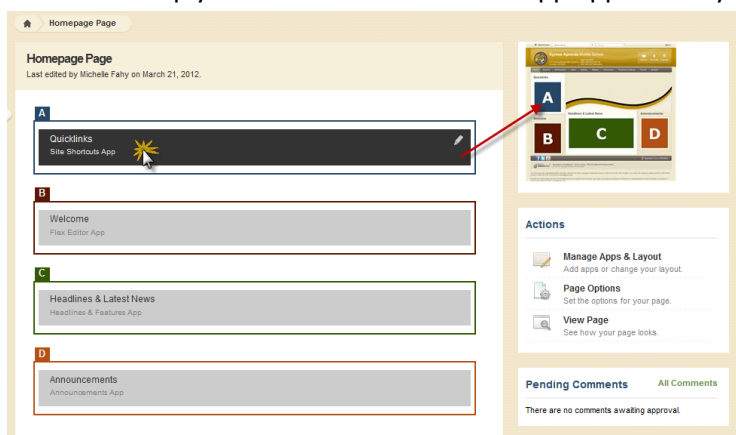


Editing Quicklinks – School Homepage

1. Go to <http://sw.kyrene.org> and sign-in using your Kyrene username and password.
2. Click the **Manage** button.
3. Click on the **Homepage** link to edit the school homepage.

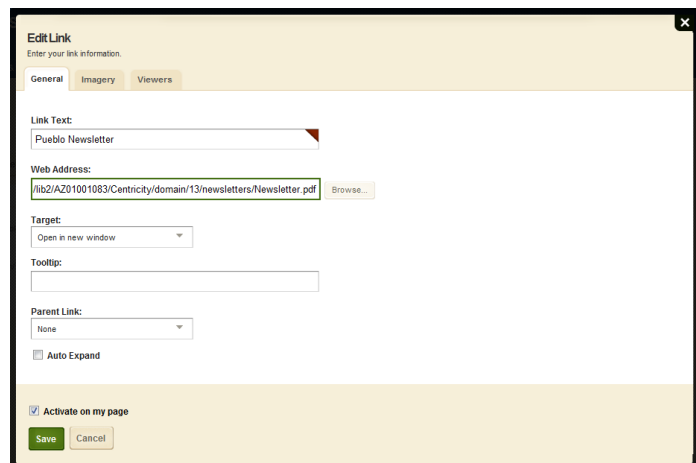


4. Click in the grey **Quicklinks** section to edit this section. The layout preview in the corner of your screen will help you determine where each app appears on your page.



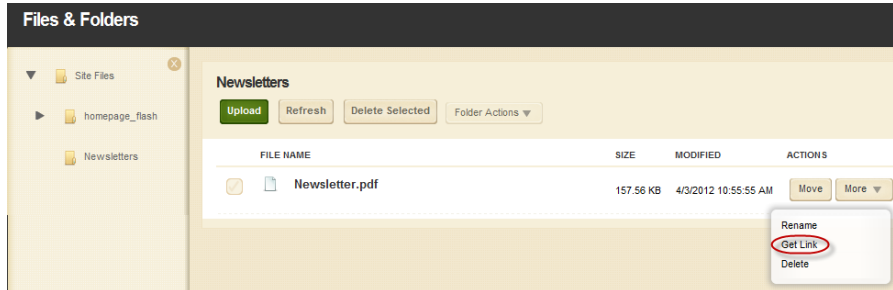
5. Click **New Link** to add a link.
6. Provide the link text and web address in the boxes on the general tab.

You can browse to a location within Schoolwires. If you are linking to an outside website, you will need to copy the web address from a browser window or type in the address.

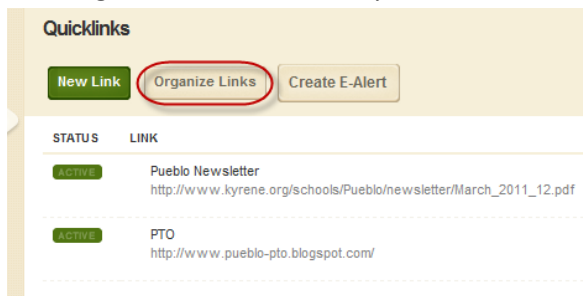


7. Select **Open in new window** if you are linking to an outside website or file, and select **Open in same window** if you are linking to a page within Schoolwires.

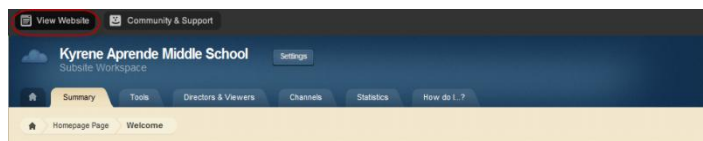
Note: If you are linking to a file (e.g. newsletter) you must upload the file to files and folders, and get the link by selecting **Get Link** from the **More** menu.



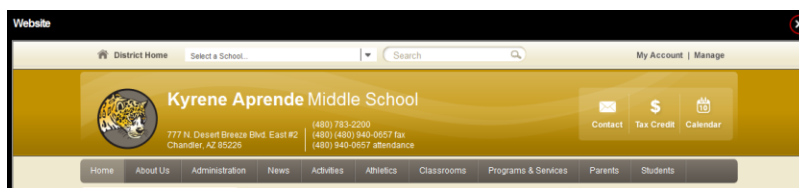
8. Make sure **activate on my page** is checked if you are ready for the link to be viewed from the web, and click **Save**.
9. Click **Organize Links** to reorder your links.



10. Click **View Website** to view a preview of the homepage page as it will look with the header and other apps on the page.



11. Click on the x to close the preview.



12. Click on the **Homepage** link to go back to app list for the homepage.

