Managing Work Area Properties*

Connexions

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Abstract

This module describes how to manage Work Area properties.

You can edit certain properties of a work area, such as the name of a workgroup or the description of your Personal Workspace. These changes are accessed on the work area's "Properties" tab at the top of the page.

1 Editing My Workspace Title and Description

To edit the title or description of My Workspace, use the following steps:

- Click `My Workspace` to display your personal work area screen.
- Click on the `Properties` tab. The "Edit Folder Properties" screen displays.
- Type a new title or name for your personal work area in the "Title" field.
- Type a description of your personal work area in the "Description" field.
- Click `Save`.

2 Editing a Workgroup Title, E-mail Address, and Description

To edit the title, e-mail address, and description of a workgroup you of which you are a member, use the following steps:

- Click the name of the Workgroup in the navigation sidebar[1] to display that Workgroup.
- Click on the `Properties` tab. The "Properties" screen displays.
- Type a new title or name for the workgroup in the "Name" field.
- Type a group e-mail address in the "Email" field. This should be a common e-mail address or mailing list that is shared by all members of the workgroup.
- Type a description of the workgroup in the "Description" field.
- Click `Update`.

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[1] "Navigating the Editing Interface": Section Navigation Bar <http://cnx.org/content/m37463/latest/#navigationbar-section>