Create a New Folder in a Library

On a shared drive, folders are a commonly used feature to organize files. In SharePoint, they are an easy and familiar way to work with a large number of files in a library.

Adding a folder to a library is very similar to adding a file to the library, although you cannot drag folders to upload them. Once a folder is created, you can use the standard methods to add files to or create new files in the new folder.

Note: If content approval is enabled, the folder remains in Pending status until it is approved.

Note: If the **New Folder** option is grayed out in the ribbon, ensure that you have Contributor or Designer permissions; Designers can enable folder creation if it is not available.

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## Create a Folder

1. Navigate to the level of the library where you want to add the folder.
2. On the ribbon, click the **FILES** tab. In the **New** group, click **New Folder**.

3. In the **CREATE A NEW FOLDER** dialog, enter the name for the new folder and click **Save**.

4. The new folder appears in the library. Click the new folder name to open it.


## Move a File into a Folder

1. To move a file within the library, drag the file to the folder, and release it when you see **Move**.

2. Open the folder and confirm the document has been moved.
