

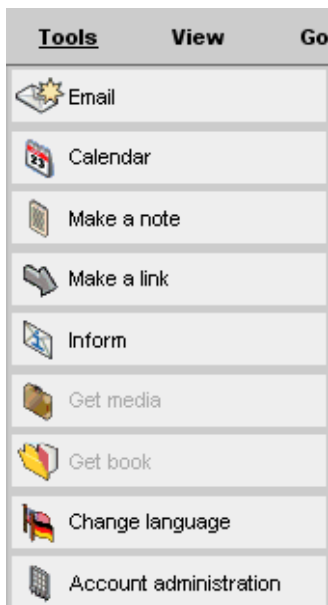
Navigating around Digitalbrain

Digitalbrain Toolbar

The Digitalbrain toolbar has a menu dropdown on the top left and a navigation toolbar at the top right hand side of your page, which is accessible wherever you are within your portal.



The drop down menus allow you to navigate anywhere within Digitalbrain from any page which you are viewing. For example the **Go to** and **Tools** menus (shown below) provide access to features, which are also accessible from your homepage toolbar (along with other features).



Click the menu item on the left of the toolbar to access the drop down menu










Digitalbrain Toolbar

Toolbars and Navigation

The right hand navigation provides you with a one-click access to specific parts of your portal. Please note that you need to be **logged in** to see all the options.



	<p>This icon known as the “My Homepage” icon will take you directly to your homepage from anywhere in Digitalbrain</p>
	<p>The pencil icon provides a quick way to edit the page, which you are looking at.</p>
	<p>This search facility allows you to search a selection of learning and reference materials)</p>
	<p>This is your email button, which will take you directly to your email inbox.</p>
	<p>An email icon with a star indicates that you have new email(s) waiting for you. Click to access your inbox</p>
	<p>This is your calendar button. Clicking on this will take you directly to your personal calendar.</p>
	<p>This is your logout button. To prevent unauthorised access, please use this button to log out when you have finished.</p>