





Working with Favorites – Desktop (All Users)

READ TIME: 1 Minute

Login to CORE: <https://core.opentext.com/>

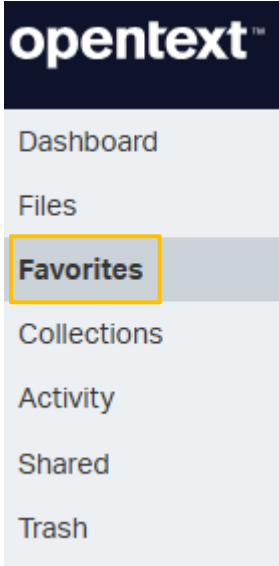
Create Favorites

Saving your personal favorites is a convenient way to keep frequently accessed documents at your fingertips within Core Share. Your Favorites folder is personal for your own account and content may be added or removed at any time. Adding content to your Favorites does not disconnect it from the system and any documents or folders in your Favorites will automatically update when they are republished.

Step	Description
1	Hover your mouse over any document or folder and look to the right on the screen to find these icons. 
2	Click the star to save the document or folder as a favorite. The star turns black. 

Access Favorites

Your personal Favorites are accessible from any device where you are logged in to your Core Share account. You may access your Favorites from any of your devices – laptop/desktop or mobile.

Step	Description
1	To access favorites, click Favorites . 

Removing Favorites

Removing documents or folders from your Favorite does not delete the content. Simply click on the black star to remove from Favorites.