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 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.