

# Using My Sites

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# Introduction

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Purpose of this document: Training material for using My Sites in an Omnia portal, mainly for self training.

Target group: All users.

## Overview

Use **My Sites** to access collaboration sites, and other sites, in an Omnia Portal. There can be several types of access but usually three main access types (permission groups) are used for a site and this is relevant for the My Sites lists:

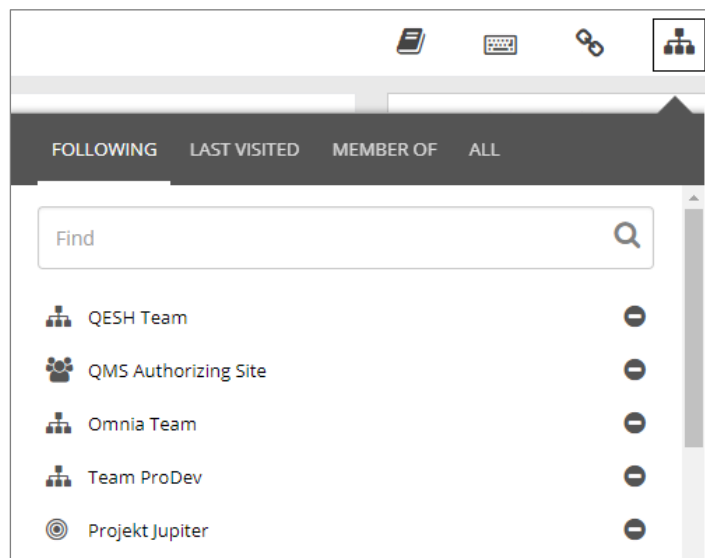
*Owner* – the administrator(s) of the site. Can also upload, create, edit and read documents and other information.

*Member* – can upload, create, edit and read documents and other information. This is the most common type of access to a collaboration site.

*Visitor* – can read documents and other information, but not upload, edit or create.

My Sites can have up to four lists. An administrator can decide which tabs to display.

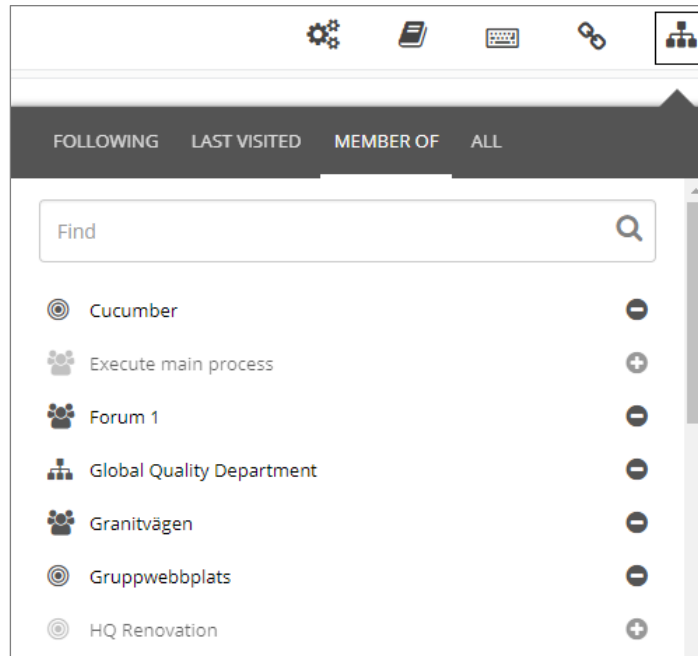
**Following** contains sites you follow. It's up to you which sites you want in this list. You can follow all sites you have some kind of access to. The sites are listed in Alphabetical order or in Last Visited order, with the very last visited at the top.



You use search here to search for other sites you follow, that are not shown in the list.

