

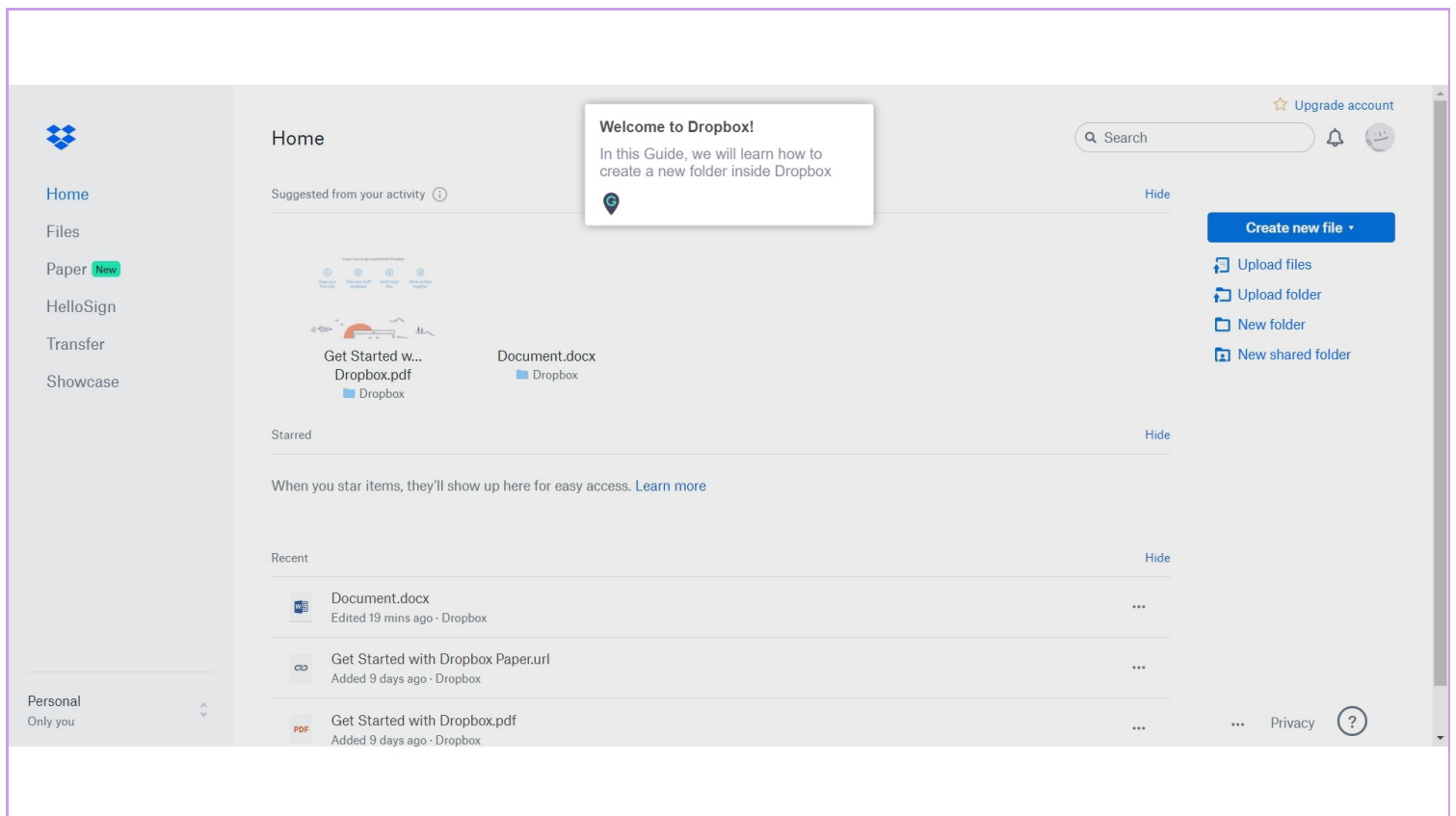


How to create a new folder inside Dropbox

