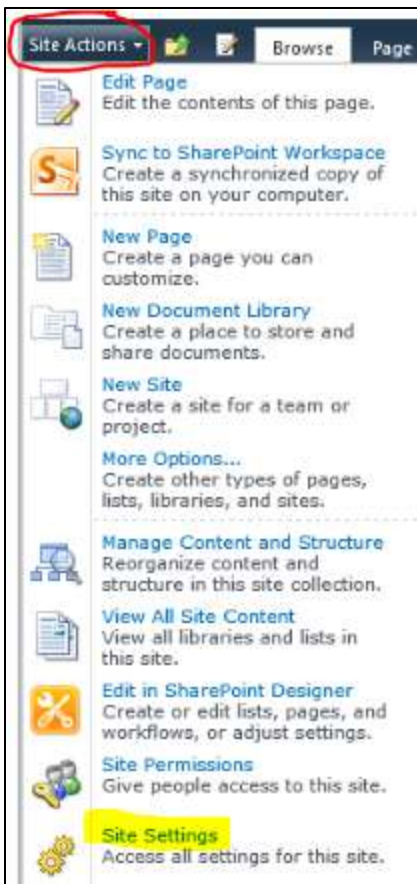
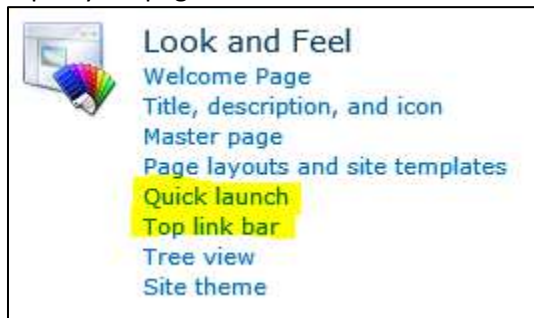


Removing a “tab” from the Top Link Bar in Sharepoint and removing a site from the Quick Launch in Sharepoint

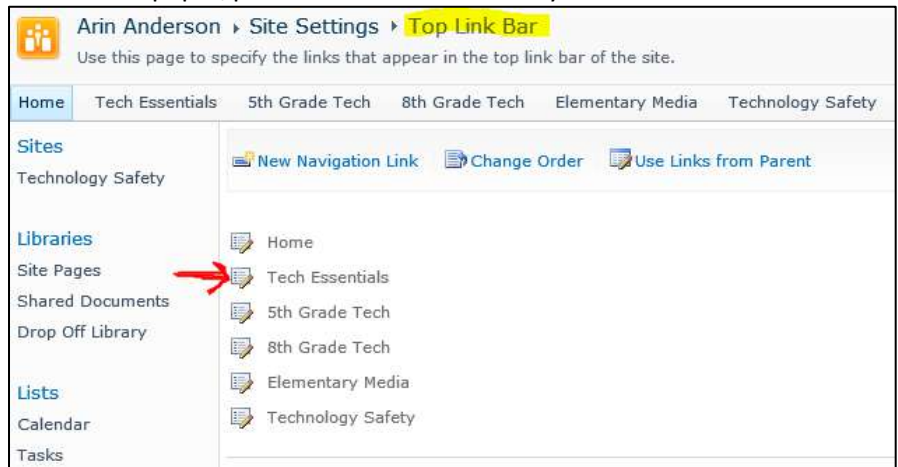
Sign in to Sharepoint and go to “Site Actions” then “Site Settings”



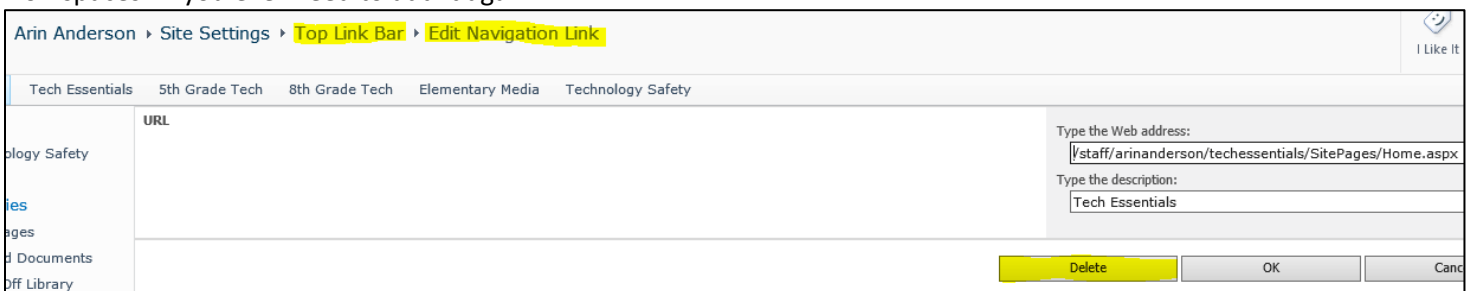
Click on **Quick launch** to remove a site from the left side of your page. Click on **Top link bar** to remove a tab from the top of your page.



Click on the paper/pencil icon beside the site you would like to hide.



Click “delete” – this will only delete it on the navigation side of things – you will still be able to find it in “sites and workspaces” if you ever need to add it again.



You will need to do this process for **BOTH** Top Link Bar and Quick Launch.