

## 3.2 Menus

<http://www.websuburb.com.au/HelpDesk/Pages/Menus/tabid/182/Default.aspx>

This section covers the management and organisation of the menu.

### 3.2.1 Step 1 Select the Pages option from the Admin menu

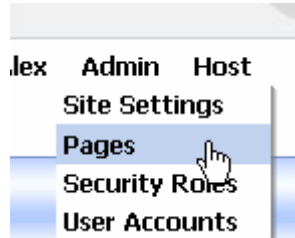


Figure: Admin menu drop down box

### 3.2.2 Step 2 Rearrange the pages



Figure: Pages module with management buttons

Notes

1. The menu is arranged according to the site map on this page.
2. Pages can be promoted or demoted in the menu using the direction buttons in the Move Page menu
3. Page settings can be edited by clicking on the edit icon. Page settings are covered in a later session.
4. New pages can be added using the Add New Page link. This is the same procedure as adding a new page from the shortcut menu at the top of the page and covered in an earlier session.

That's it! Changes to the menu are automatically saved as each page is changed.

The next step in the Session 2 is E-mail and Webmail setup.

<http://www.websuburb.com.au/HelpDesk/Mail/Email/tabid/190/Default.aspx>