

Adding a folder on the left hand navigation menu

Requirements: The folder is saved in your department folder. The folder also must have an index page which will be the landing page when users click on it on the menu.

- 1) Locate the folder in CMS.
- 2) Right - click on the folder, select "Edit folder".
- 3) Select "Show on menu". The sort order determines where on the menu the folder will appear with 0 being first and counting up.
- 4) Click Save.
- 4) Now the folder should appear on the left menu.