To change folder information, click on Menu > Admin > Setup > Manage Folders.

1. Select the cabinet the folder belongs to, then click Search.
2. Locate the folder you would like to edit, then click on any field to open the folder.
3. Add/Edit the Notes for the folder if needed. *If notes were included as part of a folder(s) setup, you can use those notes as keywords when conducting a search from the Content Search locating screen.*
4. Edit the metadata you'd like, then click Save and Exit (all fields with a red asterisk are required).

This is also where you can add security to a particular folder, as well.