

ADMIN CONSOLE > MANAGE SHARED ITEMS > COLLECTIONS

Create Collections

View in the help center:

<https://bitwarden.com/help/create-collections/>

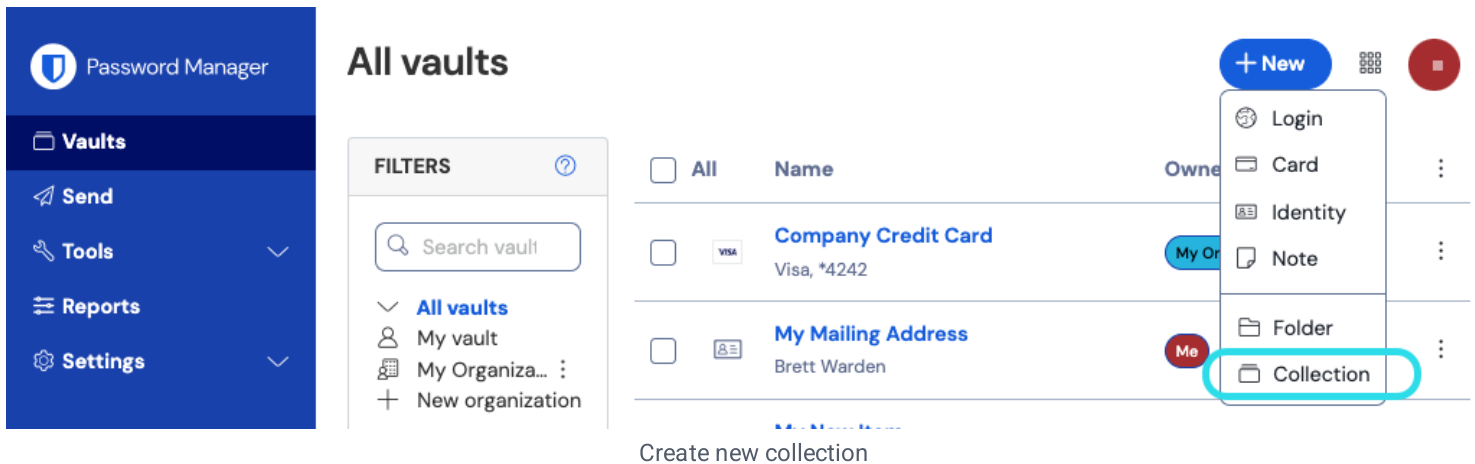
Create Collections

Note

Collections can only be created from the Password Manager web app by users who are permitted by your organization's [collection management settings](#).

To create a collection:

1. Log in to the Bitwarden web app, select the **+ New** button, and choose **Collection** from the dropdown:



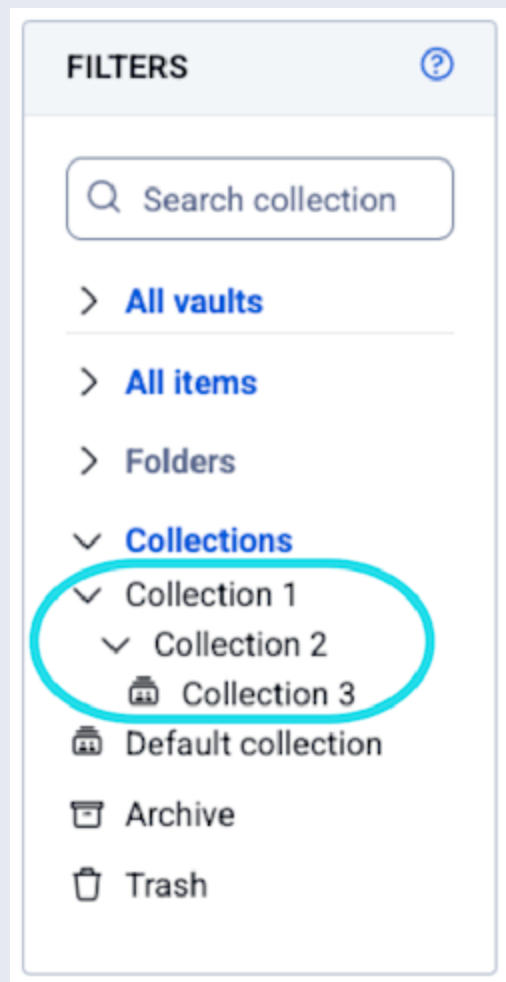
Tip

Organization [owners](#), [admins](#), and [some custom users](#) can also take this step directly from the **Admin Console** to skip some of the steps in this process.

2. In the **New collection** panel give your collection a **Name**, choose the **Organization** it should belong to, and, optionally, select a collection to nest this collection under.

Note

Collections can be nested in order to logically organize them within your vault:



Nested collection in filter column

Nested collections are **for display-purposes only**. They will not inherit items, access, or permissions from their "parent" collection.

3. In the **Access** tab, [assign access to any existing members or groups](#). For each selection, assign the appropriate level of [permission](#). As the creator of the collection, you will have **Manage collection** permission.
4. Select **Save** to finish creating your collection.

Tip

The **External Id** field is only relevant if you are using [Directory Connector](#) and will be visible in the dialogue when configured using [SCIM](#), Directory Connector, or the API.

Next steps

- [Learn about collections](#) at a conceptual level.
- [Share items with organization members](#) through your new collection.
- [Assign groups and members](#) access to your new collection.
- [Configure the permissions](#) your groups and members have to the collection.
- [Configure collection management settings](#) for your organization.