

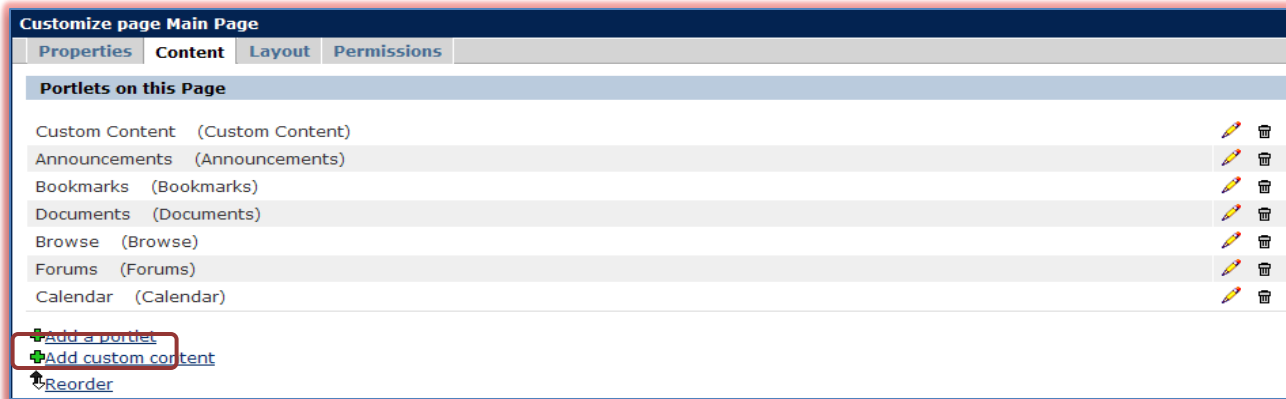
Add Portlets to a Page

Each page under My Siena can display up to ten (10) portlets. These portlets are used to add content to a page. How the content is entered, depends on which portlet is being used.

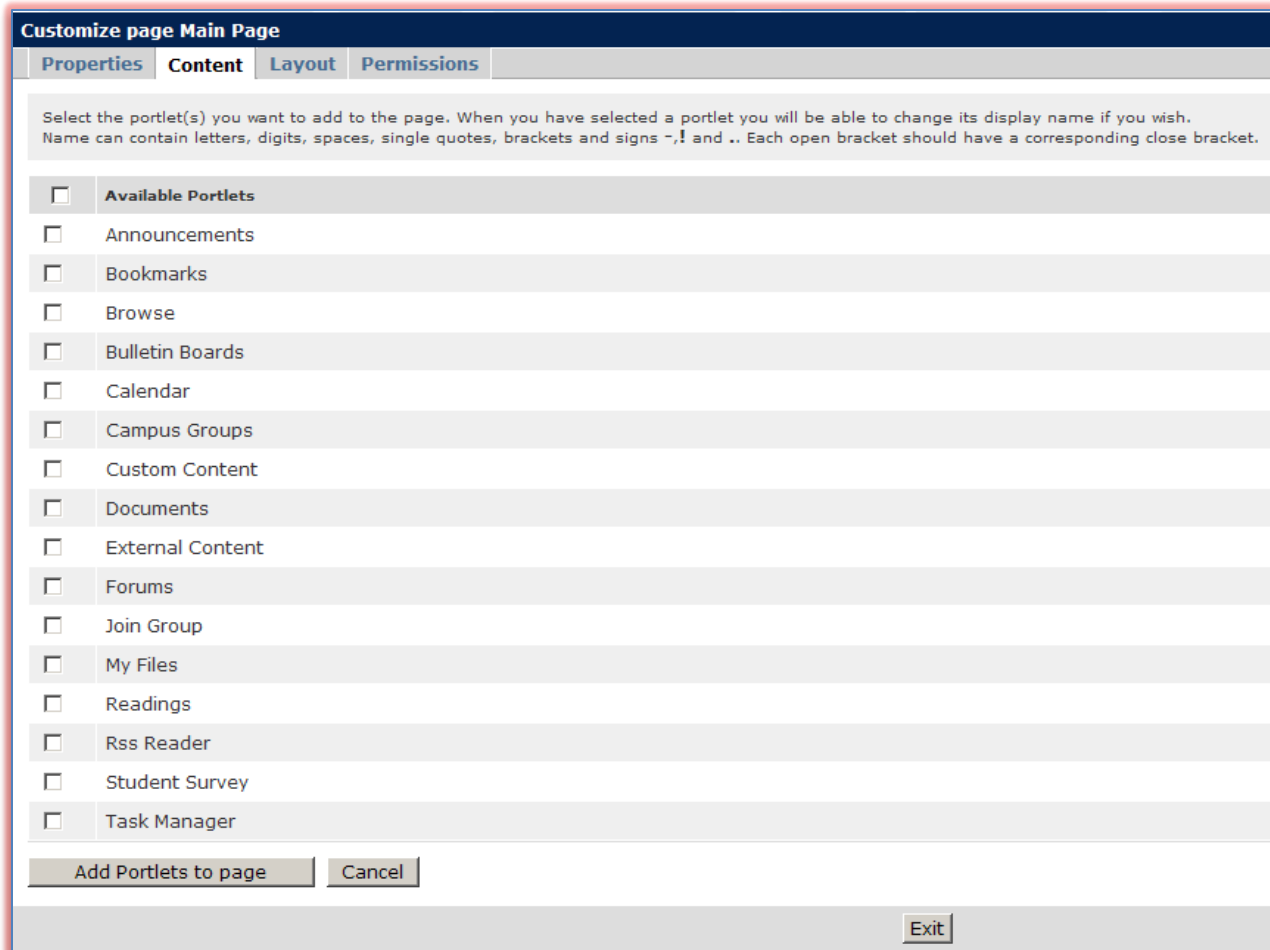
- ✦ Once the group has been created, click the **Clubs and Organizations** tab.
- ✦ In the **Campus Group** portal, click the link for the group where the content is to be added.
- ✦ Click the **Edit Page** link on the right side of the window (see illustration below).



- ✦ The **Customize Page** window will display (see illustration below).



- ✦ To add a new portlet, click the **Content** tab.
- ✦ Click the **Add a portlet** link at the bottom of the **Portlets on this page** list.



- † A list of different available portlets will display (see illustration on previous page). Your list may be different than the illustration.
- † Click the check box next to the portlets that are to be added.
- † Click the **Add Portlets to Page** button.
- † The new portlet will appear in the **Portlets on this page** list.
- † Scroll down the page and then click the **Exit** button to return to the group page.