Step: 01

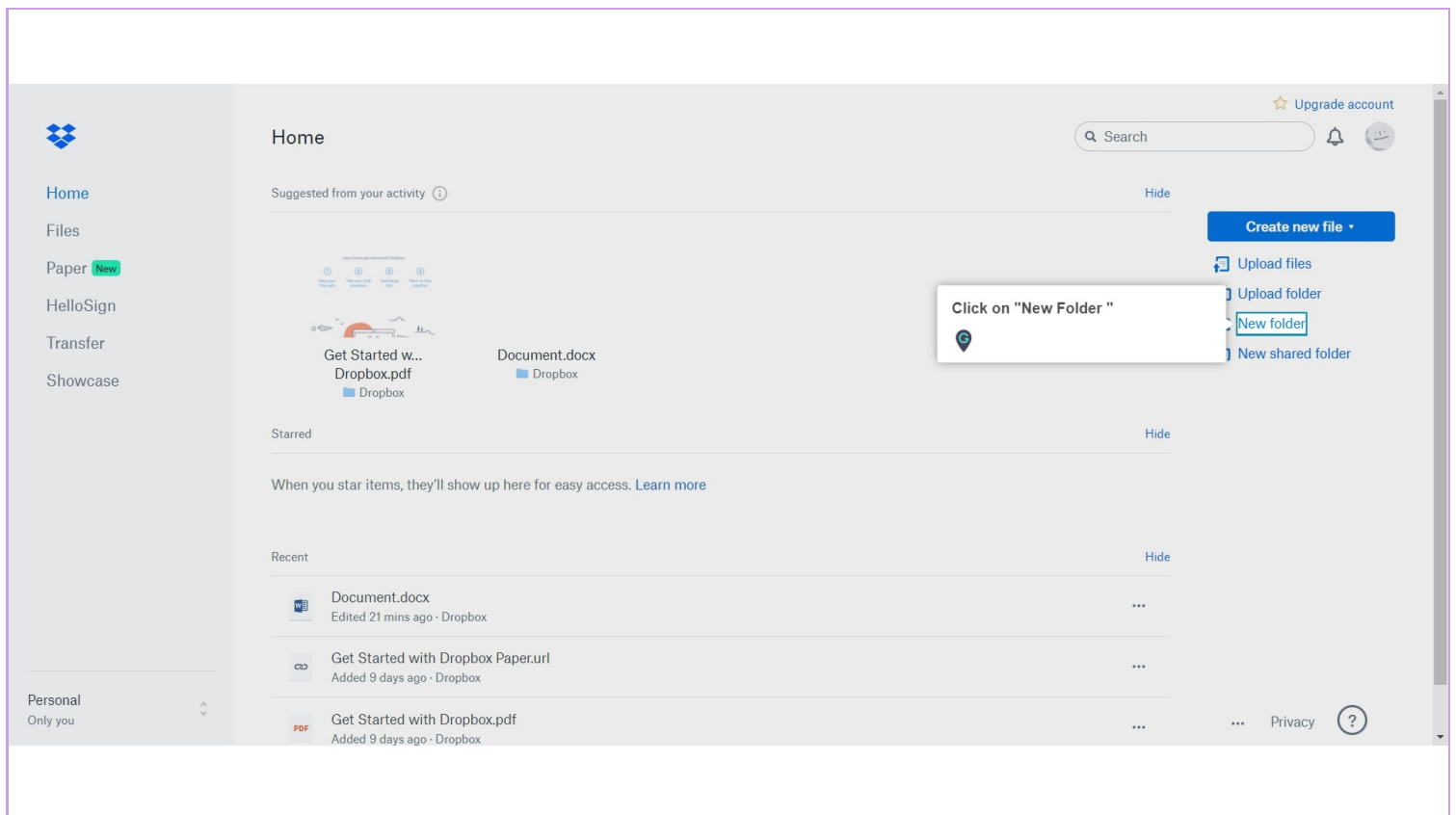
Welcome to Dropbox!

