

WHAT IS A MY SITE?

PROBLEM STATEMENT

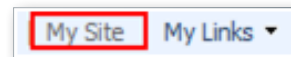
You have been provided with a My Site but are unclear on how to update your information and upload personal documents.

SOLUTION

My Site is a personal site that gives you a central location to manage and store your documents, content, links, and contacts. My Site is a place where a user presents information about themselves, their skills and interests.

STEP 1

To open your My Site click on the link.



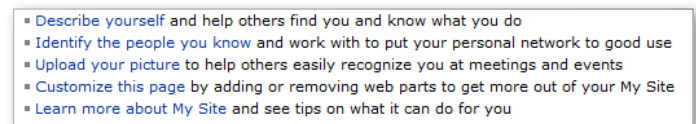
In the standard SharePoint template the link is located on the top right hand side although this may differ depending on the layout of your site. If you have not opened your My Site previously the site will be created automatically.

NB: If you are unable to see a link to a My Site contact your System Administrator.

STEP 2

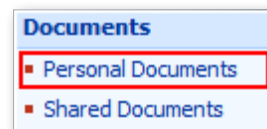
When you open the My Site for the first time you will see the following options.

Click on these items to add information or change the layout of your page.



STEP 3

To upload documents to your MySite click on Personal Documents from the left hand menu.



From the toolbar select Upload.



Browse for the document and select OK. The same process can be used for adding pictures.