# Create a new folder

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Summary

You can create a new sub-folder within a folder, as long as you have the required permissions to do so.

Privilege requirements

You need **CREATE** (or **ADMIN**) privileges in the folder where you want to create a sub-folder.

Procedure

1. Find the folder in which you want to create your group, either by navigating using the tree view, or by searching for the folder by name. In this example, we will use the **Academic faculties** folder under the **QS University of Bristol** folder.
2. Click the **Folder actions** menu and then click **Create new folder**.
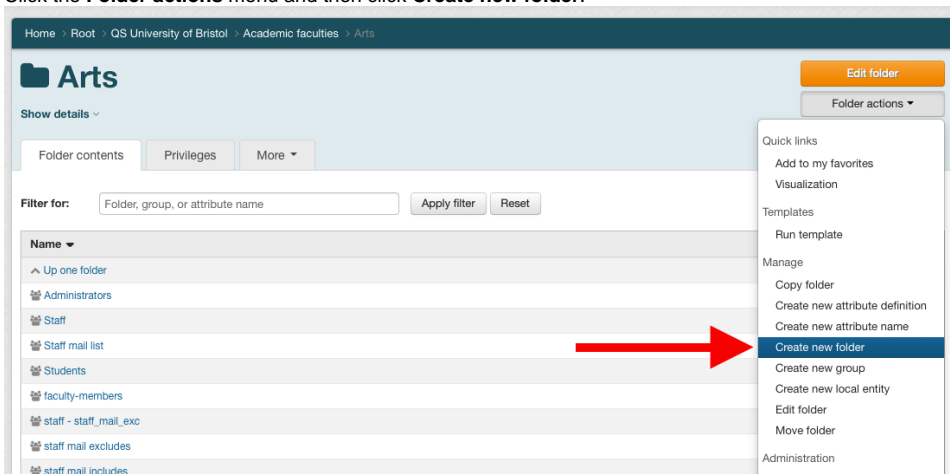
3. Enter the name of your folder in the **Folder name** field. The name of the folder must be unique within the containing folder, but does not need to be unique across all of Grouper. Click the **Save** button.
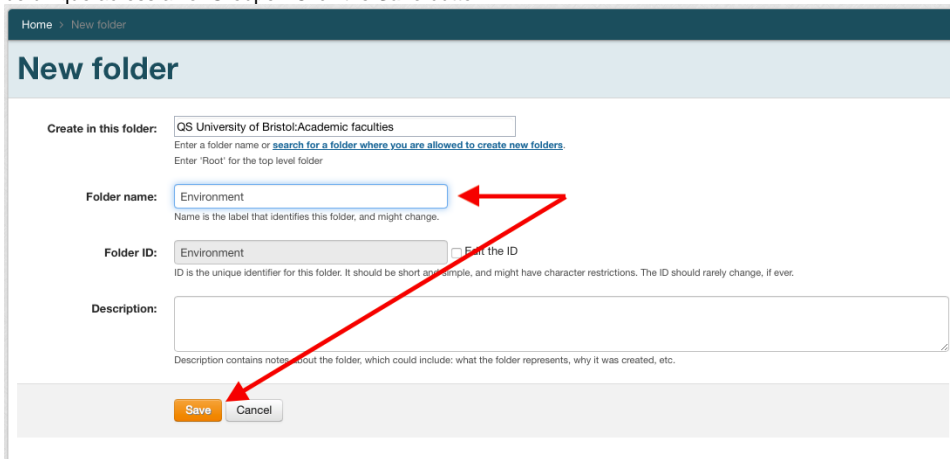
4. If the folder was created, you will be taken to the folder details page.