



330. Favourite Spaces

✓ You need to be

 Unknown macro: 'link-to'

!

- browse to the

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- on the left-hand side is a list of spaces you are allowed to see
- click on the "All" tab
- after each space list entry are several icons
- the stars are used to define favourite spaces
 - if a star is grey, it's not selected as favourite
 - if a star is yellow ★, it's selected to be a favourite
 - toggle the favourite state by clicking on the star
- select at least one space as favourite
- above the list of spaces, click on the "My" tab
- the list of spaces shrinks to the spaces marked as favourites
- and so does the "Recently Updated" list on the right hand side!

✓ Usage

Favourite spaces are an easy way to stay tuned with often-visited, high-impact, high-relevance information concerning daily work.