

Edit My Profile Page

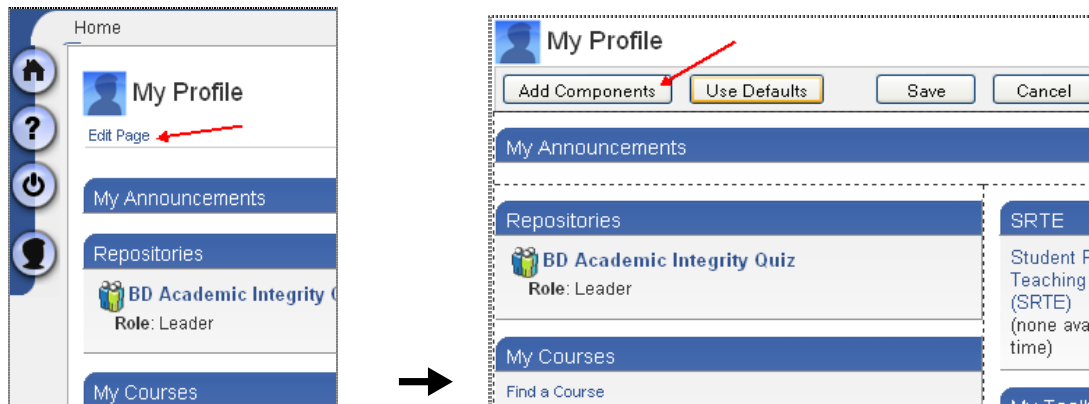
August 27, 2009

The *My Profile* page is the first screen displayed once you log on ANGEL. You can customize the contents and the layout of this page by clicking on the *Edit Page* link. I strongly recommend add the *My Announcements* and *Course Mail* tools if they are not already on this page.

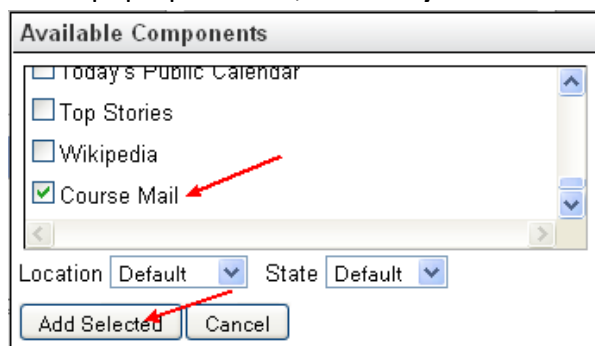
Both the *My Announcements* and *Course Mail* tools collect messages from your ANGEL courses or groups and display them in the *My Profile* page. These tools provide a one-stop shop to read and reply to all messages without having to visit each course, section, or group individually.

How to add **My Announcements** and **Course Mail** tools

1. Click on the **Edit Page** link on top of the **My Profile** page. The page will then change to the editing mode. Click on **Add Components**.



2. In the pop-up window, check **My Announcements** and **Course Mail** from the list.



3. Click on the **Add Selected** button as shown above. You should be able to see that these tools are added onto the screen.

- 4. If you'd like to rearrange the layout of the **My Profile** page, click on the blue bar of the section you'd like to move and do a drag-and-drop. Click on **Save** on the top when you are done.
- 5. To see all course announcements, simply maximize the announcement section.



- 6. To view all course mail, simply click on **View Inbox** in the *Course Mail* tool.

