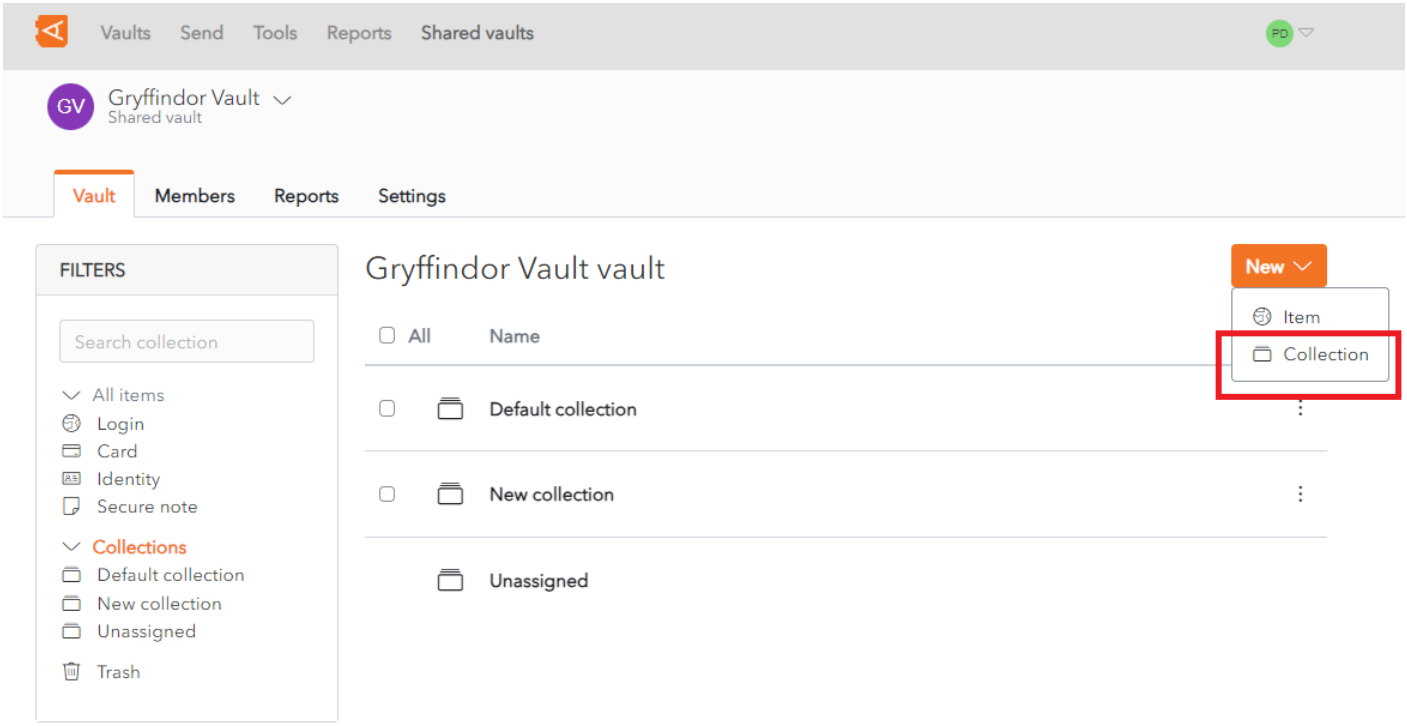
Create Collection

From the **Shared Vaults Screen**, click on the **New** button. This opens a **context menu**.

Click on the **Collection** link.



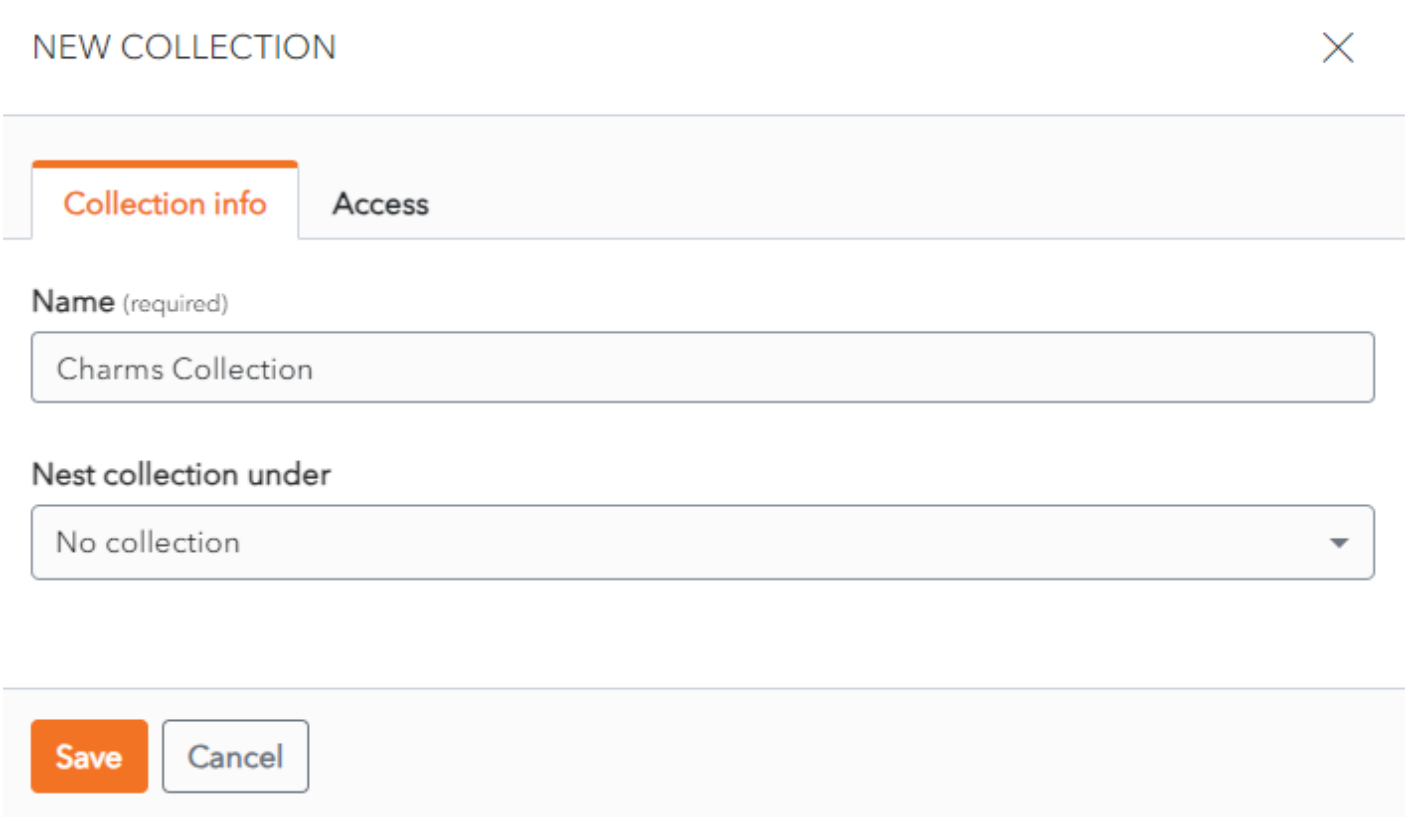
A **New Collection Screen** appears.

Enter a Collection Name in the **Name** Field.

If you wish to nest this Collection under an existing Collection, choose the Collection from the **Nest collection under** dropdown.

Click **Save** to create the Collection.

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



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