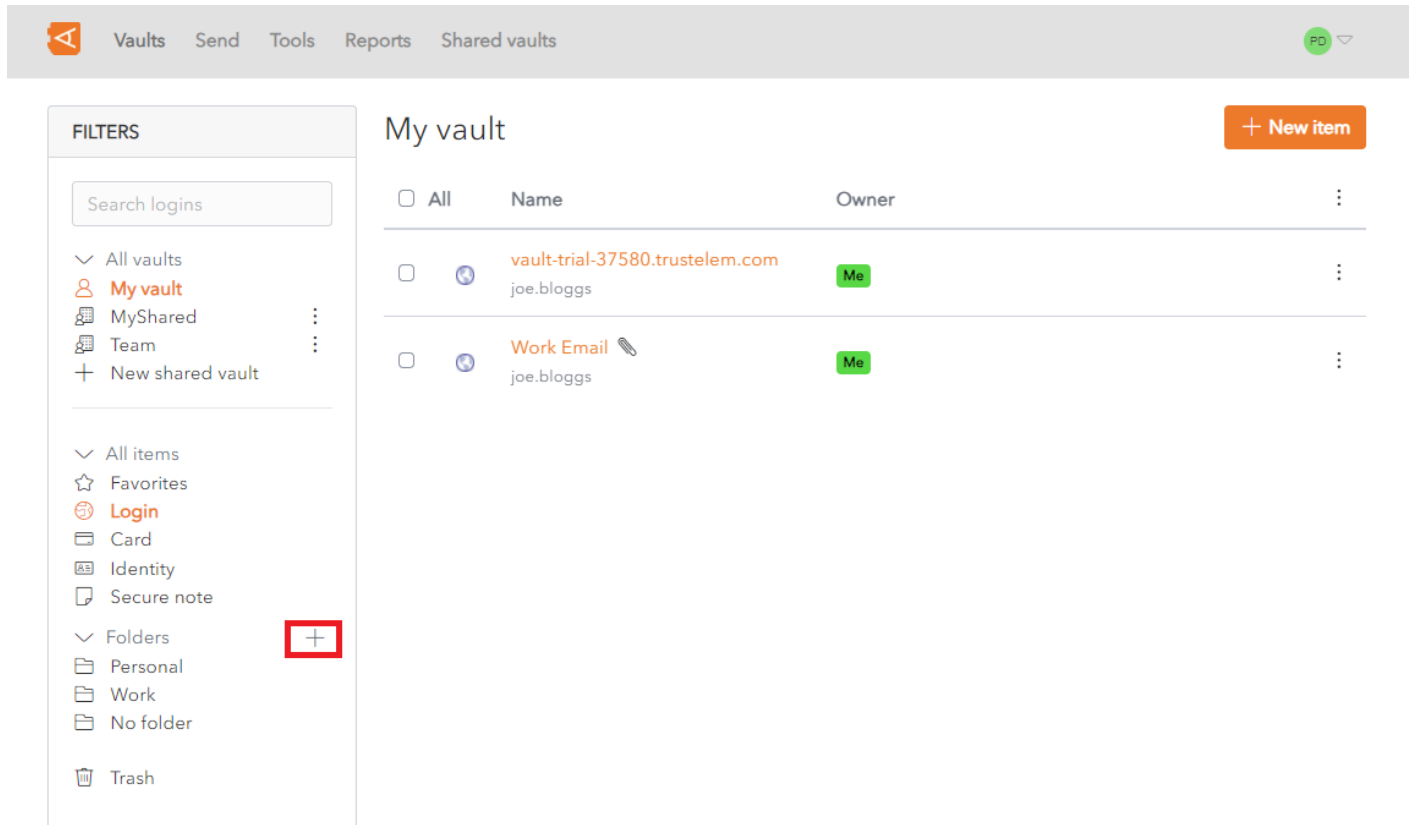


Create Nested Folder

Folders can be created or nested inside other folders.

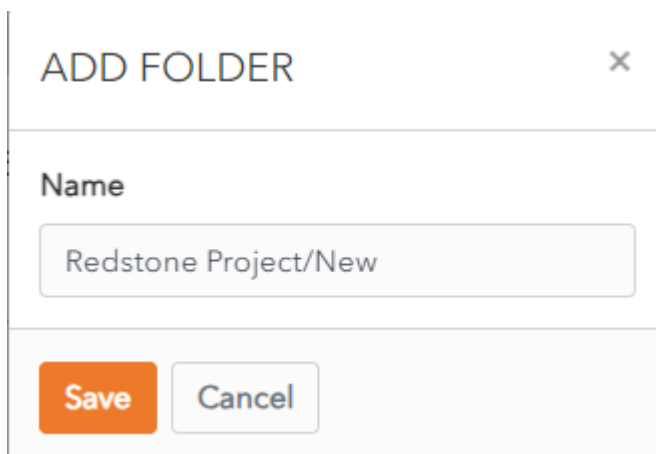
Click on the **New Folder** button to create a new Nested Folder.



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 area is titled 'My vault' and contains a table of items. The table has columns for 'All', 'Name', and 'Owner'. The items listed are 'vault-trial-37580.trustelem.com' and 'Work Email', both owned by 'joe.bloggs'. A '+ New item' button is located in the top right corner of the 'My vault' section. On the left, there is a 'FILTERS' sidebar with a search box and a list of categories. The 'Folders' category is expanded, and a red box highlights a '+' button next to it, indicating the 'New Folder' button.

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' with a close button 'x' in the top right corner. Below the title, there is a 'Name' label and a text input field containing 'Redstone Project/New'. At the bottom of the dialog, there are two buttons: 'Save' (orange) and 'Cancel' (white with a grey border).

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 bar and a tree view. The tree view includes 'All vaults', 'My vault', 'MyShared', 'Team', and 'New shared vault'. Under 'All items', there are 'Favorites', 'Login', 'Card', 'Identity', and 'Secure note'. Under 'Folders', there is 'Personal', 'Redstone Project' (highlighted with a red box), 'Work', and 'No folder'. Under 'Collections', there are two 'Default collection' entries and 'Trash'. The main area displays a list of vaults with columns for 'All', 'Name', and 'Owner'. The list includes: '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 joe.bloggs	Me	⋮
<input type="checkbox"/>	Work Email joe.bloggs	Me	⋮
<input type="checkbox"/>	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.


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.

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