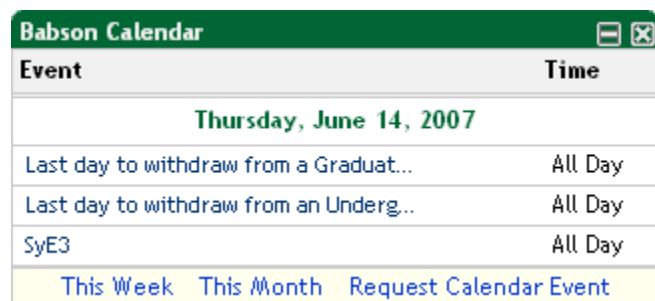


Customizing the Babson Portal

The [Babson Portal](#) displays information through the use of *portlets*. Here is an example:



The screenshot shows a portlet window titled "Babson Calendar" with a green header bar. Below the header is a table with two columns: "Event" and "Time". The table content is as follows:


Event	Time
Thursday, June 14, 2007	
Last day to withdraw from a Graduat...	All Day
Last day to withdraw from an Underg...	All Day
SyE3	All Day

At the bottom of the table, there are three links: "This Week", "This Month", and "Request Calendar Event".

The Portal displays these portlets in three columns, but the display and layout of the individual portlets can be customized to fit each user's needs:


- **Customizing a Portlet** - The properties of some portlets can be customized. For example, you can select the number of emails that display in the Email portlet or the number of days visible in the Calendar portlet. To see what options are available, click on the **Edit** link of that portlet.

You can also add links or drives in the My Links portlet. To do this, click on the **Manage My Links** or **Manage My Drives** link at the bottom of that portlet.

- **Moving a Portlet** - To move a portlet, left click on the title bar of the portlet and drag it to the new location. You can move a portlet within a column or to new a column altogether.
- **Minimizing a Portlet** - There may be some portlets that you only refer to occasionally. You can minimize these portlets to save space. To do so, click the  button. This will shrink the portlet so that only the title bar is visible:



To maximize the portlet, click on the  button.

- **Minimizing a Sub-section of a Portlet** - Some Portlets are divided into sub-sections. You can minimize a sub-section by clicking on the **close** link. To maximize it, click the **Open** link.
- **Closing a Portlet** - There may be a portlet that you don't need access to. In this case, you can remove the portlet. To do so, click the  button. The portlet will be removed but you can re-add it by clicking on the **Add Content** link located in the top left corner of the Portal.