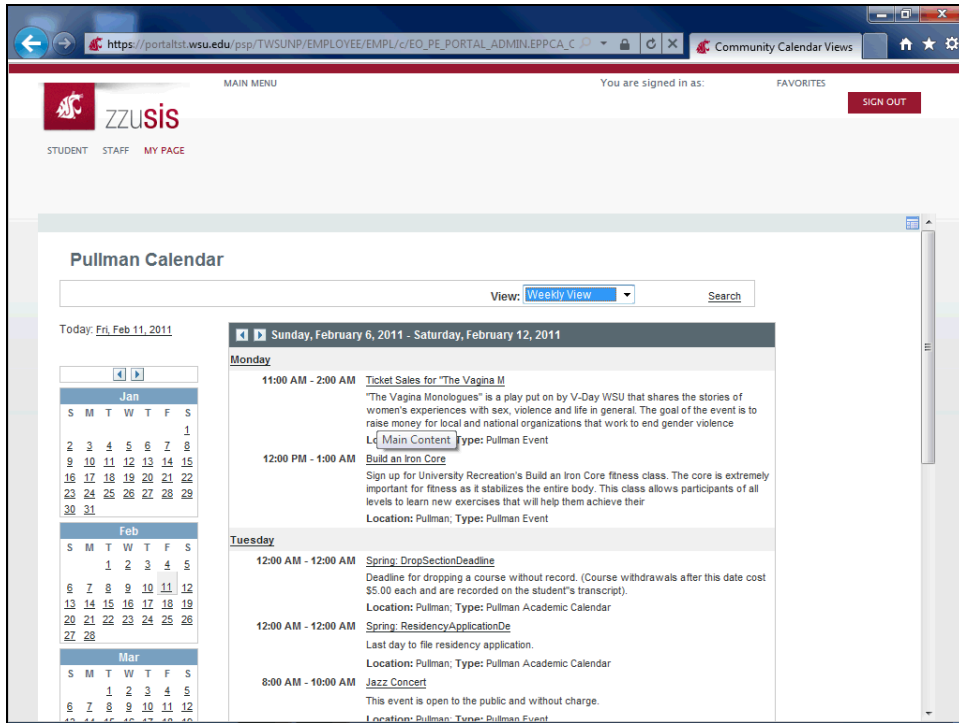## Adding/Deleting Favorites
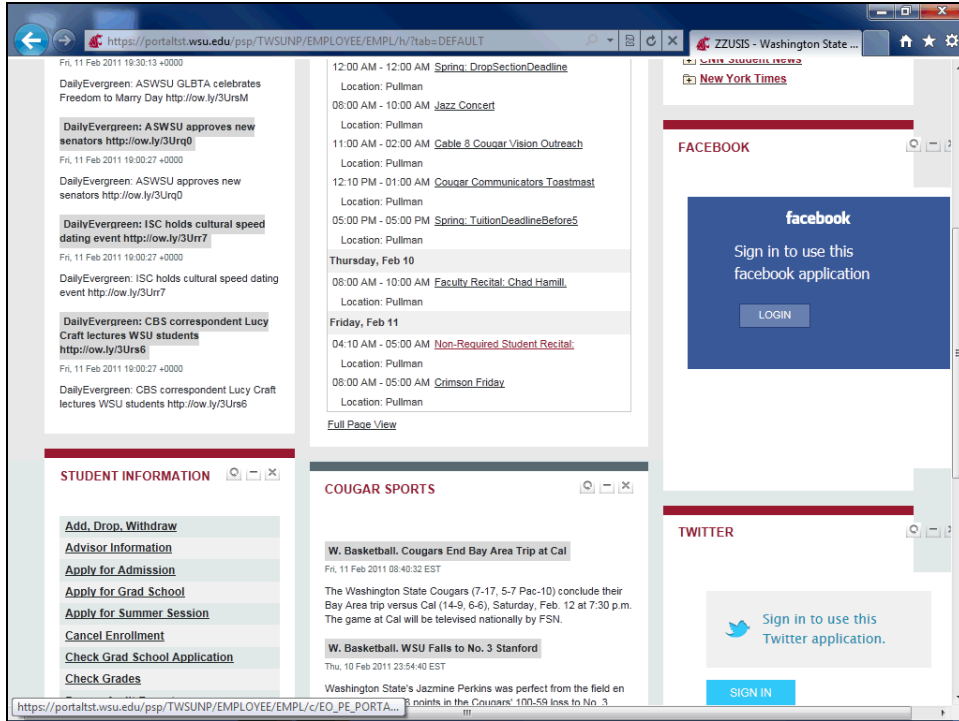
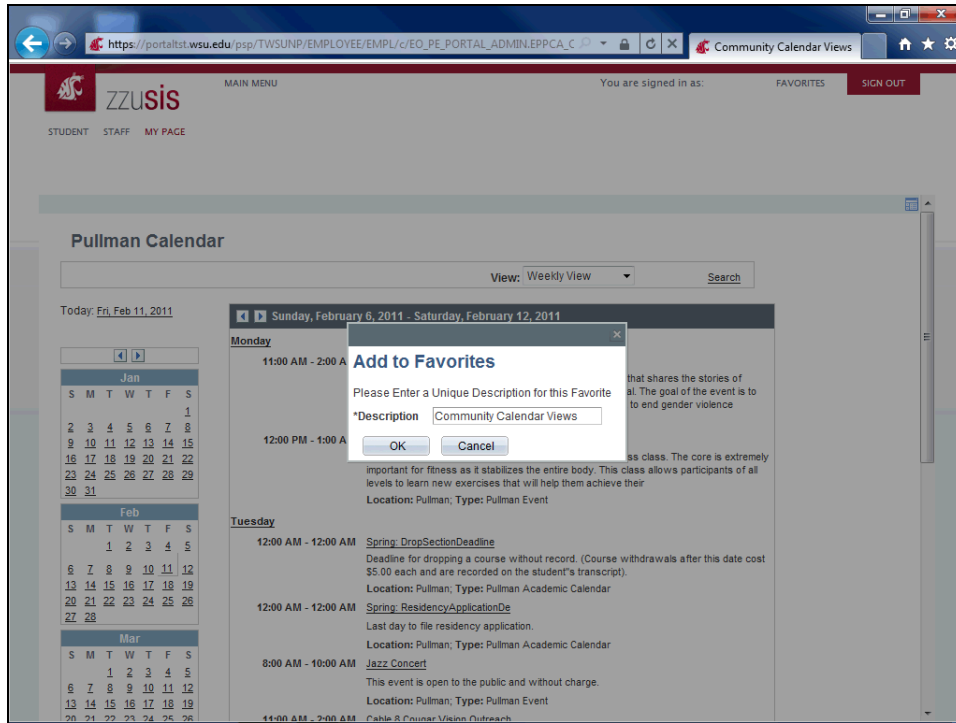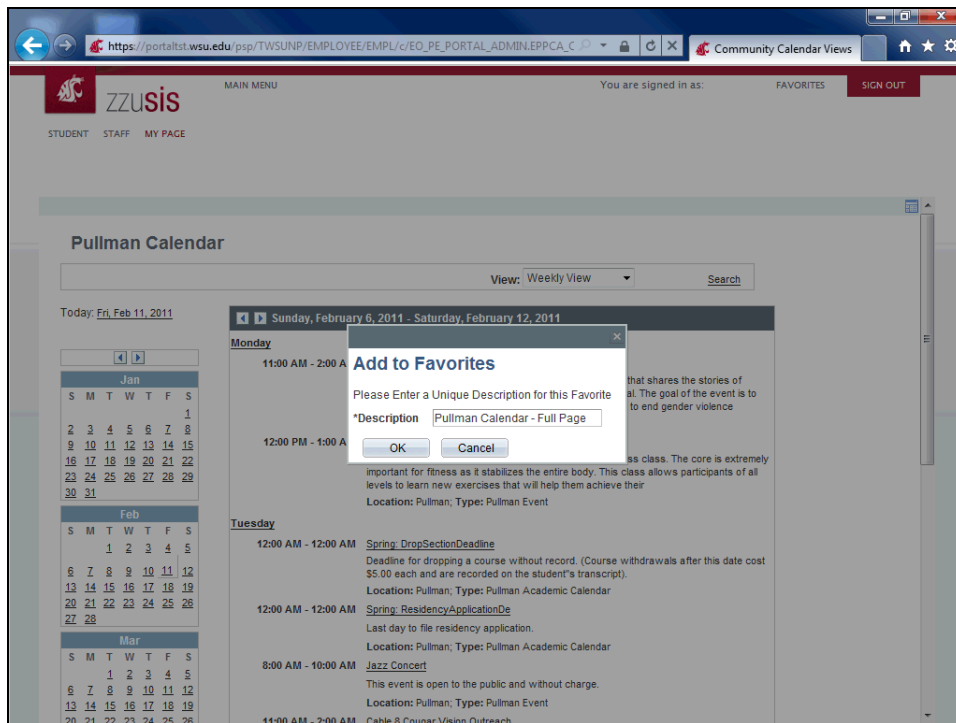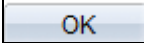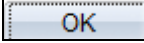| Step	Action
1.	First, navigate to the page you would like to save in Favorites. In this example, we will save the Pullman Calendar full screen view, so we have navigated to the "My Page" tab, and I will click on "Full Page View."

