



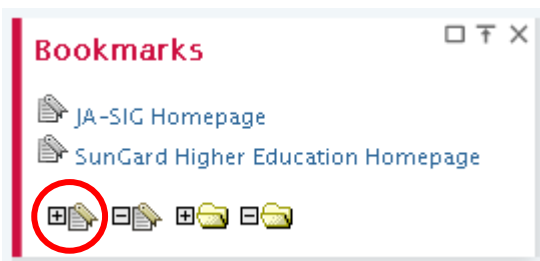
Customizing the Bookmarks Channel

University of Dayton - Porches/Banner Training

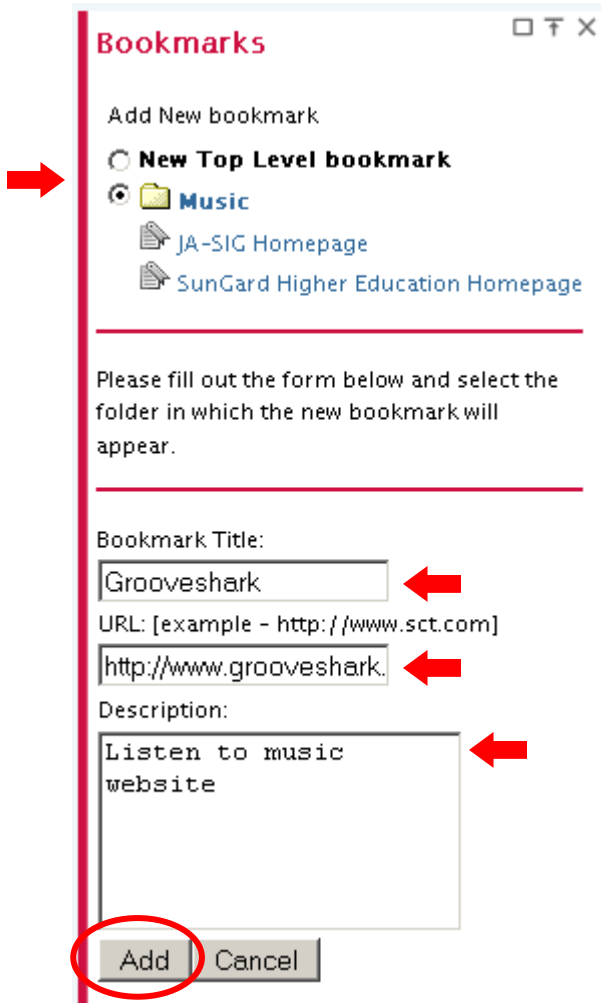
The Bookmarks channel, located within My Tab, allows you to “bookmark” links to your favorite websites. You can also organize your bookmarks by creating folders.

Adding a Bookmark

1. Open your web browser and sign on to Porches.
2. Click on **My Tab**.
3. Click on the **Add New** bookmark button.



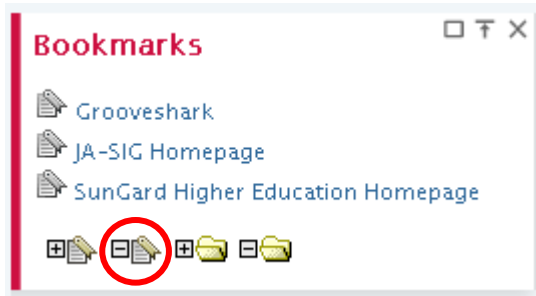
4. Type out a **Bookmark Title**, the appropriate **URL** and an optional **Description**. If you have created folders and wish to place the bookmark into a folder, click on the appropriate folder radio button.



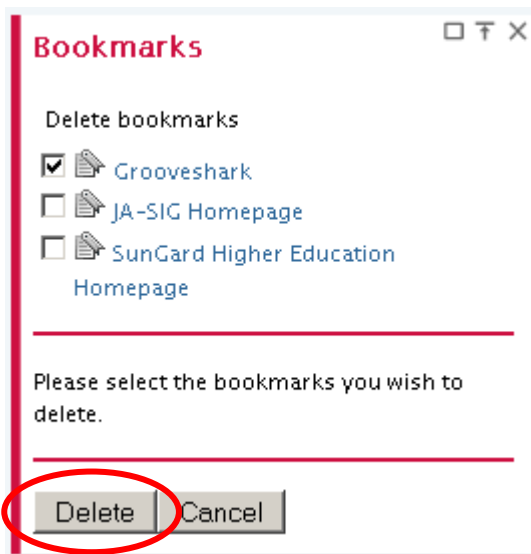
5. Click on the **Add** button. The new bookmark will appear in your **Bookmarks** channel.

