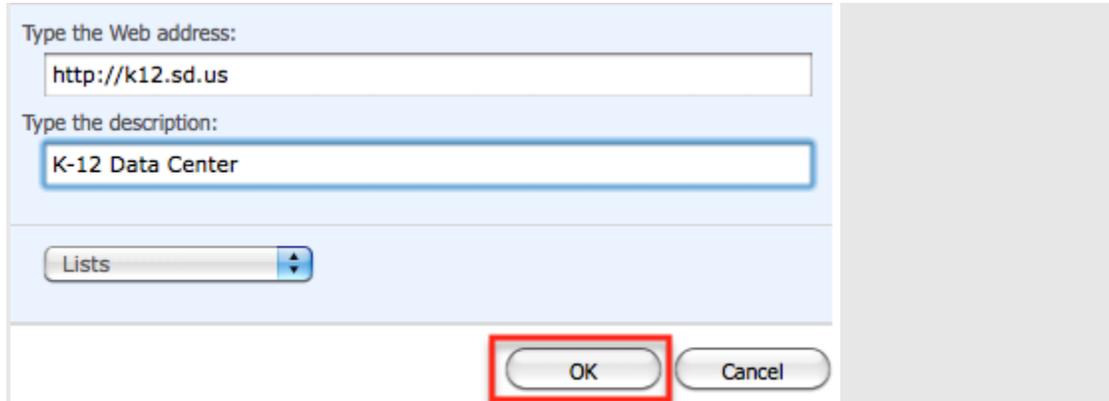


1. Click **Site Actions** → **Site Settings**.
2. Under the **Look and Feel** column, click **Quick Launch**. Here you can change the order and add new links to the Quick Launch menu.
3. To add a link, click **New Navigation Link** and copy and paste the URL from the address bar in the Internet browser into the **Type the Web address:** textbox.



Type the Web address:
http://k12.sd.us

Type the description:
K-12 Data Center

Lists

OK Cancel

4. After typing a description and specifying the Heading in which you want the link displayed, click **OK**.
5. You can also change the order in which the links appear and change the heading.