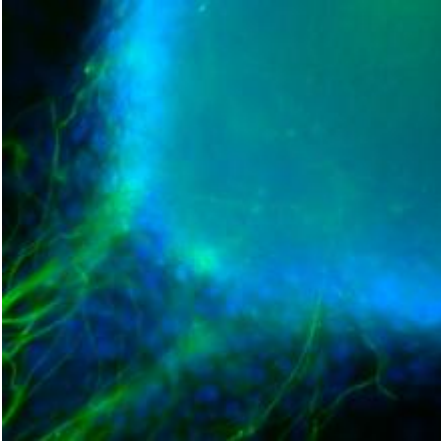


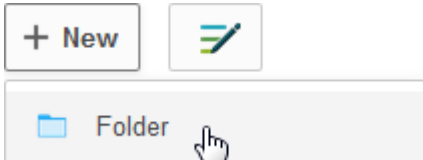
Folder Creation



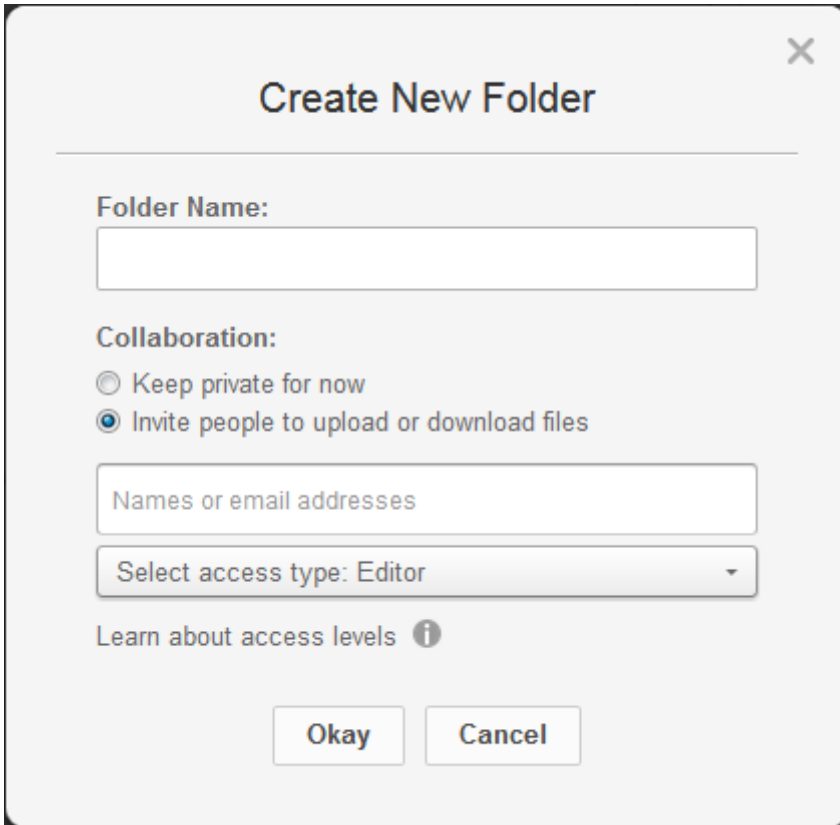
Dejon Lewis on February 14, 2020

Follow the instructions below for how to set up a new folder. For an explanation of the folder icons, please visit [here](#) [1].

1. Click the **+ New** button and select **Folder**.



2. In the pop-up window that appears, enter the folder name. Select **Keep private for now** to keep the folder personal.



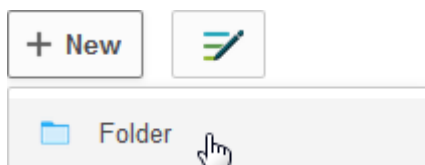
3. To create sub-level folders, click the top-level folder to open it, and repeat the steps above.

i Folders have a character limit of 100 characters and files have a character limit of 255 characters. Files and folders do not support the following characters < > : ? / \ | ? * , ending with spaces, or ending with periods. Windows also has a 255 character limit on the whole path.

Required Service Information

UCSF Box [2]

Images



×

Create New Folder

Folder Name:

Collaboration:

Keep private for now
 Invite people to upload or download files

Select access type: Editor ▾

[Learn about access levels](#) ⓘ



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Source URL: <https://it.ucsf.edu/services/ucsf-box/additional/folder-creation>

Links

[1] <https://it.ucsf.edu/services/ucsf-box/additional/folder-icons>

[2] <https://it.ucsf.edu/services/ucsf-box>