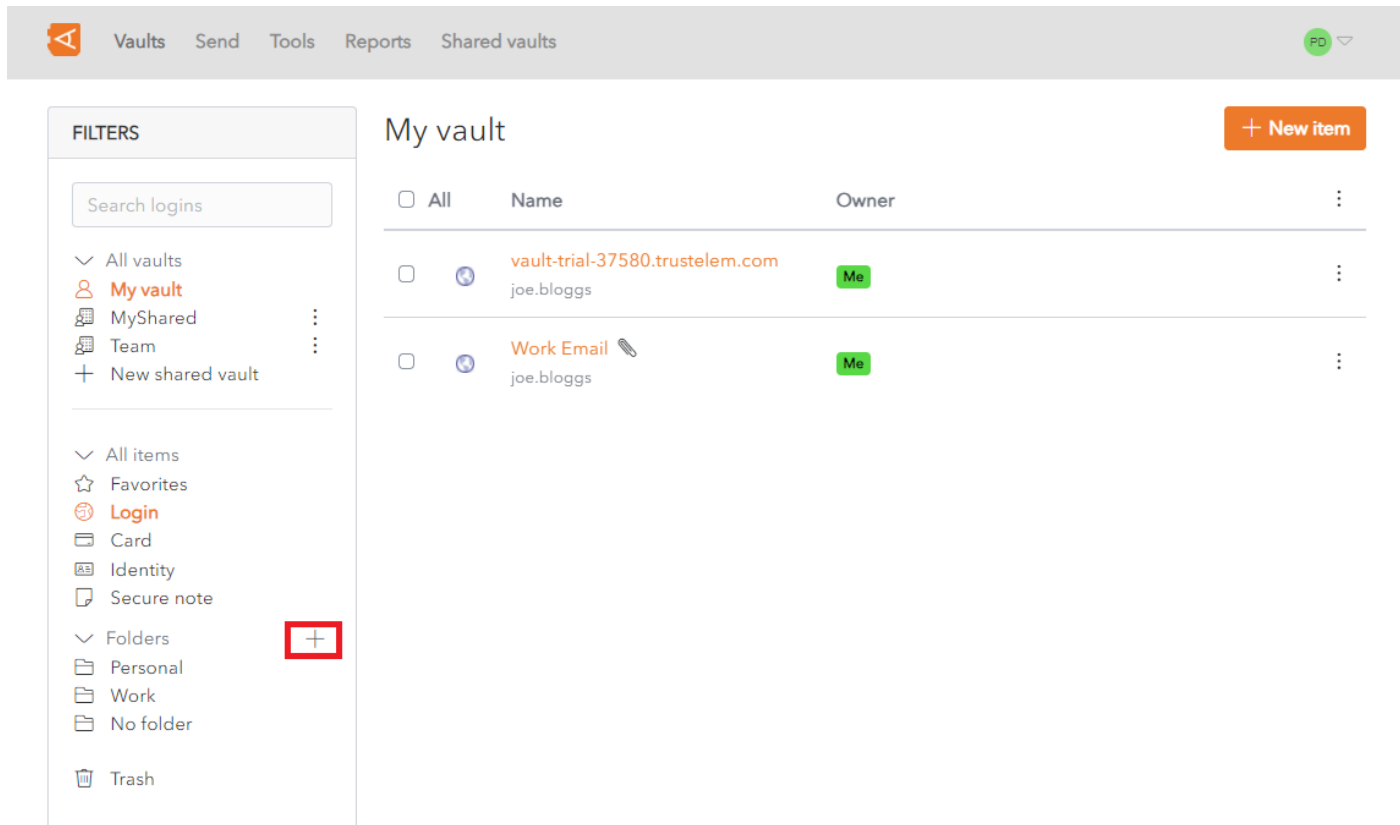
Click the **Yes** button to delete the folder.

Click the **No** button to cancel the operation.

# Create Nested Folder

Folders can be created or nested inside other folders.

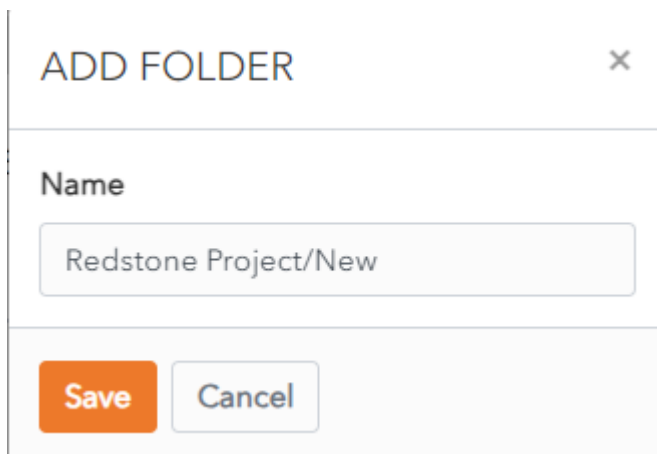
Click on the **New Folder** button to create a new Nested Folder.



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 the bar is a user profile icon labeled 'PD'. Below the navigation bar is the 'My vault' section. On the left of this section is a 'FILTERS' sidebar. In the 'FILTERS' sidebar, under the 'Folders' section, there is a plus sign icon highlighted with a red box. The main area of 'My vault' shows a table with columns: All, Name, Owner, and a menu icon. The table lists two items: 'vault-trial-37580.trustelem.com' and 'Work Email', both owned by 'Me'.

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 dialog box titled 'ADD FOLDER'. The dialog has a close button (X) in the top right corner. Below the title bar is a section labeled 'Name' with a text input field containing the text 'Redstone Project/New'. At the bottom of the dialog 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.

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

AllNameOwner

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.

# Move Item to Folder

From the **Edit Item Screen** Screen, **choose** a **Folder** from the dropdown menu.

EDIT ITEM

Name

Alarm Code

Notes

1245

Folder

No folder  
Personal  
Redstone Project/New  
Work  
No folder

CUSTOM FIELDS

⊕ New custom field

Text

Updated: Oct 30, 2023, 3:38:46 PM

OPTIONS

☐ Master password re-prompt

Save

Cancel

Click **Save** button to **Move the Item** to this Folder.

You can **add an Item** from a **Shared Vault** into a **Folder**. This will be **organized** in this Folder in **your Vault**. It will **not provide access** to this item **to another user**.