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 ' located beside the space in the list of spaces displayed.
   - This will change to 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.