

Reorder My Workspace Links

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Reorder My Workspace Links:

1. Go to **My Workspace** > **My Workspace Links**.
2. At the bottom of the page, there are separate lists for **Building Services** and **Tenant Tools**. Select the desired link and move the link up or down on the list using the arrows.

Note:

- The order of the links correlates with how they are displayed on the **My Workspace** page.
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3. Click on **Save**.

Set the order you would like the **Building Services** links to be displayed

- Weight Watchers Support Group
- Brian Employees**
- Lease Intelligence Demo
- LI DEMO
- rCash
- Change a Light Change the World Pledge
- Commuter Club
- FedEx

Set the order you would like the **Tenant Tools** links to be displayed on the

- Hikers Club
- Emergency Planning and Awareness
- Bus Routes
- Sig Alert**
- Los Angeles Phone Book
- Entertainment
- Movie Listings

Save