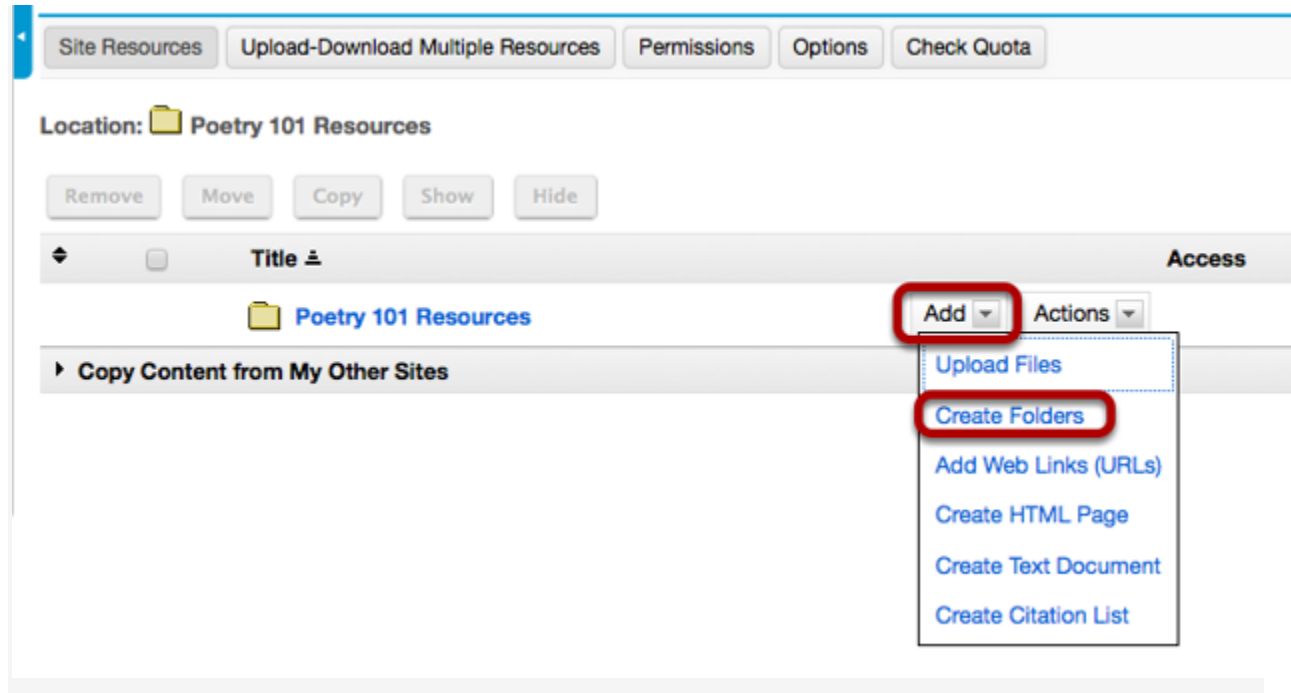# How do I create folders?

Go to Resources.

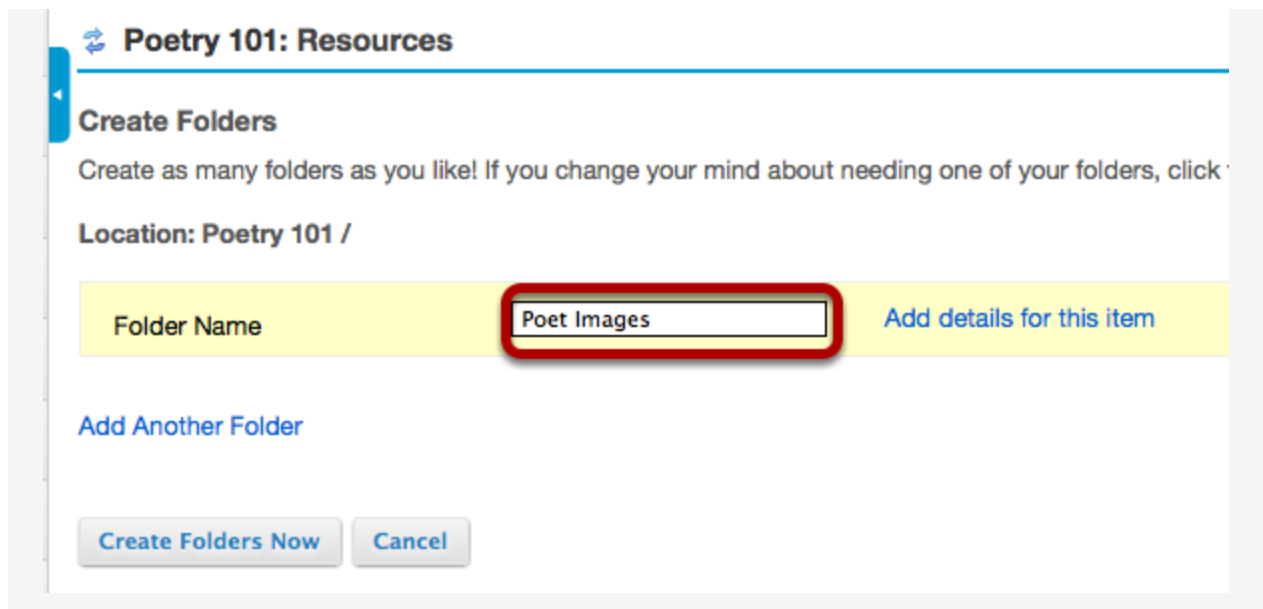Select the **Resources** tool from the Tool Menu of your site.

