

## My Atlas – My Links

1

2 My Atlas

- My Links
- My Preferences

CLEAR CACHE (TO REFRESH YOUR MENU)

3 My Atlas

My Links

4

- ClearPeople Website
- Construction News
- Policies, Processes & Procedures

### How to save bookmarks to My Links

- 1 Click on the My Atlas button  
- This will open the My Atlas Tools, which allows you to personalise your content
- 2 Select My Links by clicking the >  
- This will display the My Links Bookmark page
- 3 How to use My Links:  
- Click on a Website link, this will open in a new browser window (if setup this way)
- 4 How to Add to My Links:  
- Select the Pencil on the right of My Links

**i** Add bookmarks within Atlas to allow you to use them on multiple devices as they are contained in one place.

## My Atlas – My Links

**5 My Atlas**

My Links

+

- ClearPeople Website
- Construction News
- Policies, Processes & Procedu...

**6 My Atlas**

My Links

New Link / Add Suggested Links

Title

Url

Open in a new tab

Clear Save

**7 Suggested Links**

- ClearPeople Website
- Policies, Processes & Procedures

Clear Save

### Adding to My Links

5

Select the + on the right hand side of the menu

6

New Links:

- Enter the Title for your bookmark
- Enter the URL
- Select if you wish to open in a new tab
- Select Save

7

Suggested Links:

- Tick the box for the suggested link
- Select Save