Background

The My Favorites feature in ConnectCarolina allows you to bookmark pages that you use frequently. Once you add a favorite, it appears under the My Favorites folder in the left navigation menu. You can return to the page by expanding the My Favorites folder and clicking the link for the page.

Note: The favorites that you set up are not stored on a specific computer but are associated with your ConnectCarolina user profile, so you can access them from other computers.

How to Add a Favorite

1. Open the page that you want to designate as a favorite.
2. Click the Add to Favorites link in the page header.

The Add to Favorites window appears, with the page name as the default in the Description field.

Note: If you like, update the description for the favorite.

3. Click OK. Your page should now be displayed in the My Favorites folder.

How to Edit Your Favorites

1. Click the Favorites link in the navigation menu located at the top of the page.
2. Click Edit Favorites
3. The **Edit Favorites** page displays the favorites that you have already selected.

4. Locate the favorite that you want to modify.
   - To change the label, type a new name in the **Favorite** column.
   - To delete a favorite, click the **delete** button.
   - To reorder favorites, type an appropriate number in the **Sequence number** box.

5. Click the **Save** button located at the bottom of the page.