

Task: Add an App to Your Personal Site

Purpose: Your personal space is a place where you can get work done much like a desk in the office. Also like a desk in the office you can add new things – like organizers – to make it quicker and more efficient to do your job. You can add new Apps in your Personal Site just like in other SharePoint sites.

Example: The Action Marketing Group receptionist would like to add a tag cloud to their Profile page.

Steps:

1. Start Internet Explorer and type the URL for your organization's SharePoint server. The Start page will open.
2. In the upper-right corner of any SharePoint page click the menu with your user name and select the **About Me** option. The user's profile page will appear.
3. In the left pane of the page, click the **Apps** link. The Site Contents page will open.

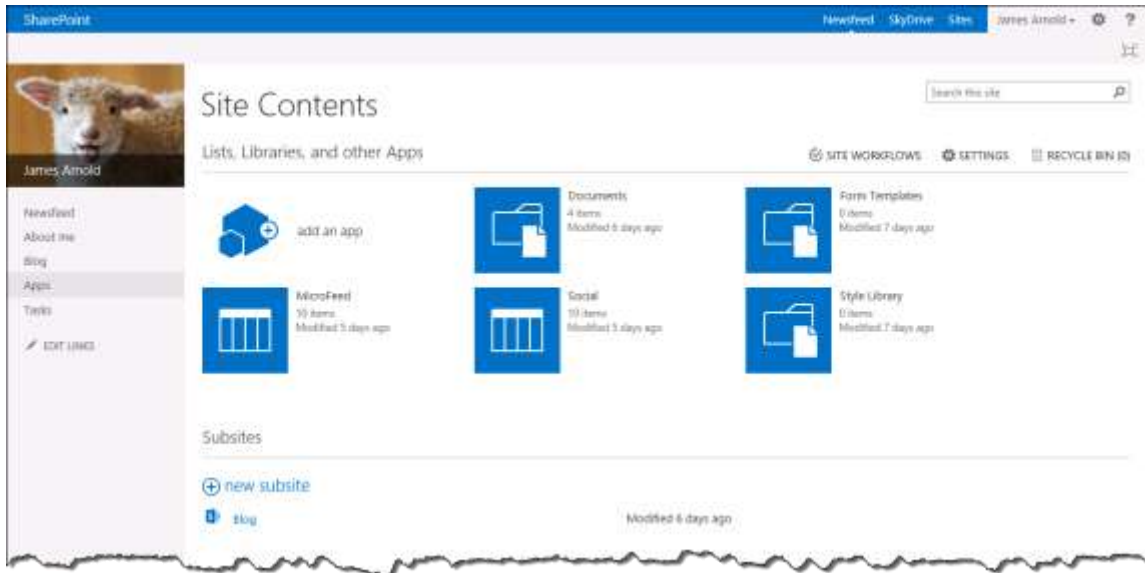


Figure 1: The User Site Contents Page

4. Click **add an app**. The Your Apps page will open.

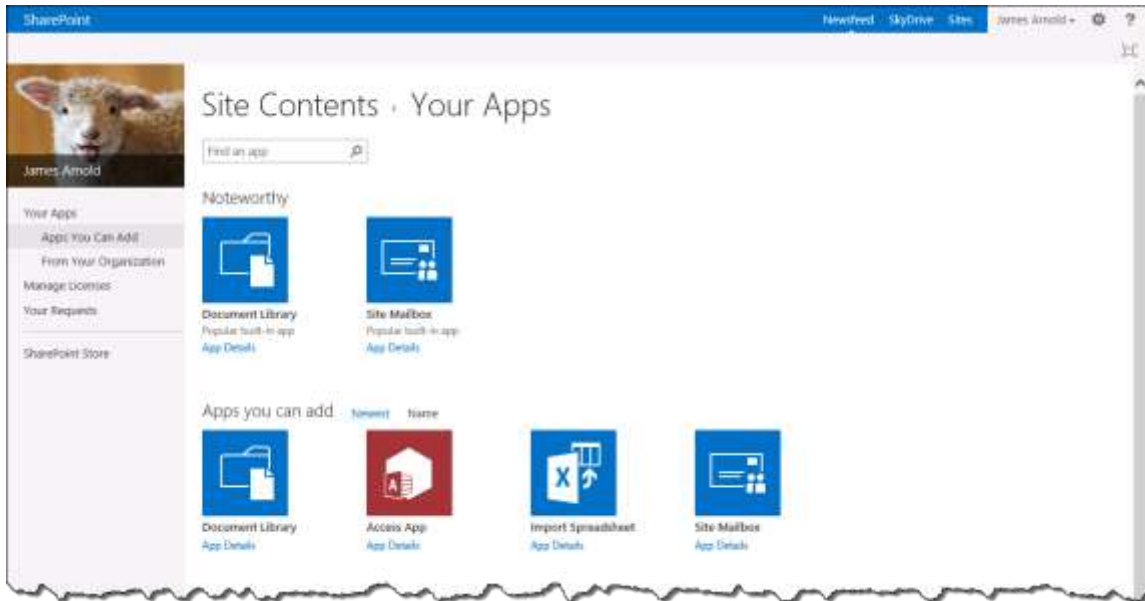


Figure 2: The Add Web Parts Header on the Profile Page in Edit Mode

5. Click the app that you want to add. The app will be added to the Site Contents page.