Deleting Bookmarks

1. Open your web browser and sign on to Porches.
2. Click on **My Tab**.
3. Go to the **Bookmarks** channel and click on the **Delete Bookmarks** button.



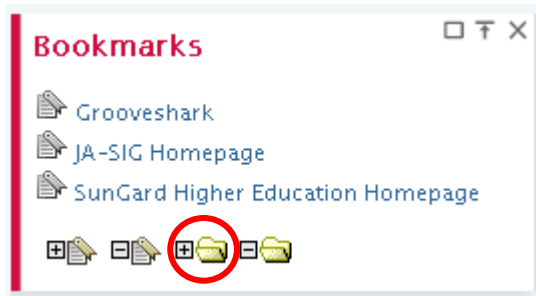
4. Select the bookmark you wish to delete by clicking on the appropriate checkbox.



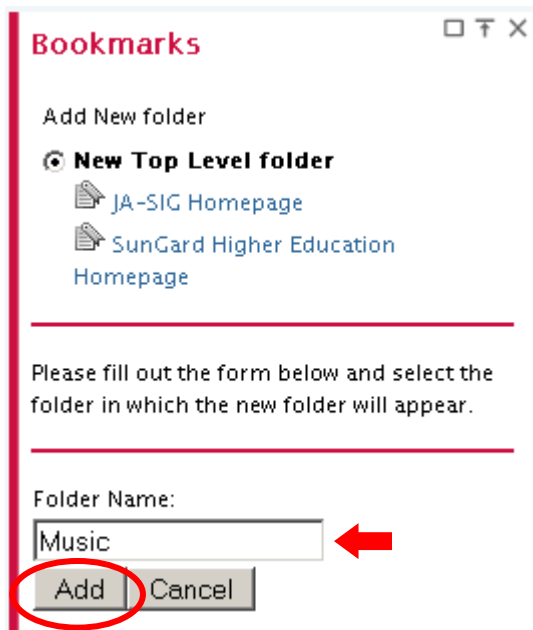
5. Click on a the **Delete** button. The bookmark will be removed from your **Bookmarks** channel.

Adding Folders

1. Open your web browser and sign on to Porches.
2. Click on **My Tab**.
3. Go to the **Bookmarks** channel and click on the **Add Folders** button.



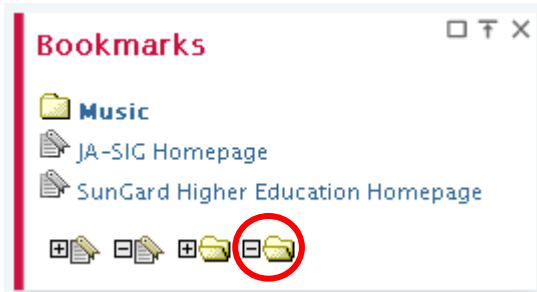
4. Click in the **Folder Name** field and type a name for the new folder.



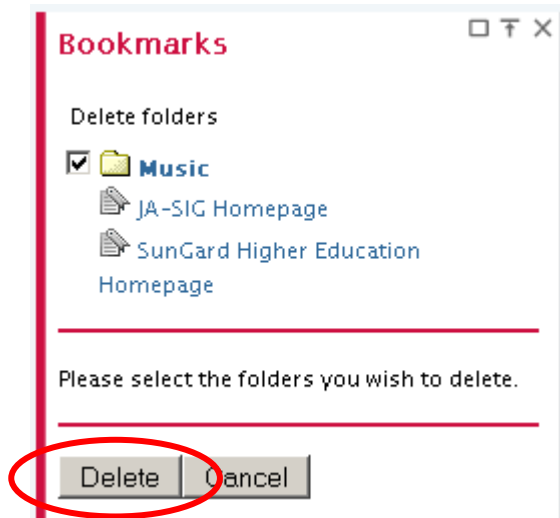
5. Click on the **Add** button. The new folder will appear in your **Bookmarks** channel.

Deleting Folders

1. Open your web browser and sign on to Porches.
2. Click on **My Tab**.
3. Go to the **Bookmarks** channel and click on the **Delete Folders** button.



4. Select the folder you wish to delete by clicking on the appropriate checkbox.



5. Click on the **Delete** button. The folder, and its contents, will be removed from your **Bookmarks** channel.