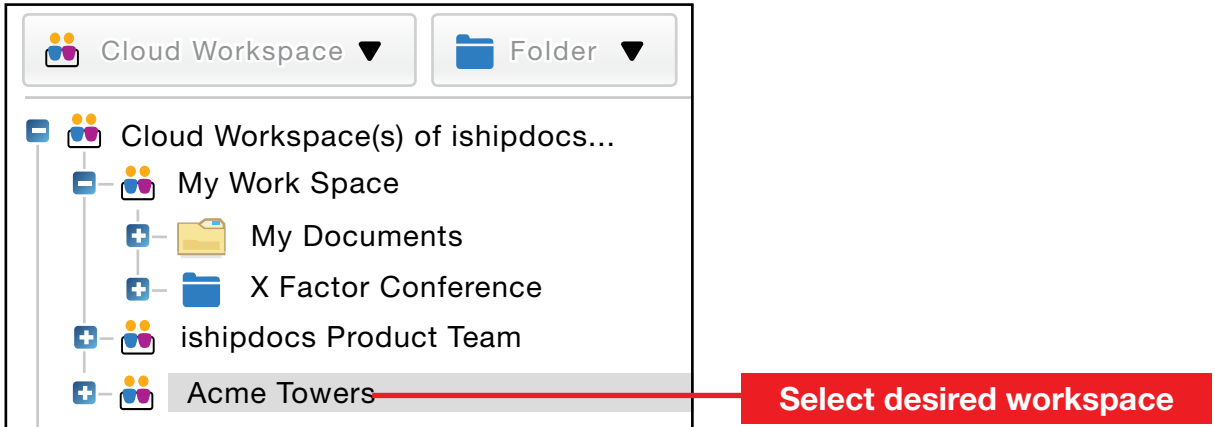
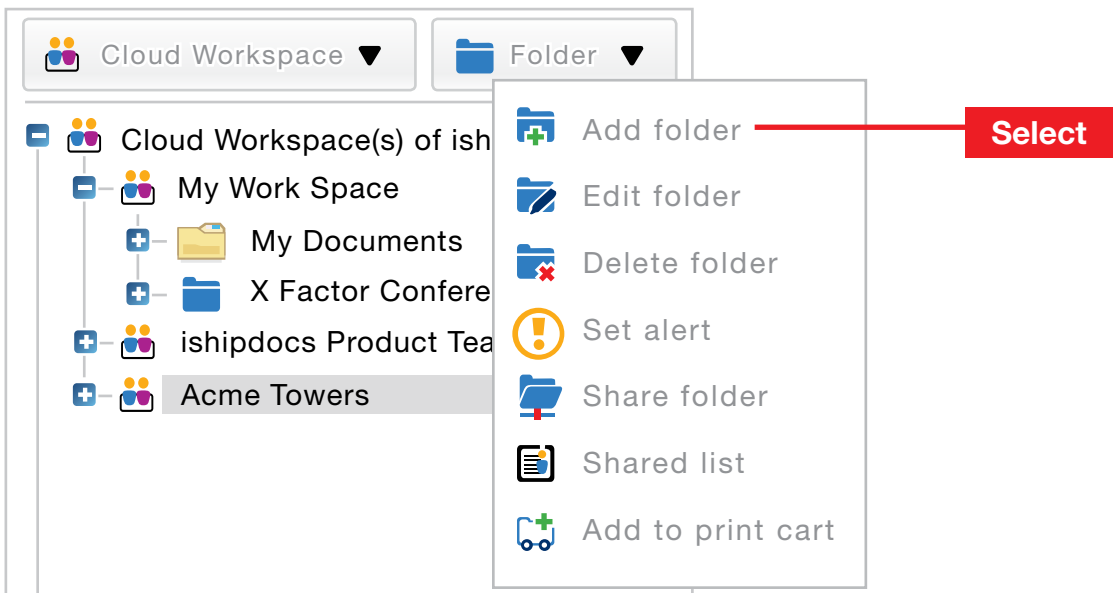


Creating Folders in a Cloud Workspace

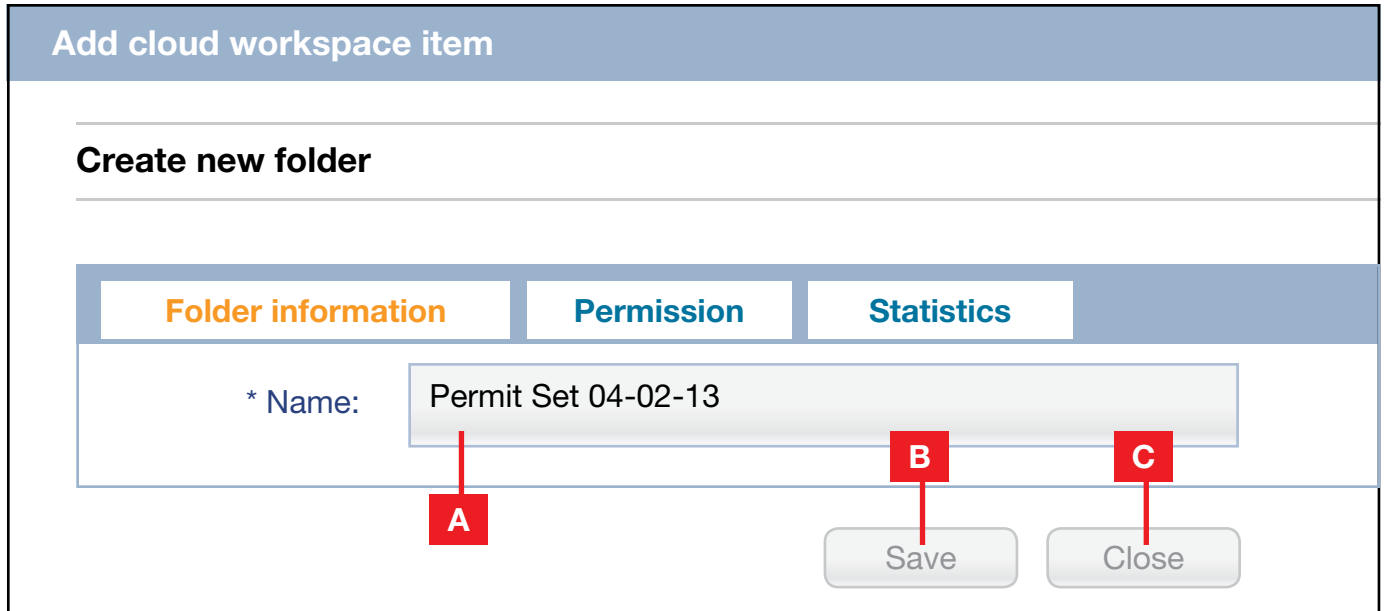
- 1 Click on the Cloud Workspace you would like to add the folder to



- 2 Under **Folder** click **Add Folder**



- 3 A) Give your new folder a name, then
B) click **Save**, then
C) click **Close**



- 4 Click on the plus sign to the right of your Cloud Workspace, and your folder will be listed

