



Personalize your navigation bar

Navigation bar

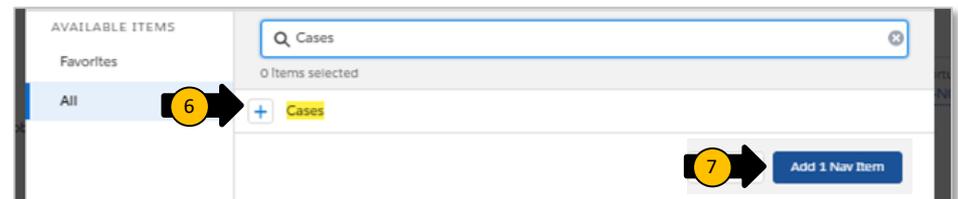
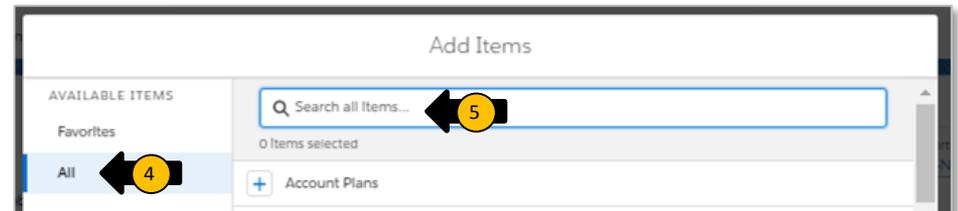
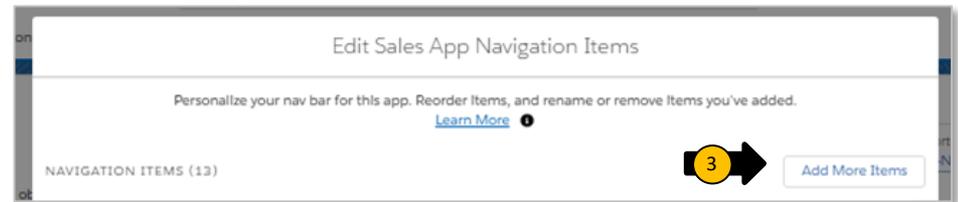
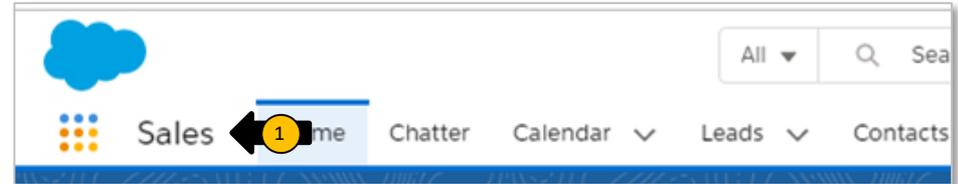
When you first log into Salesforce Lightning, you should see the default navigation bar for sales users.

Locate available tabs for your navigation bar:

1. Before you begin personalizing your navigation bar, ensure that you are seeing the Lightning Sales view. If not, you will need to first switch to the sales view. (See 'Switch to sales view' guide)
2. Select *Personalize your nav bar* pencil icon
3. Select *Add More Items*
4. Select *All* for a list of all available tabs
5. ... enter "Coro" into *Search all items...* field

Add tab to your navigation bar:

6. Select + to add "Coro" tab
7. Select *Add Nav Item* to add selected tabs



Continued...



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Sort tabs within your navigation bar:

1. All new navigation items are added to the last tab location (i.e. furthest right tab on navigation bar)
To rearrange, click and drag "Coro" to desired tab location
2. Select *Save*

TIP: You can also drag and drop tabs within the navigation bar itself

Delete tab from your navigation bar:

1. Select tab's X
2. Select *Save*

NOTE: You cannot delete any sales default tabs. If you are not presented with an option to delete a tab, this indicates that it is a sales default tab.