Click Add, then Create folders.

To the right of the site's root folder, from the **Add** drop-down menu, select **Create folders**.

This displays the Create Folders page.

Enter the name of the folder.
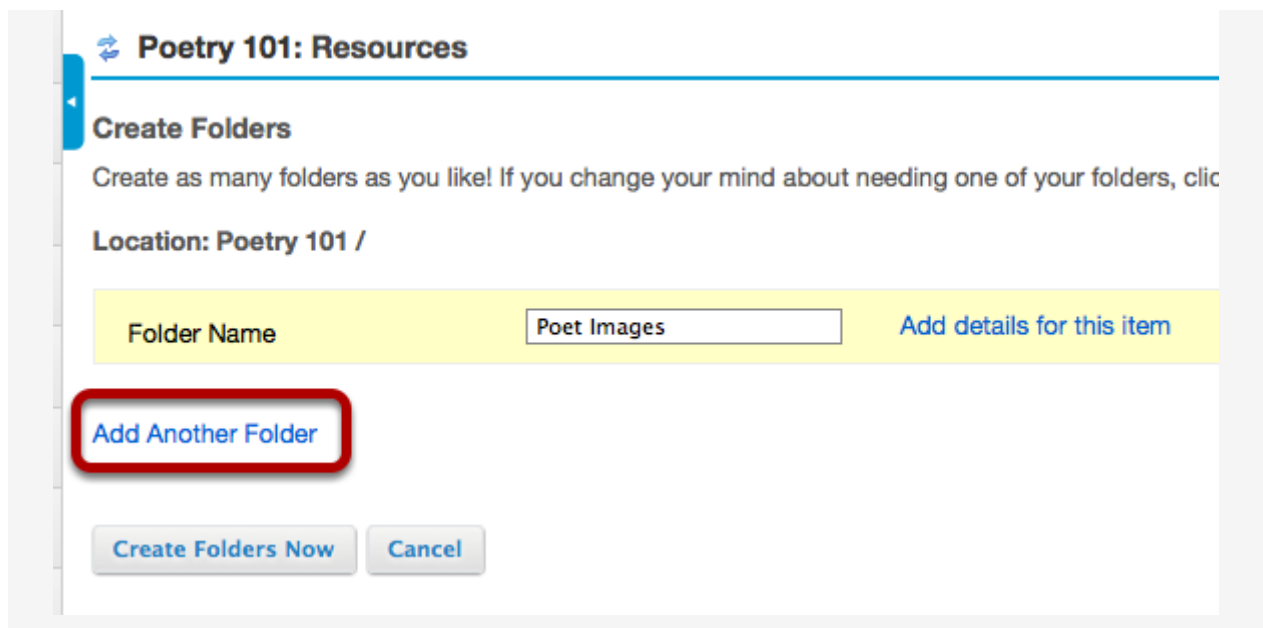
Add multiple folders. (Optional)

If you would like to create multiple folders, click **Add another folder**.

Note: You can add as many folders as you want by clicking "Add another folder".

Click Create Folders Now.

To create the folder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly created folder(s) displayed.

View folders in Resources.

Notice that the folders are displayed slightly indented to the root folder.