Symbaloo user guide

Chapter 1
Create a webmix

- Save time
- Organize your online life
- Never lose your bookmarks

Create.

Chapter 2
Share a webmix

- Share your webmix easily
- Inform others
- Get traffic from Google

Share.

Chapter 3
Discover webmixes

- Get the best links per topic
- Get inspired
- Find useful school webmixes

Discover.
Add a tile

Want to add new tiles to your webmix? Type the name of the website or company in the tile search box.

Add a webmix

To add a webmix, just click the plus sign.

Change your webmix

Want to edit a tile, move or copy it to another webmix, or make other changes? Then click edit webmix.
How to share your Symbaloo webmix

1. Click **share on your webmix**

2. Choose **share with the world** or **share with friends** *(to keep private)*

3. Spread your webmix!

What happens if I share my webmix?

Once you share your webmix, Symbaloo gives you a link. If you share the webmix with the world, it will be submitted to search engines such as Google and Bing. In the Webmix Gallery you can keep track of the number of users. Please carefully **name** the webmix and give it a good description. This will enable more users to find it.
Discover.
How to discover webmixes of others

1. Browse through webmixes
(We’ve gathered the best webmixes and made them available on the second tab. There you will find great webmixes on a variety of topics)

2. Search in our gallery
(To get there, click on the “plus” sign)

Who makes these webmixes?
All the webmixes that you find in the Symbaloo Gallery are made by Symbaloo users. These users might represent a company, organization or a school. They made the webmix for its employees, clients or students.
Tiles legend

Links

Click on a tile and surf to that website right away

Newsfeeds

Click on a news tile and read headlines in the center box

Search modules

Search on Google, Wikipedia, or Maps from Symbaloo

Radio

Click on a radio tile, to listen to the radio station directly

Widgets

Widgets start a small app in the center box. Eg. the weather

Preferences

Under preferences you can:

- Determine with which source the center box starts
- If a new link opens in the same, or in a new screen
- Which webmix should open first

Set your preferences here
Create an account

(It’s easy and free)

- Only password & email address required
- Don’t lose your favorites anymore
- Use your settings on any computer in the world

Set Symbaloo as startpage

(And start with your favorites quickly. Every day)

1. Click **tools** in upper menu bar
2. **Open internet options**
3. **Set www.symbaloo.com under homepage**

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1. Click **tools** in upper menu bar
2. **Open extra - tab general**
3. **Set www.symbaloo.com under homepage**

Safari

1. Click **edit** in upper menu bar
2. **Open preferences - tab general**
3. **Set www.symbaloo.com under homepage**

Chrome

1. Click **open options - tab basic settings**
2. **Set www.symbaloo.com under homepage**