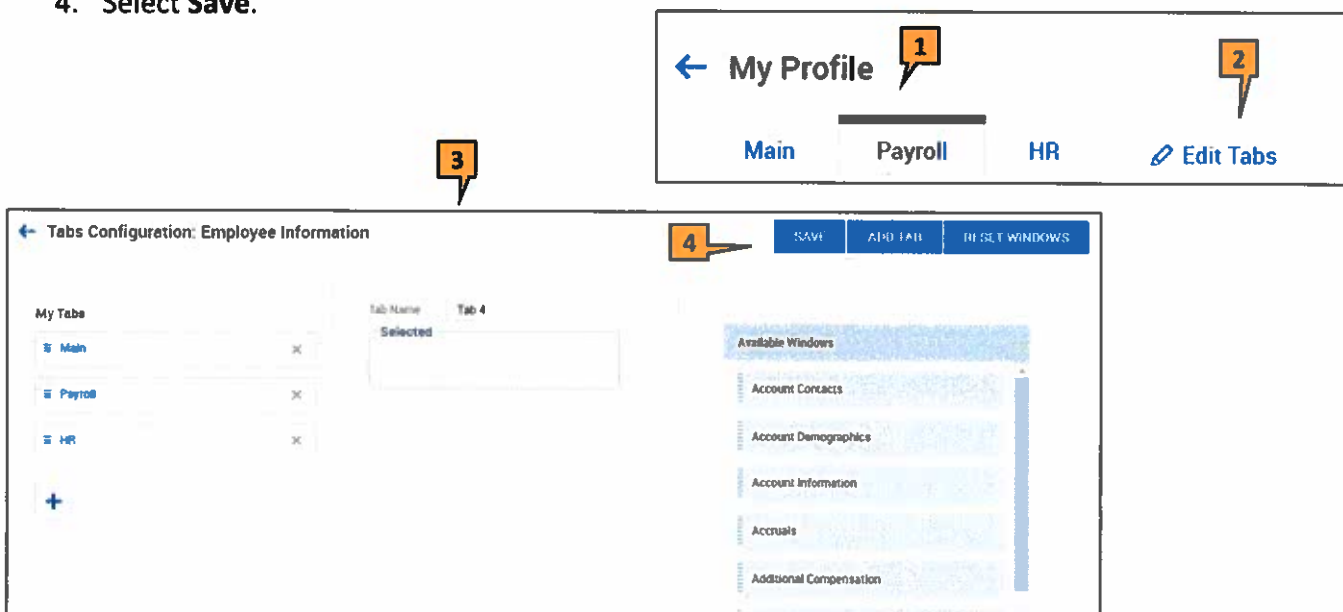


Edit the My Profile Workspace

In **My Profile**, configure available windows according to your preferences.

To configure your workspace:

1. Select the **tab** to configure
2. Select the **Edit Tabs** icon.
3. Make the applicable updates to the workspace. The table below describes the actions to perform to customize your workspace.
4. Select **Save**.



| Option | Description |
|---------------------------------|--|
| Add a tab | Either select the plus button or the Add Tab button in the upper right corner. |
| Remove a tab | Under My Tabs , select the X of the tab to remove. |
| Rename a tab | In the Tab Name field, enter the applicable tab name. |
| Configure a window | If a gear appears to the right of the window name, this is where you can specify additional functionality. |
| Add a window to a tab | From the Available Windows area, select the window to add and drag it to the applicable column. |
| Rearrange windows | Select the name of the window to move, then drag it to the applicable column. |
| Choose the default starting tab | From the On Entry Show drop-down list, select the tab to display when you access My Profile. |
| Remove a window | Select the name of the window to remove, then drag it to Available Windows . |

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