UC Flex Portal Update

_This guide discusses some of the features that are a part of the new UC Flex portal._

**New Navigation:** To jump to a particular section, click on the section title located at the top of screen.

- The collection of tiles for that section will appear.
- You can click, hold and drag a tile to a new location either in its current section or to a new section all together.
- The magnifying glass in the top-right corner of the screen allows you to find and navigate to an approved role.

![New Navigation Diagram](image)

**Additional User Settings:** Clicking on the user icon in the top-left corner of the screen will display options allowing you to both sign out of UC Flex and modify your UC Flex portal settings.

- **App Finder:** The app finder page allows you to edit your app navigation by placing apps into different groups.
- **Clear Personalization:** The Clear Personalization button will remove any customizations you have made and revert your portal back to its default settings.
- **Settings:** From the settings dialog box you can adjust your UC Flex appearance, your home page display, and turn on or off accessibility features.
- **Edit Home Page:** Will allow you to add or remove apps from your approved sections. You also have the ability to add a group where you could place your favorite or most frequently used apps.