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3 Give your Folder a unique name, then click **Add Audiences**.

4 Search for and select the Audience(s) you want to add to the Folder.

5 To confirm the new Folder, click **Add Audiences**.

Editing and Disbanding Folders

To edit the name or description of a Folder you've created in Engage, click the **More Options** icon and select **Edit**. Once you've made your desired changes, click **Save**.

To disband a Folder you've made in Engage, click the **More Options** icon and select **Disband**. Audiences from the disbanded Folder return to your main Audience list.



Note

Disbanding a Folder won't delete any Audiences.

Moving Audiences into Folders

To move an Audience to a Folder you've already created, follow the steps below:

1. Navigate to the Audiences tab in Engage.
2. Hover over the Audience you want to move.
3. Check the selection box that appears next to the Audience name.
4. **Optional:** repeat Steps 2 and 3 to move multiple Audiences.
5. Click the **Move** icon that appears in the Audiences header.
6. Select your destination Folder from the modal window.
7. Click **Move** to confirm and move the selected Audiences.

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