

Create Additional folders in the Files Tab

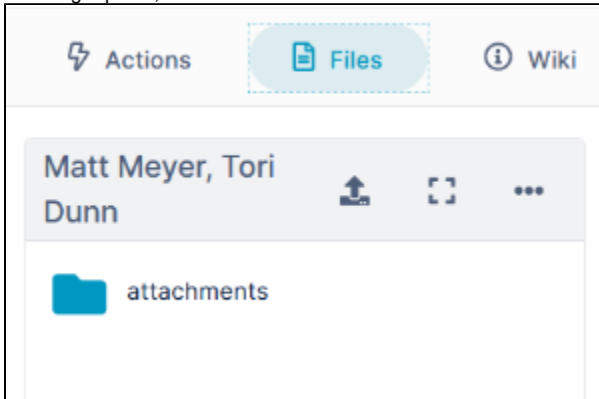
You can add your own folder structure to the Files section of a channel. This procedure shows you how to add folders through the Files tab. You can also [add folders in Files view](#) for the channel.

In this example, we will add the following folder structure using the Files tab.

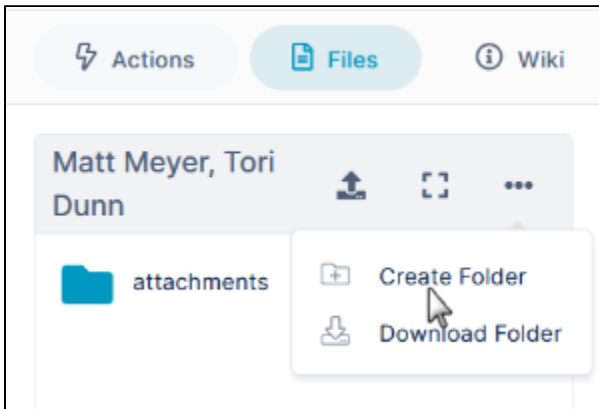
- In progress
- Waiting for signature
 - Meyer signature needed
 - Dunn signature needed
- Complete

To add the folder structure using the Files tab:

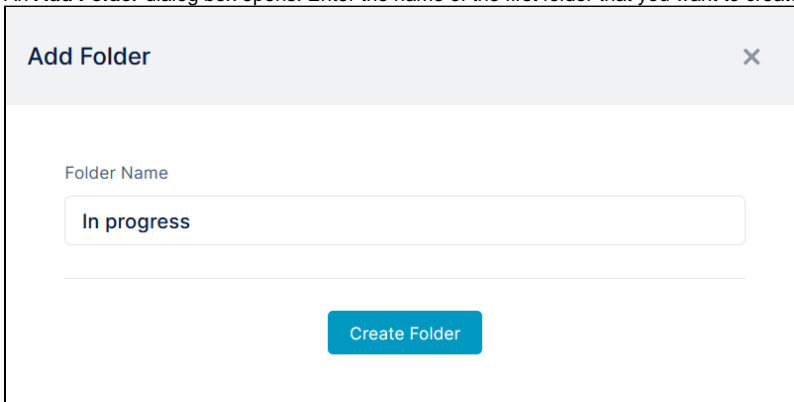
1. Open the channel.
2. In the right-panel, click **Files**.



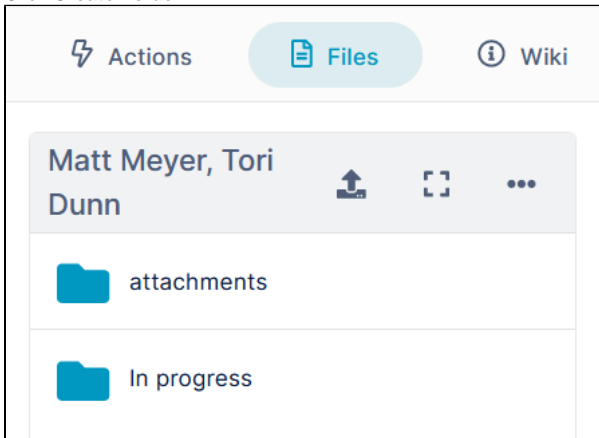
3. Click the 3 dots in the toolbar, and choose **Create Folder**.



An **Add Folder** dialog box opens. Enter the name of the first folder that you want to create. In this example, the folder is **In progress**.

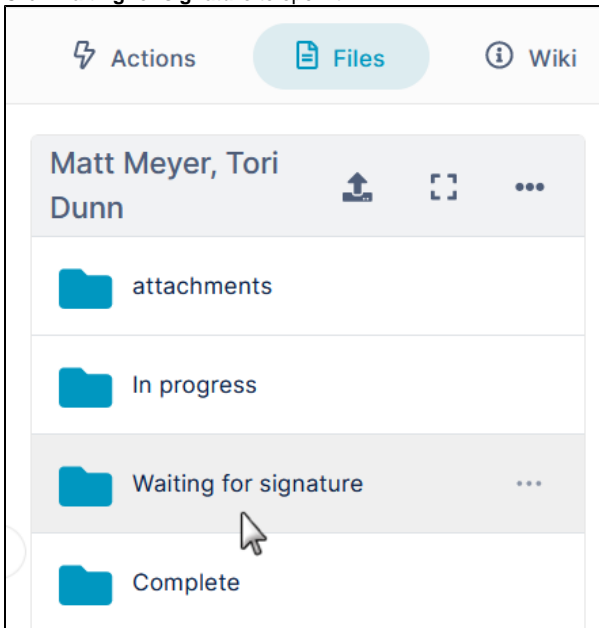
A screenshot of the 'Add Folder' dialog box. It has a title bar with the text 'Add Folder' and a close button (an 'x' icon). Inside the dialog, there is a label 'Folder Name' above a text input field. The input field contains the text 'In progress'. Below the input field, there is a blue button labeled 'Create Folder'.

4. Click **Create Folder**.



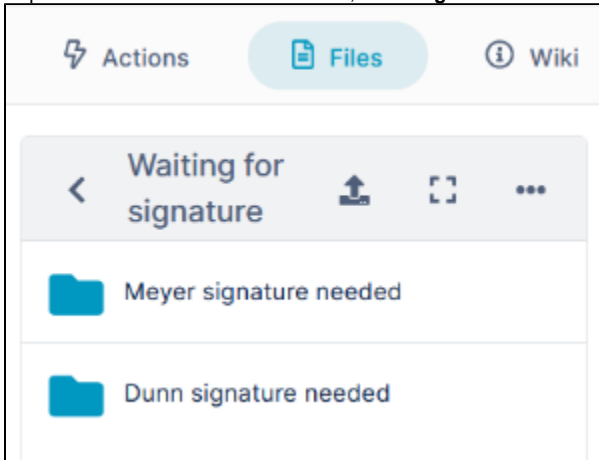
5. Repeat this procedure to create the folders **Waiting for signature** and **Complete**.

6. Click **Waiting for signature** to open it.



7. Click the 3 dots in the toolbar, and choose **Create Folder**, then enter the first sub-folder's name, **Meyer signature needed**.

8. Repeat to create the second sub-folder, **Dunn signature needed**.



The folder structure is now complete, and you can now keep your files organized.