Removing Favourites

**To remove a page as a favourite,**

1. Go to the page.
2. Click the ‘**Tools**’ menu located at the top right-hand corner of the page and choose ‘**Favourite**’.
   - This will change to ‘**Favourite**’ to indicate that you have removed this page from your favourites.

**To remove a global space as a favourite,**

1. Go to the dashboard.
2. Click on the star icon ‘**Favourite**’ located beside the space in the list of spaces displayed.
   - This will change to ‘**Favourite**’ to indicate that you have removed this global space as a favourite.

**To remove a personal space as a favourite,**

1. Go to the **People Directory**.
2. Click on a person’s name or profile picture to view their personal space.
3. Go to a page in the space, open the ‘**Browse**’ menu and select ‘**Advanced**’.
4. Click on ‘**Remove Space from Favourites**’ in the left-hand panel.
   - This will change to ‘**Add Space to Favourites**’ to indicate that you have removed that person’s personal space as a favourite.

**RELATED TOPICS**

- Viewing Favourites
- Spaces Cannot be Unmarked as Favourites

Take me back to the Wikis Help Guide.