7. 1. Open Postman and click on the "Collections" tab in the left sidebar.

2. Click on the "New Collection" button.

3. Enter a name for your collection in the "Collection Name" field.

4. You can also add a description for your collection in the "Description" field.

5. Click on the "Create" button to create your collection.

6. To add requests to your collection, click on the collection name in the left sidebar.

7. Click on the "Add Request" button.

8. Enter a name for your request in the "Request Name" field.

9. Enter the URL for your request in the "Request URL" field.

10. You can also add headers, parameters, and body content to your request.

11. Click on the "Save" button to save your request to your collection.