In this Guide, we will learn how to create a new folder inside Dropbox



Step: 02

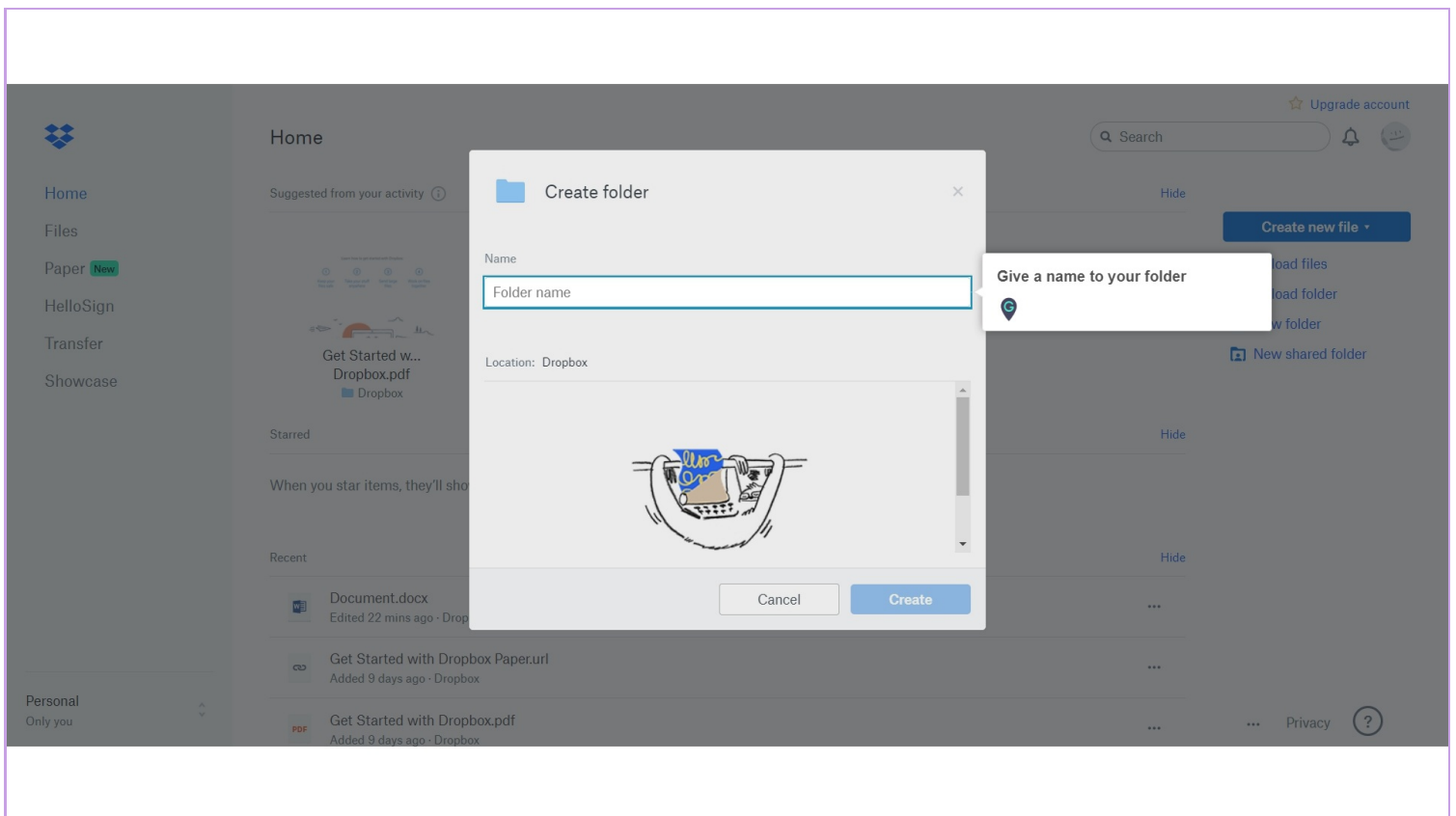
Click on "New Folder "



The screenshot displays the Dropbox home page. On the left is a navigation sidebar with options: Home, Files, Paper (marked 'New'), HelloSign, Transfer, and Showcase. The main content area is titled 'Home' and includes a search bar, an 'Upgrade account' link, and a 'Suggested from your activity' section. Below this are sections for 'Starred' and 'Recent' items. A 'Create new file' dropdown menu is open on the right, showing options: Upload files, Upload folder, New folder (highlighted with a red box and a callout), and New shared folder. The callout box contains the text 'Click on "New Folder "' with a red dot pointing to the 'New folder' option. The bottom of the page shows the user's profile as 'Personal Only you' and a 'Privacy' link.

