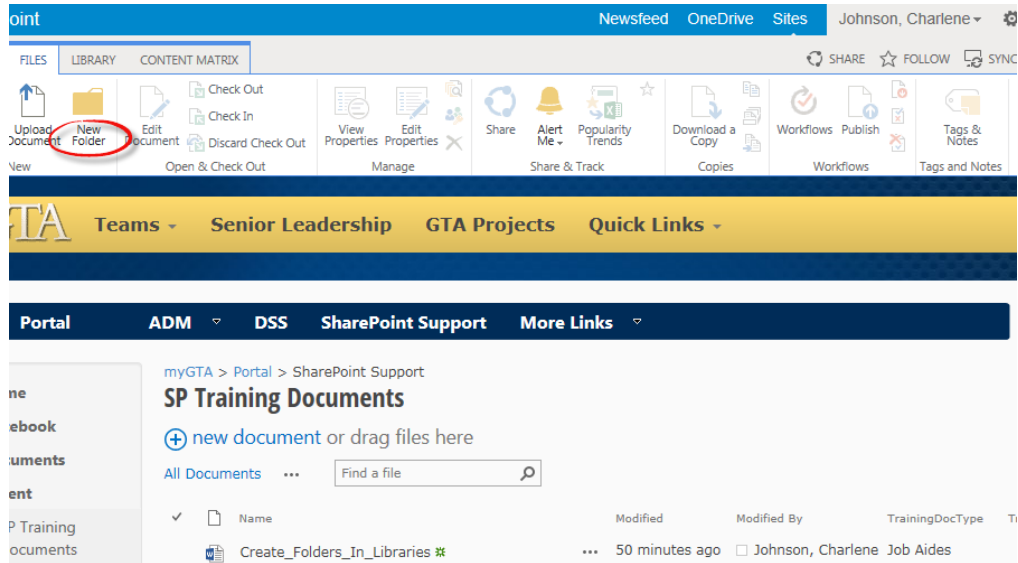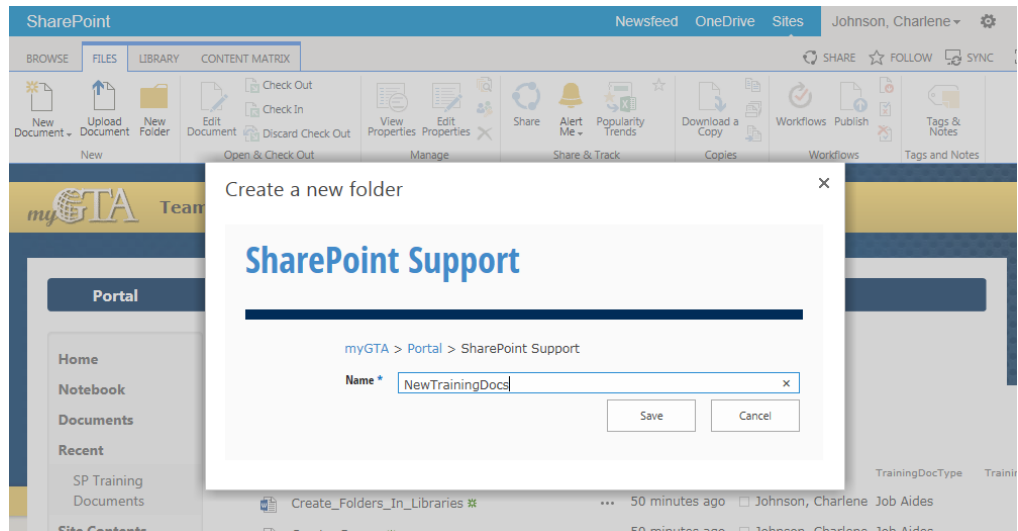# Create Folders In a Library

CREATE FOLDERS IN A LIBRARY

1. Navigate to the library you want to create a folder in.
2. On the **Files** tab, choose **New Folder**.

3. Enter a name for the folder and choose **Save**.

4. In a few seconds, the new folder is created in the document library.