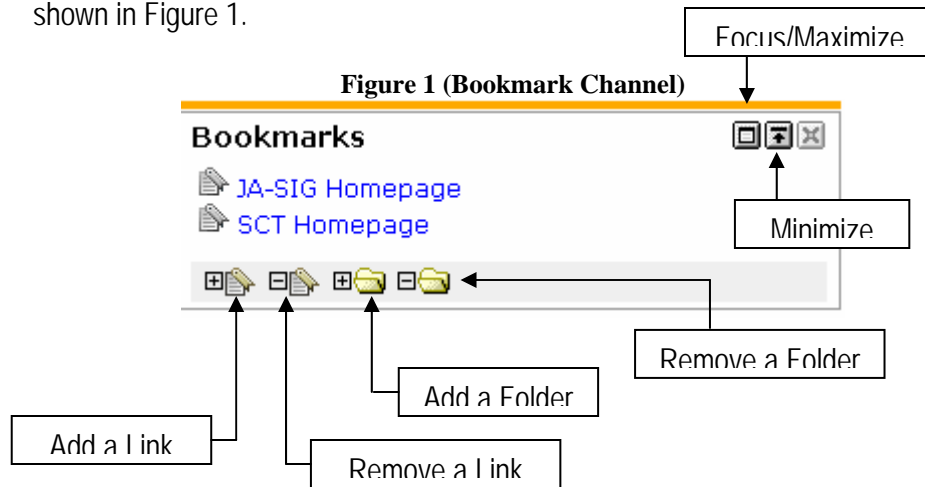
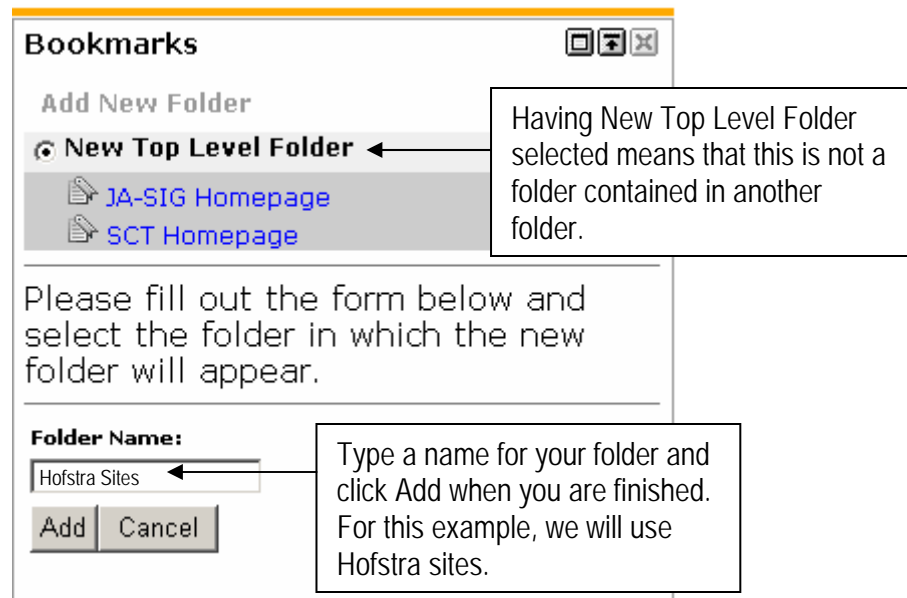


Creating Bookmarks in My Hofstra Portal

- Open Internet Explorer and go to URL: My.Hofstra.edu
- Log in
- Scroll down the Home page of My Hofstra Portal until you see the Bookmark channel as shown in Figure 1.



- To begin, click the button to add a Folder.



- Now that we have a folder, click the button to add a Link.

Bookmarks

Add New Bookmark

New Top Level Bookmark

Hofstra Sites ←

JA-SIG Homepage

SCT Homepage

Select the folder you would like the link to be in, or select New Top Level Bookmark so the link is not contained in any folder.

Please fill out the form below and select the folder in which the new bookmark will appear.

Bookmark Title:

Hofstra ←

This name determines how the link will be displayed.

URL: [example - http://www.sct.com]

p://www.hofstra.edu ←

The URL is the actual link, since we are using the Hofstra home page as our example you will want to type **http://www.hofstra.edu**. You can then use the description field to type a short explanation of the link.

Description:

Hofstra home page ←

Click Add when you are finished.

Add Cancel

Bookmarks

Hofstra Sites

Hofstra ←

JA-SIG Homepage

SCT Homepage

You now have a folder and a link. You can open the folder by clicking once on the name. You can also access a link by clicking once on the name.

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