

Creating a new folder in CMS

- 1) log into the CMS and in the left column locate the folder where you want to create a new folder
- 2) right-click at the folder and click “New”, then “Folder”
- 3) on the new page, name the folder and write *.* into the “allowed file extensions“ field to allow all possible file types

click on save – your folder will be created and you will be redirected to the main CMS page