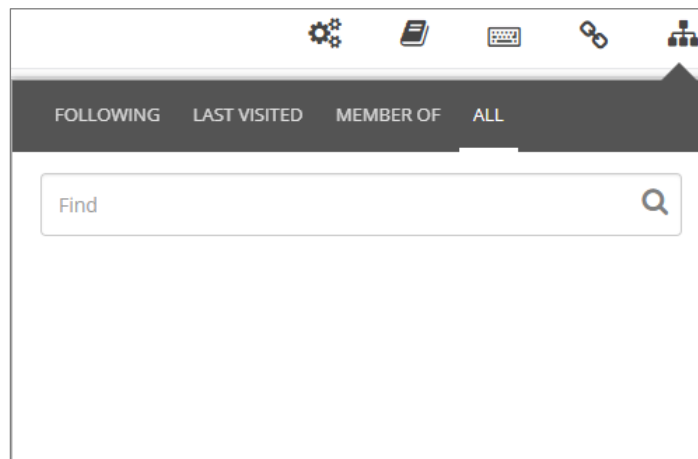
**Last Visited** is as it says – a list of your last visited sites, regardless if you follow them or not. The sites are listed in time order, the very last you visited at the top.

**Member of** lists all sites you are either member or owner of (with other words – not sites you only have visitor access to). The sites you follow are shown with black text, sites you don't follow with grey text. The sites are listed in Alphabetical order or in Last Visited order with the very last visited at the top. Through this list you can easily find sites you haven't visited yet, for example to follow a site.



You use search here to search for other sites you are a member of, that are not shown in the list.

Use **All** to search for any site you have any kind of access.

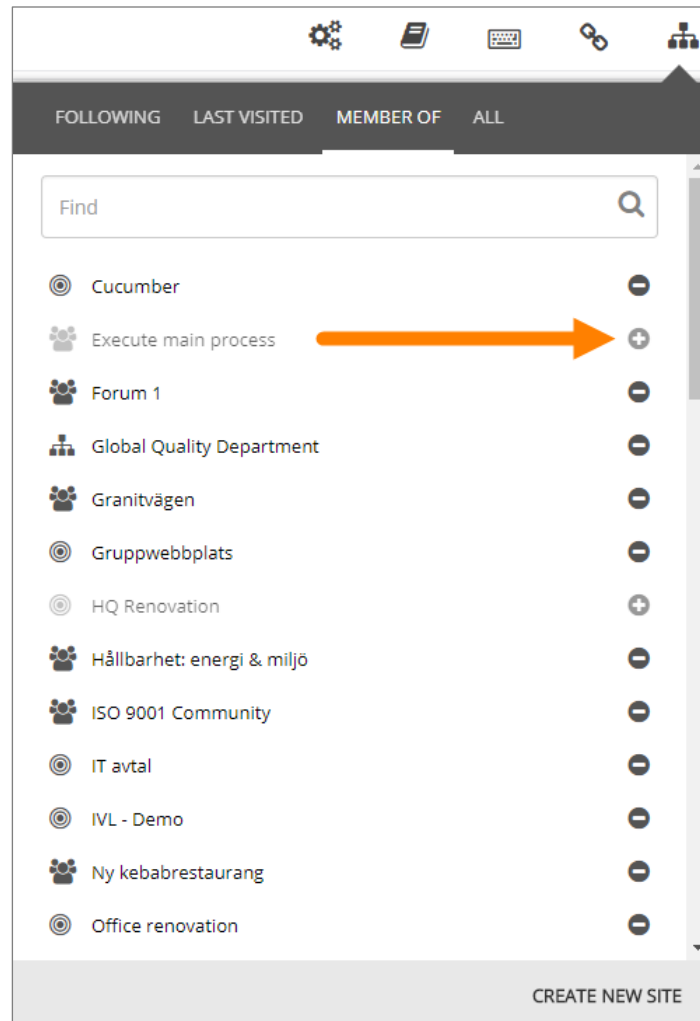


# Following a site

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You can follow a site in any of the lists (besides following when you visit a site).

