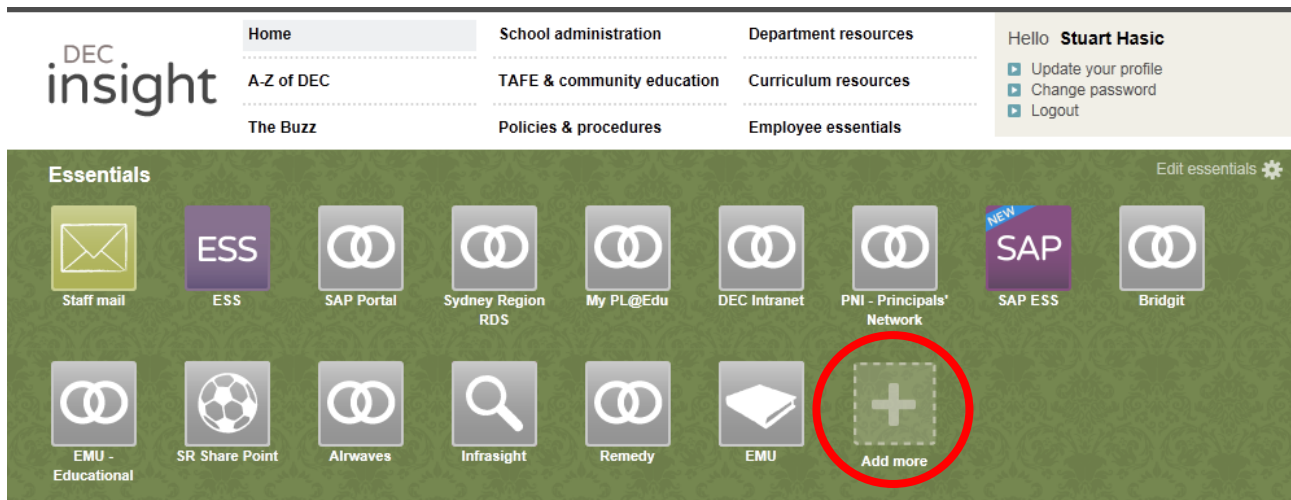
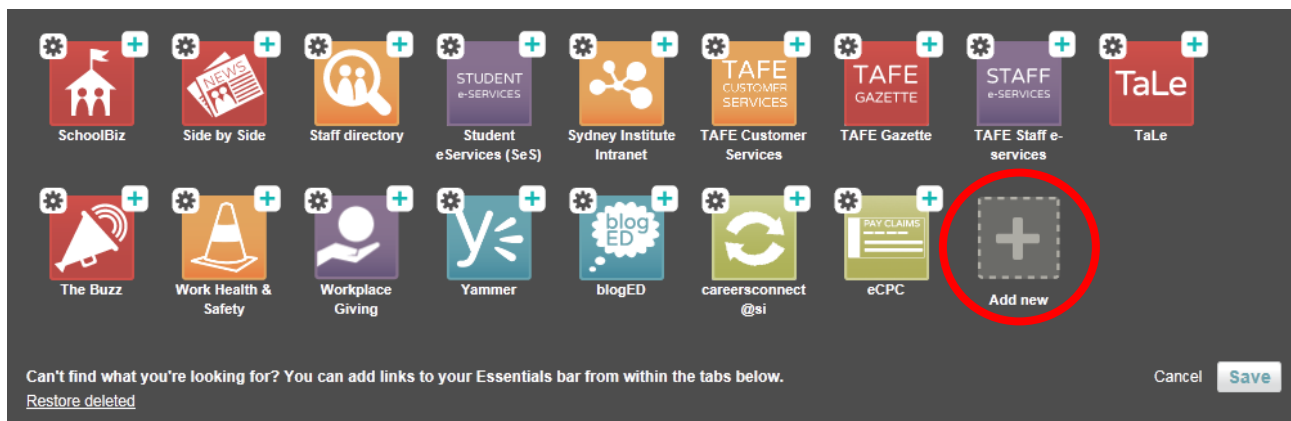


# Adding Custom Internet Shortcuts to My Essentials in the DoE Staff Portal

The DoE Staff Portal (Insight) allows for users to add their own custom shortcuts (URLs) to the Essentials panel at the top. It's a fairly simple process.



Click the **Add more** button at the end of your Essentials list, then scroll down and click **Add new**.



1. Type the name of your new Essential Link (*don't make it too long*). eg. **T4L Newsletters**
2. Enter the full URL to the site – eg. **http://tinyurl.com/T4LNews**
3. Some DoE staff members have the ability to share their newly created link with other users. If this option is available to you and you think other groups would like that link, you can select them here. They will then have to choose to Accept your shared link before they see it. On the **Add more** button shown at the top, they will see a balloon with a number on it indicating they have shared links waiting. If they click the button, they can choose to accept or decline each shared link.
4. Choose an icon for the Essential shortcut you are creating. There are only a dozen or so different icons you can choose from.
5. Click the **Save** button to save your new Essential, and then **Save** again to close the Essentials editor.

