Using Tabs

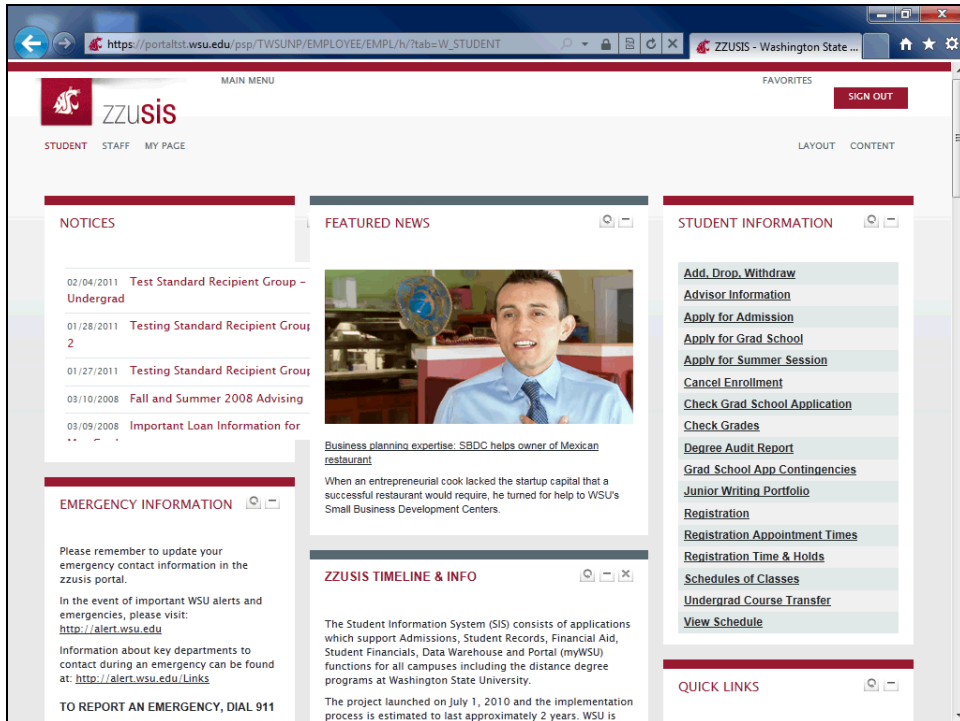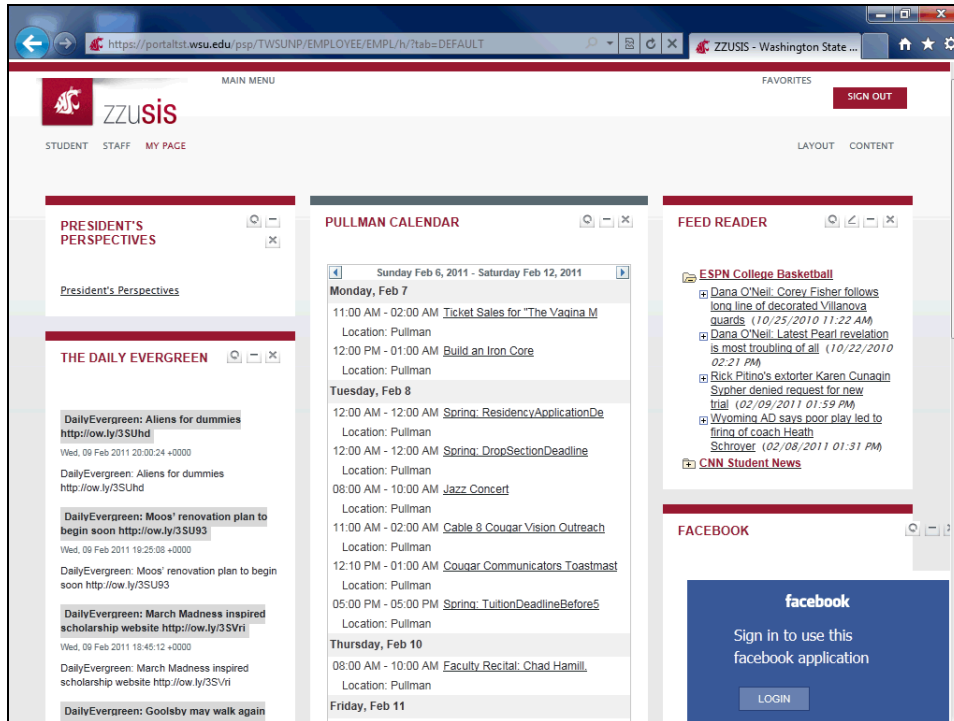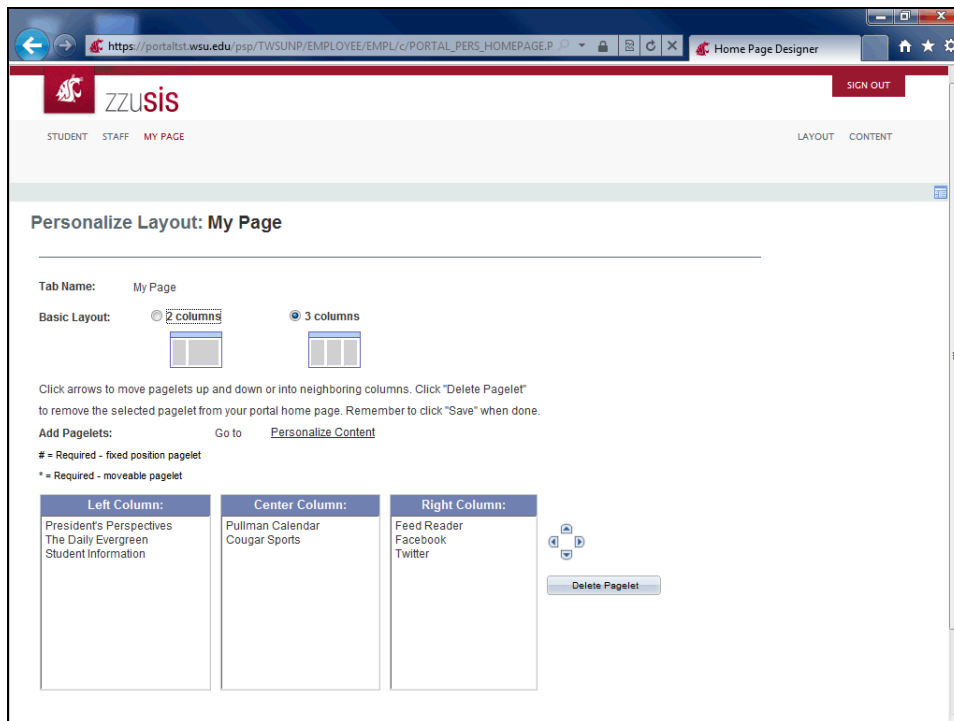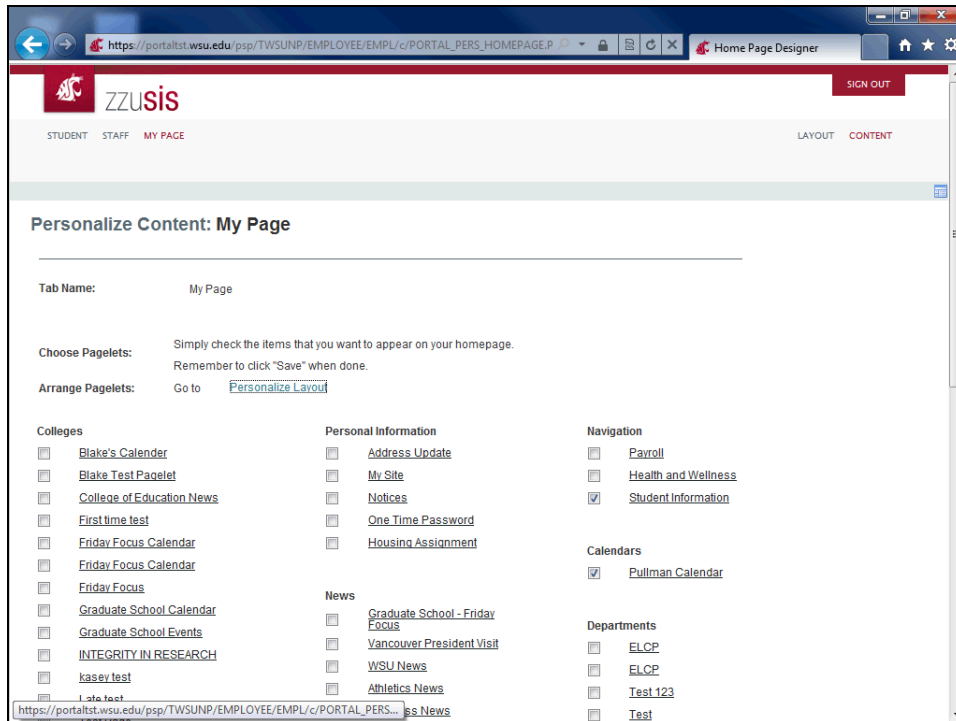| Step	Action
1.	The default tab that will display in your portal home screen is based on your Active Directory designation. Faculty will see a "Faculty" tab, etc. This tab is your "home" screen.

