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 Peronal 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**

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