**Task: Add an App to Your Personal Site**

**Purpose:** Your personal space is a place where you can get work done much like a desk in the office. Also like a desk in the office you can add new things – like organizers – to make it quicker and more efficient to do your job. You can add new Apps in your Personal Site just like in other SharePoint sites.

**Example:** The Action Marketing Group receptionist would like to add a tag cloud to their Profile page.

**Steps:**

1. Start Internet Explorer and type the URL for your organization’s SharePoint server. The Start page will open.
2. In the upper-right corner of any SharePoint page click the menu with your user name and select the *About Me* option. The user’s profile page will appear.
3. In the left pane of the page, click the *Apps* link. The Site Contents page will open.

![Figure 1: The User Site Contents Page](image)

4. Click *add an app*. The Your Apps page will open.
5. Click the app that you want to add. The app will be added to the Site Contents page.