



Creating a Place

1. Click **Create a place**.
2. Choose a template.
3. Enter place and user information.

Customizing Your Place

Only the creator/editor, manager, or owner of a place can customize it.

Task	Action	Tips
Rename place	Customize this place > Basics	You may need to update the place logo.
Add a logo	Customize this place > Basics	Click Upload logo artwork to add an existing logo. Click Logo maker to create a custom logo.
Reorder table of contents	Customize this place > Basics	
Show or hide components	Customize this place > Basics	Checked items show in your place. Unchecked items are hidden. If a component from the table of contents is hidden, it will not display even though it will remain listed in the reorder list.
Create a space that only a subset of members can access	New page or folder > Room	This space can contain folders, pages, or additional rooms. Only members with access to the room will be able to see it.
Receive calendar invitations for events added to the calendar	Members > click on User Name	Click Edit . In the Preferences section select Yes – Calendar and choose your email program.
Notify place members	Customize this place > Basics	Notify place member when selected events occur.
Limit the types of new pages that can be created in your place	Customize this place > Forms	Click More actions > Show/Hide forms . Only selected forms will appear in the list of new pages to create.
Route content to specific members or folders at publish.	Customize this place > Forms	Either create a new form or edit an existing one. Scroll to the Workflow section and click Modify . The type of workflow selected defines if the content gets routed to a folder.
Hide button that allows members to post content in a folder.	More actions > Folder options	Select Hide the "Create..." link in this folder to hide the button in the current folder.
Delete a folder	More actions > Folder options	Select the Delete Folder button to delete the folder you are currently in.
Delete place	Customize this place > Basics	Click Delete this place to delete the place you are in.

Adding Members

1. Click **Members**.
2. Click **Add Members** to add external members. Click **Create Members** to create local members.
3. Select the role you want to add members to.
4. Select either a person or group to search for.

Click **More Actions** to delete a member or change the role of the currently selected member.

Working with the Library

The library can contain folders or pages, and folders can be nested.

Task	Action	Tips
Create a folder in the library from a browser	New page or folder > Folder	<ol style="list-style-type: none">1. Select the folder type.2. Enter folder information and then click the Next button.3. Click on Library in the In the selected folder section. <p>Once the folder is created, you will be in that folder.</p> <p>To create a subfolder in a folder already created in the Library, expand Library and select the destination folder.</p>
Upload a document	New page or folder > Page	<p>A document must be attached to a page.</p> <ol style="list-style-type: none">1. Fill in the page property fields. These fields describe the page your content is attached to, not the content itself.2. Attach files using the Browse option under Attachments.
Restrict who can add content	More actions > Folder options	Allow either only to managers or to anyone with editor or author access to add content.