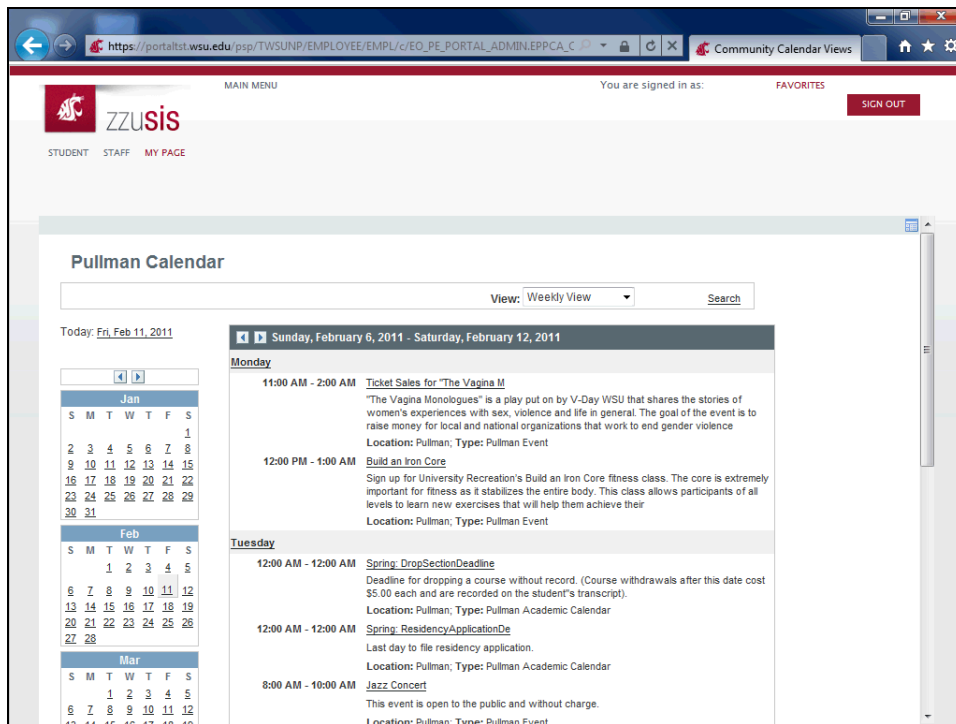WASHINGTON STATE UNIVERSITY

Step	Action
2.	Once I can see the function I'd like to save in "Favorites," Click the **Favorites** link. FAVORITES
3.	Click the **Add to Favorites** link. Add to Favorites

Step	Action
4.	Enter the desired description here.

Step	Action
5.	Click the **OK** button. OK
6.	Click the **OK** button. OK
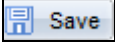
Step	Action
7.	Return to one of your tabs.

Step	Action
8.	You can now see your function listed in the "Favorites" menu. To delete a favorite, click on the "Edit Favorites" link.

Job Aid
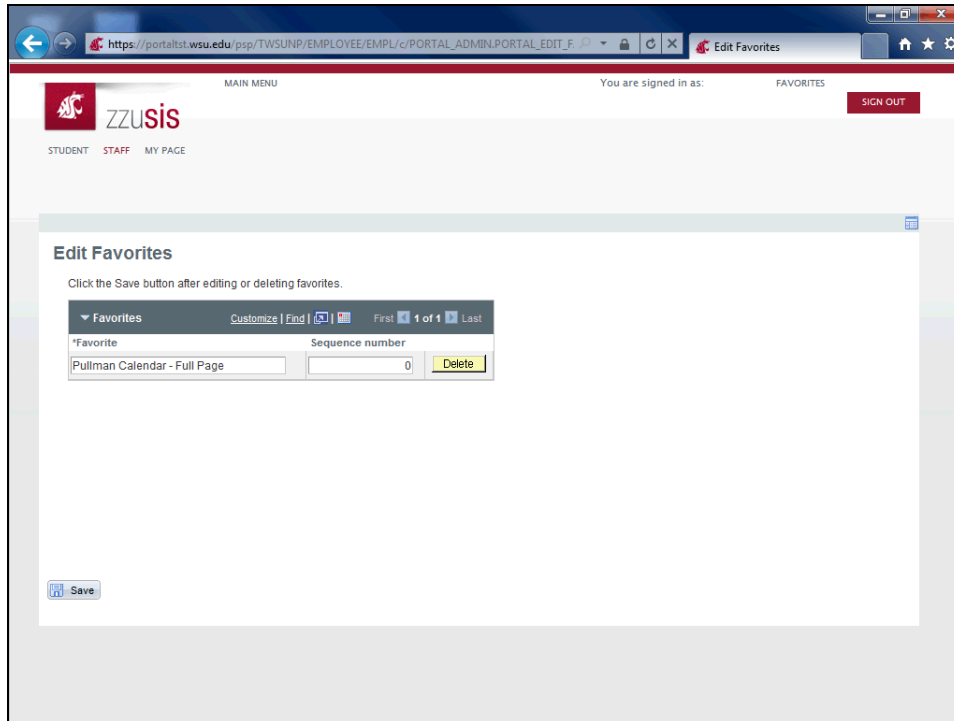
Step	Action
9.	Click "Delete" next to the favorite you'd like to remove. Delete
10.	Click the **OK** button. OK
11.	Click the **Save** button. Save
12.	You now know how to add and delete favorites. **End of Procedure.**