

Adding a link on the left hand navigation menu

- 1) log into the CMS and, in the left column, locate the folder that contains the index page for your department; make sure the page you want to link to is saved in the same folder
- 2) right-click on the page you want to add to the menu; click on **"Edit"**
- 3) add or edit the **"Page Menu Title"** – that is the text that will appear in the menu; once done, click at **"Advanced Properties"** tab
- 4) on the page that opens up, select **"Show On Menu"** checkbox, then click on **"Save and Publish"** button; the link will be added
- 5) the menu sort order determines where it will appear, with 0 being the first listed; once done, click **"Save and Publish"**