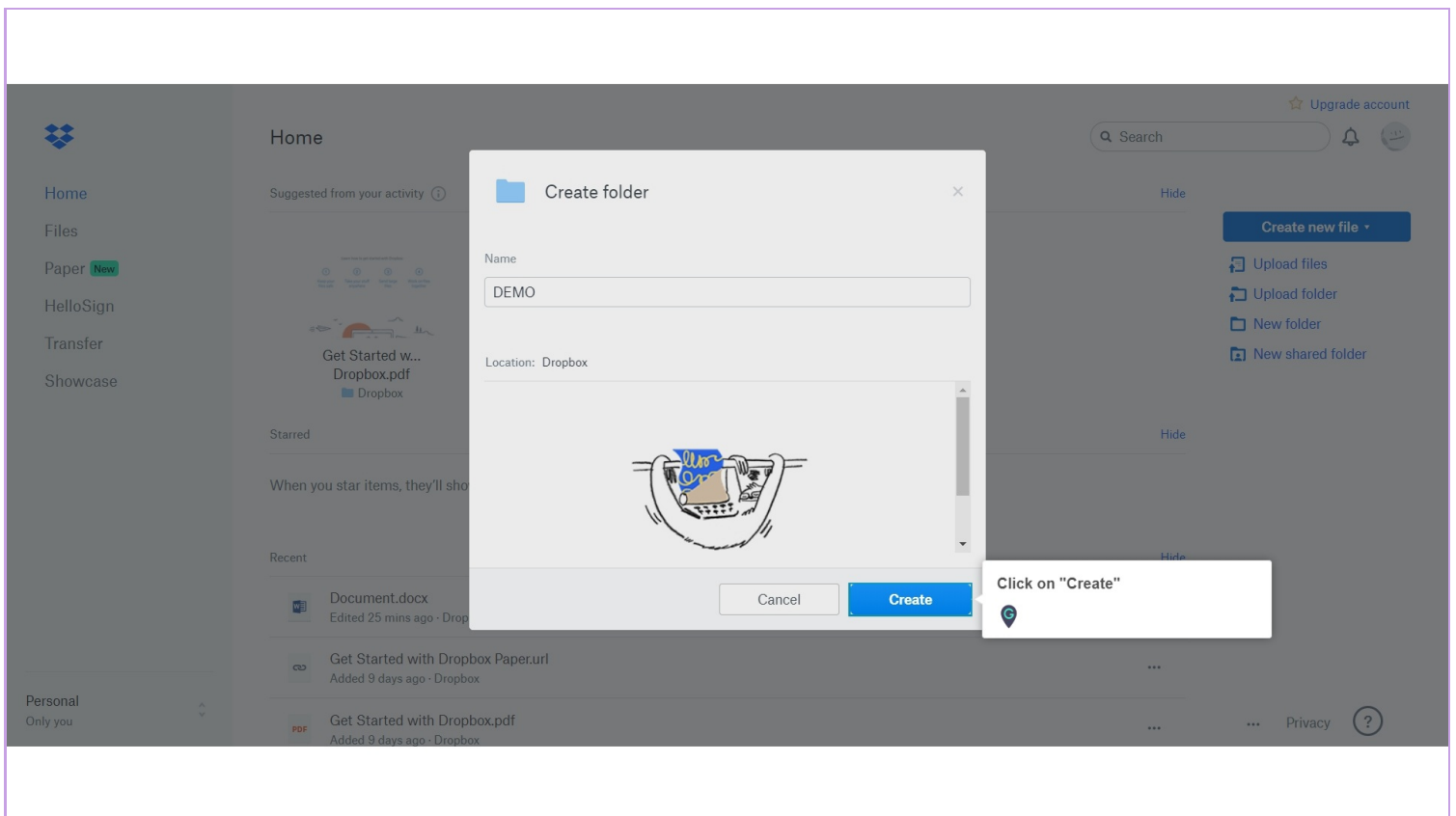
Step: 03

Give a name to your folder



Step: 04

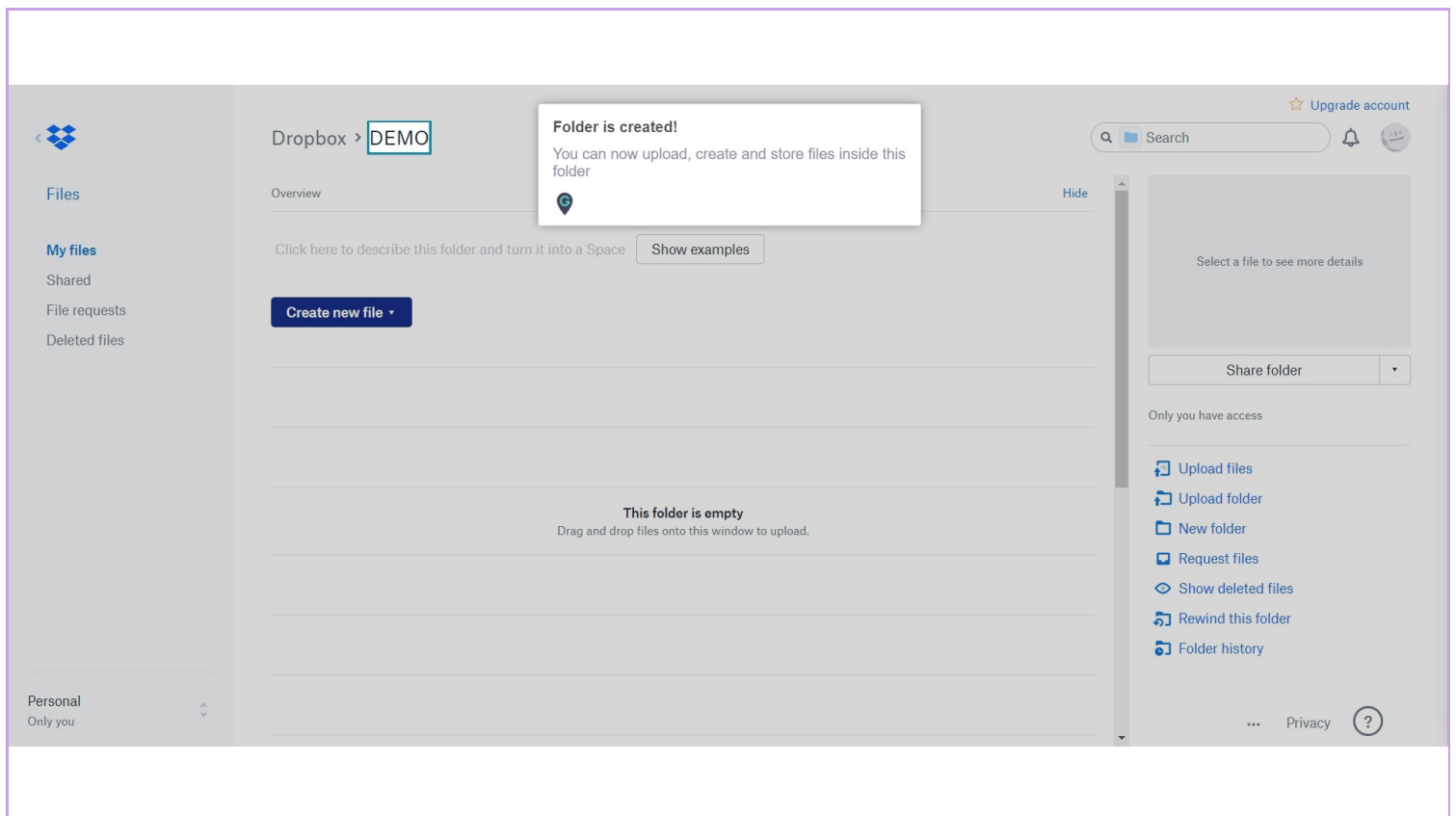
Click on "Create"



Step: 05

Folder is created!

You can now upload, create and store files inside this folder



Thank You!

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