

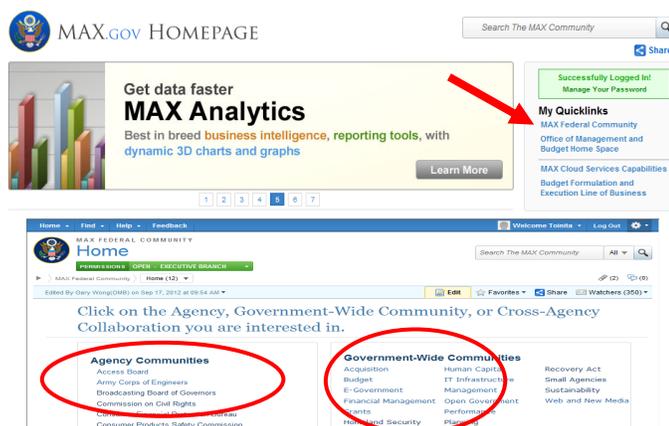


Get Started

Logging into MAX is simple!

- Go to www.MAX.gov
- Click

Navigate the MAX Federal Community



On the main dashboard, the links under Agency communities lead to each agency's space. The Government-Wide Communities also have their own space. Each space can have its own administrators and space-wide restrictions.

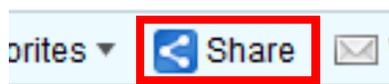
Breadcrumb Line

The 'Breadcrumb Line' is a quick way to see exactly where you are in the Community.



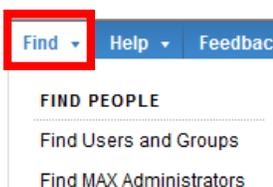
Share

Use this link to direct people to pages within the Community instead of using the URL in your web browser.



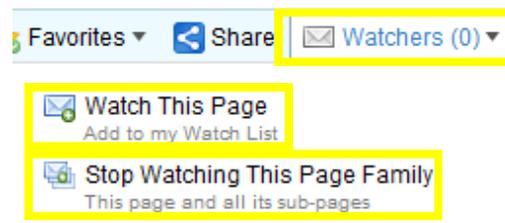
MAX Directory

The Directory gives you access to contact information for all Community users.

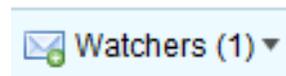


Watch a Page

This watch a page feature allows you to be notified via e-mail when updates are made to that page.



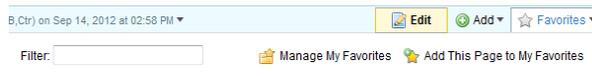
Choose to watch the individual page, or the entire page family. If you are watching a page, you'll see a green checkmark appear on the 'Watchers' button.



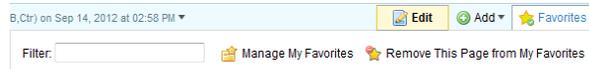
Manage Your Favorite Pages

You can 'bookmark' pages within the Community.

Hover over the button in the upper right-hand corner of the page. Click on "Add This Page to My Favorites."



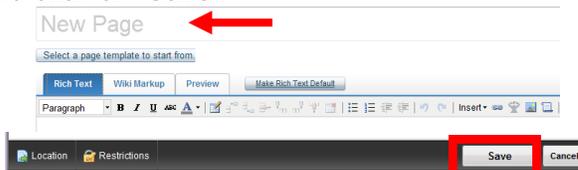
You can also remove and manage your favorites. To go to your list of Community favorites, hover over 'Favorites' in the upper right-hand corner of the page.



Add a New Page

To create a new page in the Community:

1. Hover over 'Add' and click on 'Child Page'.
2. Enter in title and content in Rich Text and click on 'Save'.





Add Content and Design Your Page

To add/change content on a page, click on 

Editing in 'Rich Text' provides an easy, Word-like interface. Experienced users may edit in 'Wiki Markup', which allows for more complicated page formatting.



Add Attachments

This feature allows you to add files as attachments to your page.

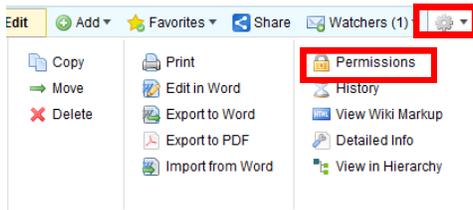
1. Hover over 'Add' and click on 'Attachment'.
2. Click on 'Browse' to find the document on your computer.
3. Click on 'Upload'.



Restrict Content

All pages in the Community may be view and/or edit restricted. 'Permissions' control who can view/edit a page.

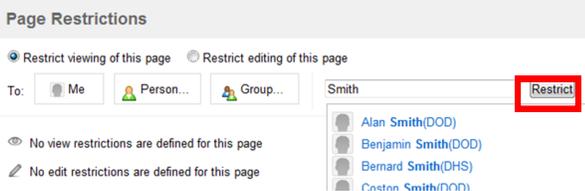
1. Hover over 'Page Options' and click on 'Permissions'.



2. Type in the individual(s) or group(s) you would like to restrict the page to, and click on 'Restrict'.

Note:

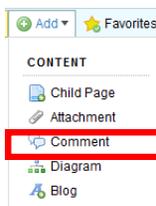
View restricting controls who can see a page.
 Edit restricting controls who can *edit and view* a page.



Comment on a Page

This feature allows you to comment on any page and start comment threads.

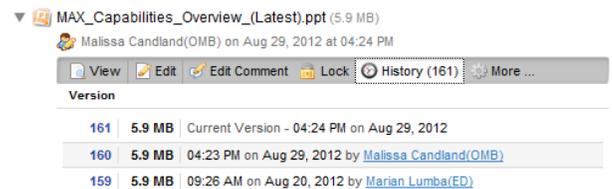
1. Hover over 'Add' and click on 'Comment'.
2. Enter comment into the box and click on 'Post'.



Direct Editing

You can edit any Microsoft file attached to a Community page just as you would edit documents on a network drive.

1. Click on the name of the attachment. From the drop-down, click on 'Edit'.
2. When you are done editing, click 'Save', not 'Save As'. The updated file will be the most recent version of the document on the Community.



Help Section

Our comprehensive Help Section provides several helpful links with all MAX applications, User Guides and Training.



If you are unable to find an answer to your question in the Help Section, please send an email to maxsupport@omb.eop.gov.