To create a folder in BOXI:

1.	Click on the Show Folders icon in the upper left of the Navigation Panel.	Business Objects
2.	Your list of folders is displayed.	Image: Second state st
3.	Click on the folder where you want to add a new folder. (<i>Example</i> : Favorites)	Home My Folders Favorites E Ginbox
4.	On the Header panel toolbar, click New, and select Folder. Business Objects Rev To New	New Image: Second state st
5.	The New Folder page is displayed.	New Create A New Folder
6.	Type a name for the new folder. (<i>Example</i> : FY 2009)	Folder Name: FY 2009 Description:
7.	Optionally, you can type a description and/or a keyword for the folder.	Keywords:
8.	Click OK (on far right of window).	OK Cancel