Hiding Site Tabs

If your tab bar is cluttered by sites you don’t use, or use only on occasion, you may want to hide these sites from the tab bar. Hiding a site does not mean that you are no longer a member of it; you are still a member of the site, but it does not show up in your tab bar.

1. Hiding a Site Tab
   a. Make sure you are in your “My Workspace” site.
   b. Open the Preferences tool and click “Customize Tabs”.
   c. In the “Sites visible in Tabs” list, click to select the site whose tab you wish to hide.
   d. Click the single left-pointing arrow button.
   e. Click “Update Preferences” to make your changes take effect.

Note: your changes will not be immediately apparent; you need to refresh the page to see them.
2. Making a Hidden Tab Visible
   a. Make sure you are in your “My Workspace” site.
   b. Open the Preferences tool and click “Customize Tabs.”
   c. In the “Sites not visible in Tabs” list, click to select the site you wish to appear in the tab bar.
   d. Click the single right-pointing arrow button.
   e. Click “Update Preferences” to make your changes take effect. Note: your changes will not be immediately apparent; you need to refresh the page to see them.