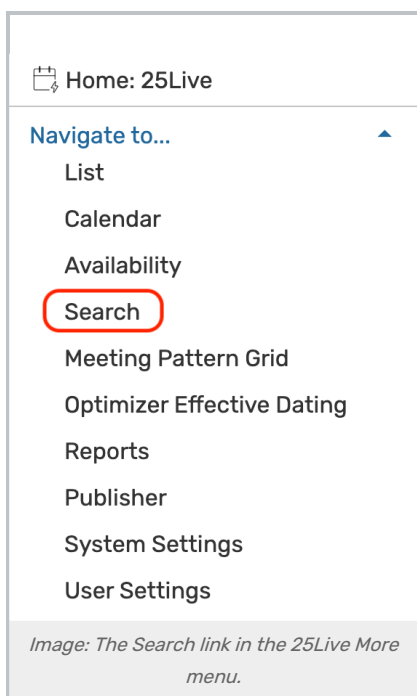# Creating Resources

> 🔒 **Security Note**
>
> In order to use this feature, your 25Live user must have appropriate permissions (Administrative: 13.0 *Create and Copy Resources*) in [Group Administration](#).

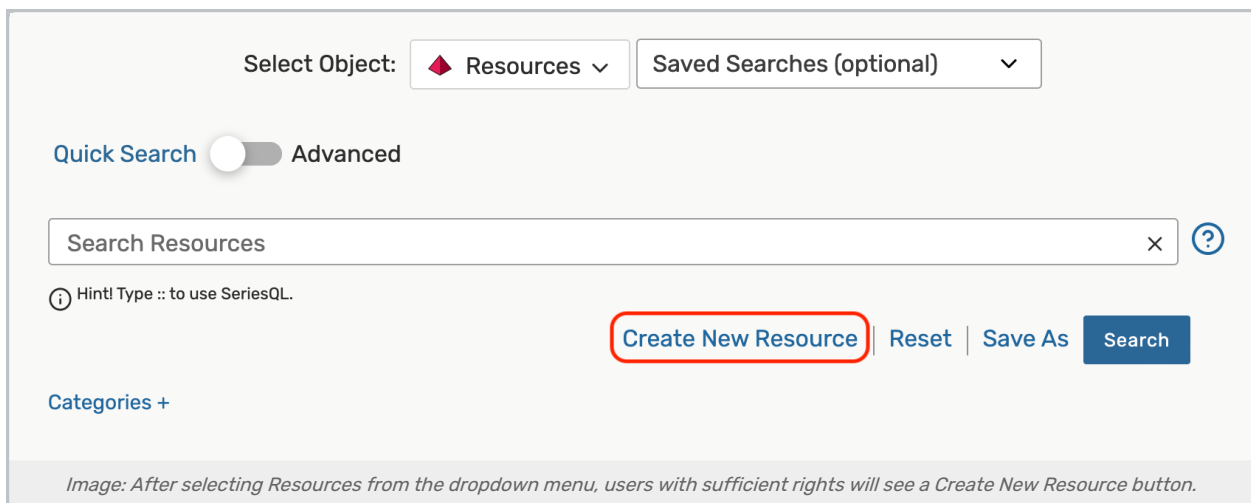## 1. Navigate to the Resource Search Page in 25Live

- Use the **Search** link in the 25Live **More** menu to navigate to the search page.



📅 Home: 25Live

Navigate to... ▲
  List
  Calendar
  Availability
  Search
  Meeting Pattern Grid
  Optimizer Effective Dating
  Reports
  Publisher
  System Settings
  User Settings

*Image: The Search link in the 25Live More menu.*

- In the **Select Object** dropdown menu, select **Resources**

## 2. Tap Create a New Resource

- Below the resource search bar, click **Create New Resource**
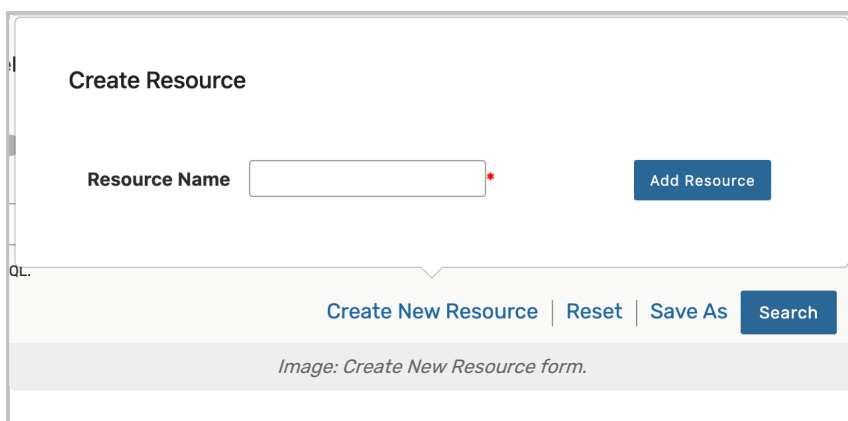
Image: After selecting Resources from the dropdown menu, users with sufficient rights will see a Create New Resource button.

## 3. Enter a Resource Name in the Create Resource Box


Image: Create New Resource form.

## 4. Save

- Save by selecting the **Add Resource** button
- The new resource will have the default security settings configured in Group Administration
- After saving, you will be routed to the Resource Details page, where you can view or edit associated information for your new resource