1. Click the plus that is shown.

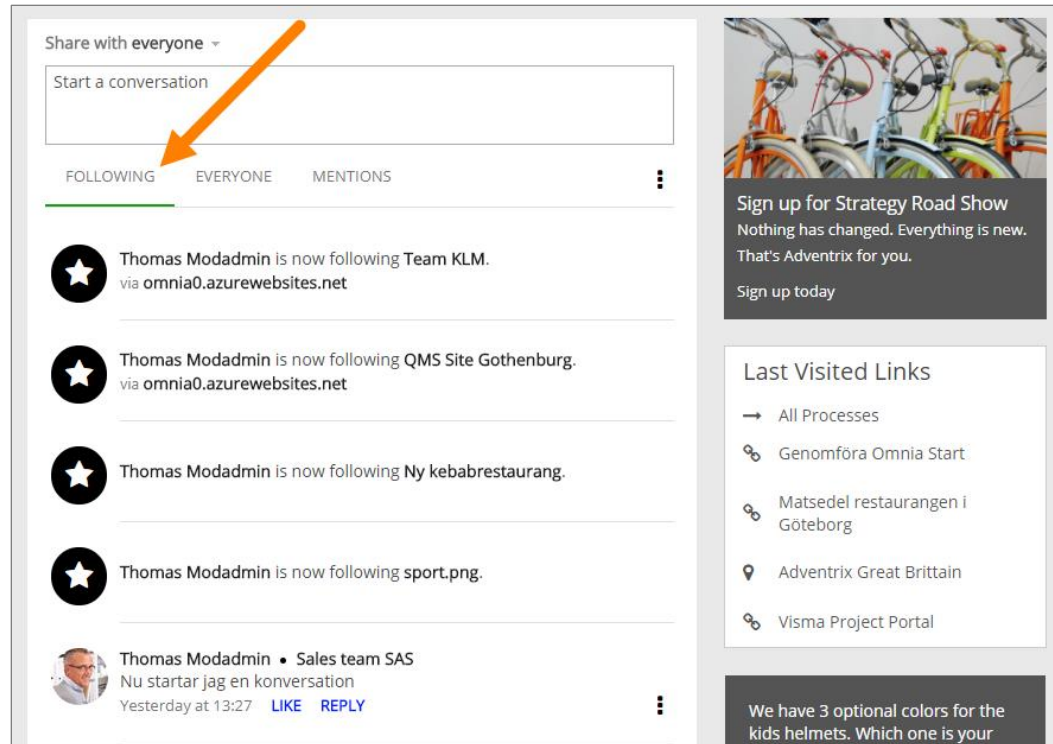


The indication for the site is now changed to a minus, see examples above.

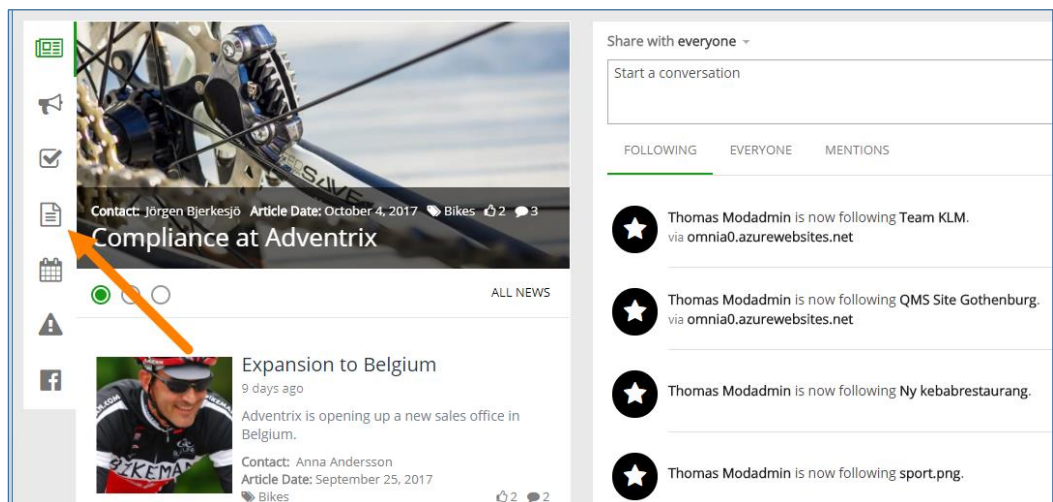
## Effects of following a site

The effects of following a site are:

- All posts in the site's feed will be shown for you in the feed on the start page, in the list **Following**.



- Changes in documents in the sites you follow, are indicated in the notification panel on the start page. In this example, 8 documents are edited since you last opened the list in the notification panel.



### Note!

To be notified about announcements from a collaboration site you are a member of, you don't have to follow that site. You will always be notified about new announcements. And you don't have to follow a site you are a member of, to be notified when a task has been assigned to you. You will always be notified about that.

# Stop following a site

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You can stop following a site in any of the lists in My Sites, this way:

1. Click the minus that is shown.

