

DOCS › ADMIN CONSOLE › MANAGE SHARED ITEMS › COLLECTIONS

Create Collections

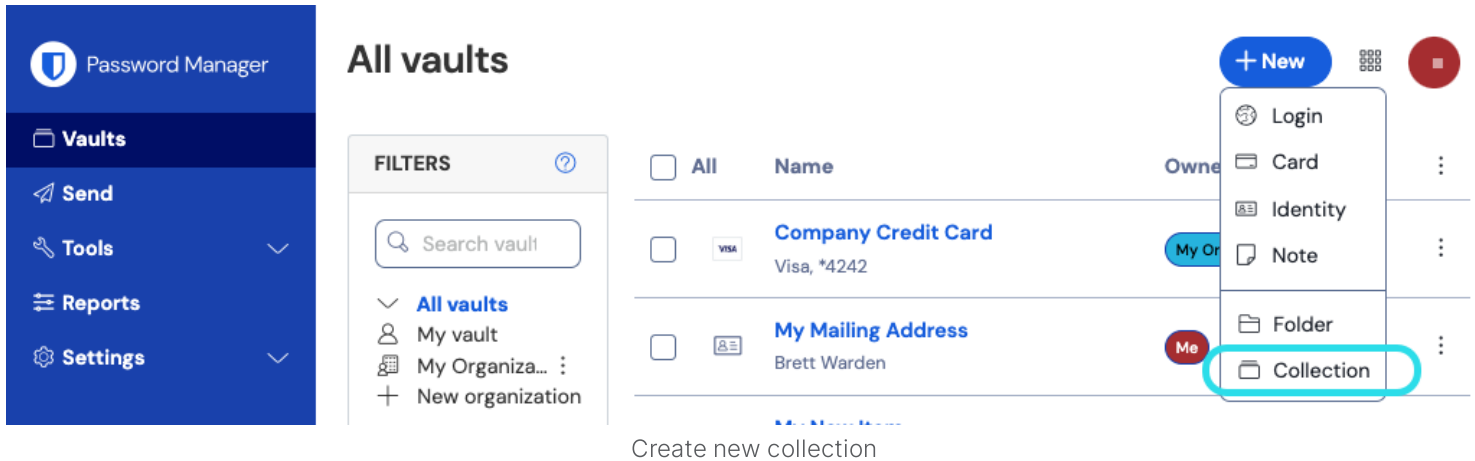
View in the help center <https://bitwarden.com/help/create-collections/>

Create Collections

Create collections from the Password Manager web app or Admin Console. Your ability to create collections depends on your role and your organization's [collection management settings](#).

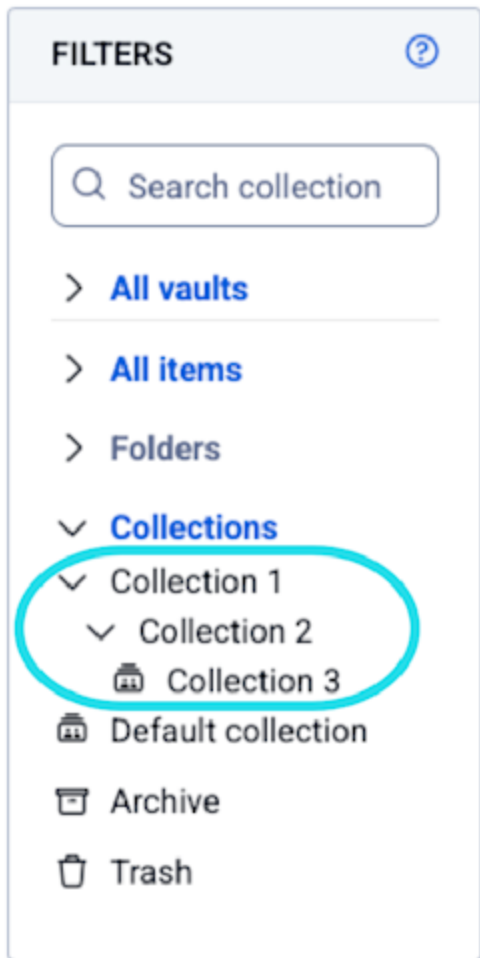
To create a collection:

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



2. In the **New collection** panel:

- Give your collection a **Name**.
- Choose the **Organization** it should belong to.
- Optionally, select a collection to nest this collection under. Collections can be nested to logically organize them for display purposes only.



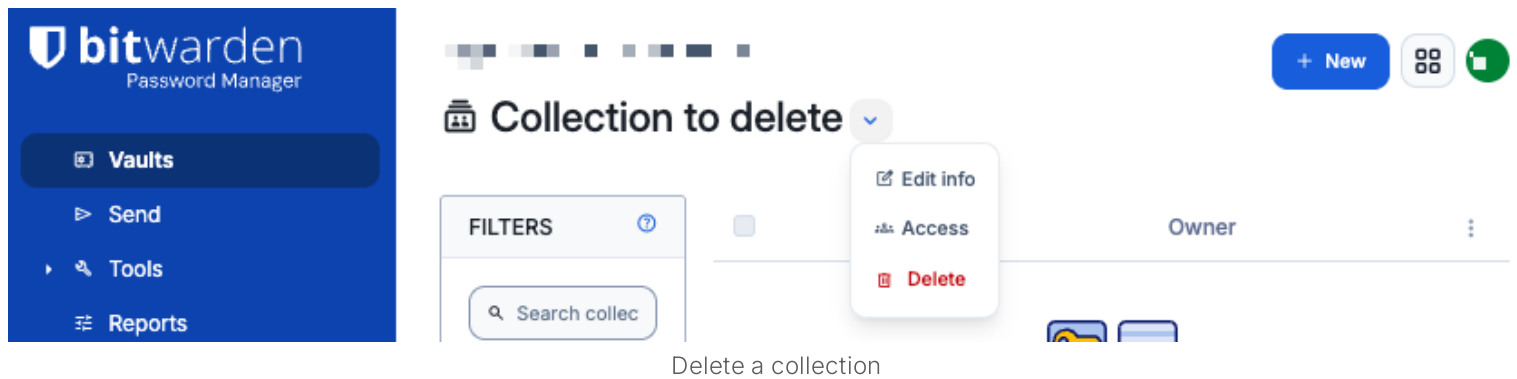
Nested collection in filter column

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 the **Manage collection** permission.
4. Select **Save** to finish creating your collection.

Note

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.

Once created, you can edit, change who has access to, or delete a collection by selecting that collection from your **Filters**:



Deleting a collection won't delete any vault items included in it. The collection itself, however, will be permanently deleted.

Next steps

- [Learn more about collections.](#)
- [Share items with organization members.](#)
- [Assign groups and members to collections.](#)
- [Configure collection permissions.](#)
- [Configure collection management settings.](#)