Personal Workspace and Profile

UMVibe provides all users a **Personal Workspace**. This allows you to store data as you see fit, and access tools and features beneficial to you. You can define what information you want to provide about yourself via the **Profile**.

It’s important to understand, though, that your personal workspace is accessible to *all* UMVibe users. Team Workspaces are accessible only to members of that team. Personal Workspaces are accessible to all users.

**Personal Workspace**

To access your workspace:

- From the Landing Page, click the **My Workspace** link ( ) on the Action Toolbar.
- The Personal Workspace will appear:

![Personal Workspace](image)

- The **Action Toolbar** includes two new menus:
  - **Workspace** – Provides various functions that enable you to manage the workspace, including adding new folders, managing access control, configuring the workspace, etc.
  - **View** – Enables you to accomplish various tasks, such as seeing what’s new or unread in the workspace, viewing who has access, etc.

- The **Navigation Panel** provides 5 default folders:
  - **Blog** – Allows you to share your thoughts about topics important to you.
  - **Calendar** – Allows you to keep track of your personal schedule.
  - **Files** – Provides a location to easily store and track your files.
  - **Tasks** – Allows you to keep track of progress made in completing work assignments.
  - **Wiki** – Controls wiki entries, which are a set of related entries co-authored by folder participants.
To add a folder, click on the **Workspace** menu and select *New Folder*.

To delete a folder, click on the folder and then the **Folder** menu (which will appear in place of the Workspace menu) and *Delete Folder*.

The **Content Area** provides 5 tabs for you to keep track of information that may be important to you; specifically, the “What’s New” tab will show information from any Teams of which you are a member.

**Profile**

Your personal Profile allows you to publicize within UMVibe your contact information, skills, experience, and responsibilities. It is recommended that you complete your profile so that other UMVibe users who you may not know can learn about your expertise and skills. This could be important, for example, if someone putting together a research team needs a team member with your particular skills.

To access your profile from your main Personal Workspace page, click on the **Profile** link to the right of your name.

To create or update your profile, click **Edit** in the upper right-hand corner.

A window will open where most of the fields are now editable (The first name, last name and e-mail fields will not be editable).

You can populate as much or as little information as you want.

Once finished, click **OK** to save and update your Profile.