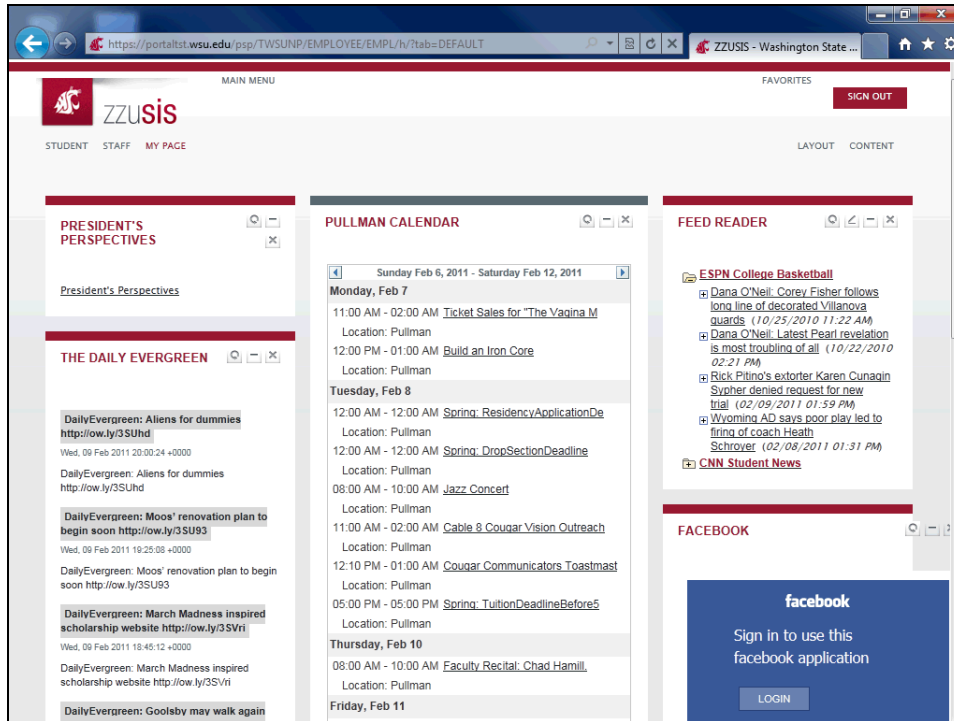| Step	Action
2.	The "My Page" tab is a customizeable page where you can import feeds and other information that is important to you, either internal to WSU, or external web sites. Click the "My Page" link to view the tab's default conten, and then customize according to your preference.

Step	Action
3.	To customize a tab, click the "Layout" link.

Step	Action
4.	To customize the layout of your tab, you can choose a 2-or 3-column format, and you can move your pagelets from column to column and specify the order in which they are viewed. Personalize Layout: My Page

Step	Action
5.	To further customize your tab, click the "Content" link.
6.	Personalize your tab by adding pagelets for content you are interested in seeing. Check the corresponding box below to add a pagelet. Personalize Content: My Page
7.	Click "Save" to save your content. Save

Step	Action
8.	Once back on the tab you have updated, click your browser's refresh button to view added content.
9.	You have now learned how to use tabs in the zzusis portal. **End of Procedure.**