Adding Favourites

To add 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’ (when you next open the ‘Tools’ menu) to indicate that you have added this page as a favourite.

To add 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 added this global space as a favourite.

To add a personal space as a favourite,

1. If a person has not yet created a personal space, then you will not be able to perform this procedure. Furthermore, these options will not be available to you.
2. Go to the People Directory.
3. Click on a person’s name or profile picture to view their personal space.
4. Go to a page in the space, open the ‘Browse’ menu and select ‘Advanced’.
5. Click on ‘Add Space to Favourites’ in the left-hand panel.
   This will change to ‘Remove Space from Favourites’ to indicate that you have added that person’s personal space as a favourite.

Once you have added a personal space to your list of favourites, that personal space will be added to your list of favourite spaces, which can be accessed from the dashboard or your profile.

For more information about global spaces and personal spaces, see Working with Spaces.

RELATED TOPICS

Viewing Favourites

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