

Customizing the My Portal Tab

- This document will walk you through how to Add/Remove channels to the My Portal Tab in the My Hofstra Portal. This allows you to customize the information you receive in the Portal.



[Content/Layout](#)

At the top left corner of the My Hofstra Portal page, click on **Content/Layout**.

When the customization window appears. Click the My Portal tab.

To add a channel click the button Add Channel, depending on which one you click the channel will be added in that specific column.

Steps for adding a new channel:

1. Select a category:

▶ Select All ▼ go

▶ Cancel and return

This screen allows you to select a category of channels that Hofstra offers. Use Select All to see a complete list. Press Go when you are finished.

Steps for adding a new channel:

1. Select a category:
▶ Select All ▼ go

2. Select a channel:
Category: All

- About Hofstra Life - Targeted
- About Hofstra Online
- About In the Neighborhood
- About In the Neighborhood - Targeted
- About My Portal
- About My Portal - Targeted
- About Support
- About Support - Targeted
- AOL AIM**
- AOL AIM - Targeted

3. Add the selected channel: Add Channel

Here is where you can browse the list of available channels. In this example we will select AOL AIM. When you have finished making your selection, click Add channel.


- You are then returned to the customization window, to return to the normal view click

◀ back to My Portal Tab

at the top left of the screen.

AOL AIM

America Online Instant Messenger



Launch

We now have the AOL AIM channel on the My Portal tab. To remove this channel click the X at the top right of the window.

If you have any problem or questions, please feel free to contact the Help Desk at (516) 463-7777 or on campus at x3-7777.