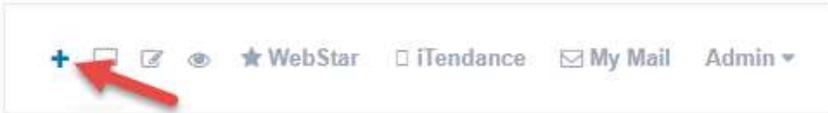


## Add Site Application (Portlet)

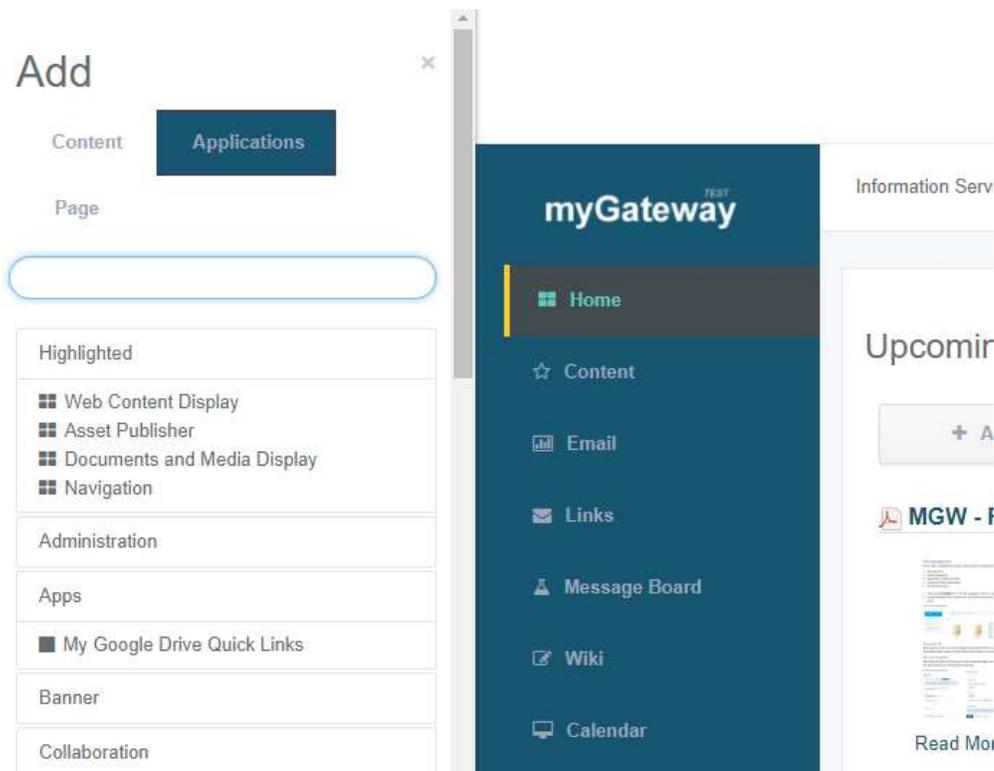
myGateway comes with a large number of additional applications (or portlets) that can be included on your site. This guide will show how to access and add a portlet.

### View Available Portlets

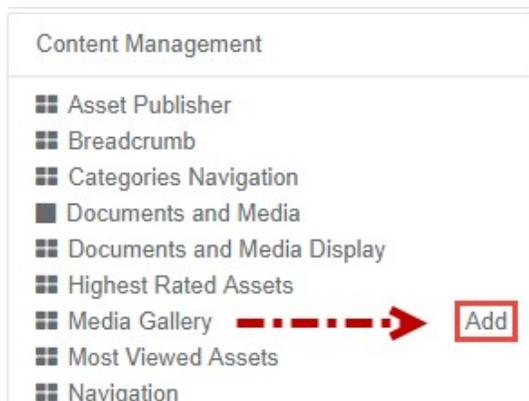
1. Open your site page and click on the + icon located in the top menu



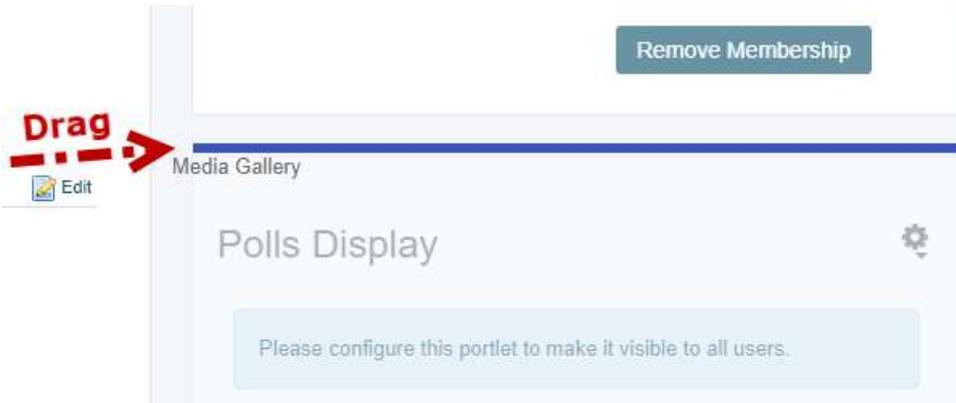
2. The available portlets will appear as a scrolling window on the left side of the screen. Scroll and click on the any of the application categories to expand or hide the listings.



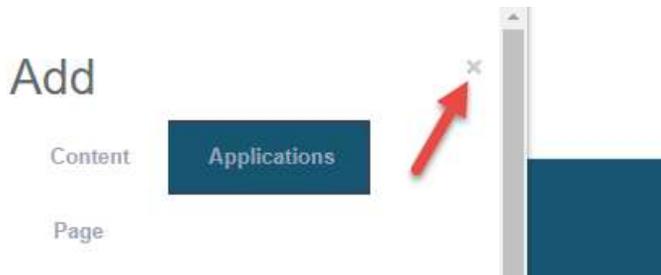
3. To add a portlet to the site, mouse over the selected portlet and click the Add link that appears. The portlet will be added to the top left of the site. The position can also be adjusted after being added by a simple drag-and-drop to a new location. See Step 4 as a reference.



4. If the portlet is to be added in a different position on the site, mouse over the selected portlet and drag-and-drop to the destination. A solid blue line will appear showing where the portlet will appear if dropped.



5. When finished adding portlets, scroll the portlets listing to the top and click the **X** button in the top right to exit and return to the full window view of your site.



6. At this point, you may want to view the default settings of the new portlet and make adjustments as necessary. To do this, click the gear icon in the top right of the new portlet and choose from the available options. This is also the menu to access to remove a portlet from the site.

