How to Add and Remove a Reminder on MyHub

MyHub · https://cclearninghub.co.uk/docs/how-to-add-and-remove-a-reminder-on-myhub/

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This guide explains how to create, manage, and remove reminders directly from your MyHub Dashboard.

Using reminders helps improve organisation, increases efficiency, and reduces the risk of forgetting important tasks. By keeping key actions visible on your dashboard, you can stay on top of your workload and ensure nothing is missed throughout your day.

By following this guide, you will learn how to:

- Create a new reminder from your dashboard
- Add clear titles and useful details to reminders
- Pin reminders for quick visibility
- Remove reminders when they are no longer needed

This ensures you can effectively manage your daily tasks and stay organised using the MyHub Dashboard.

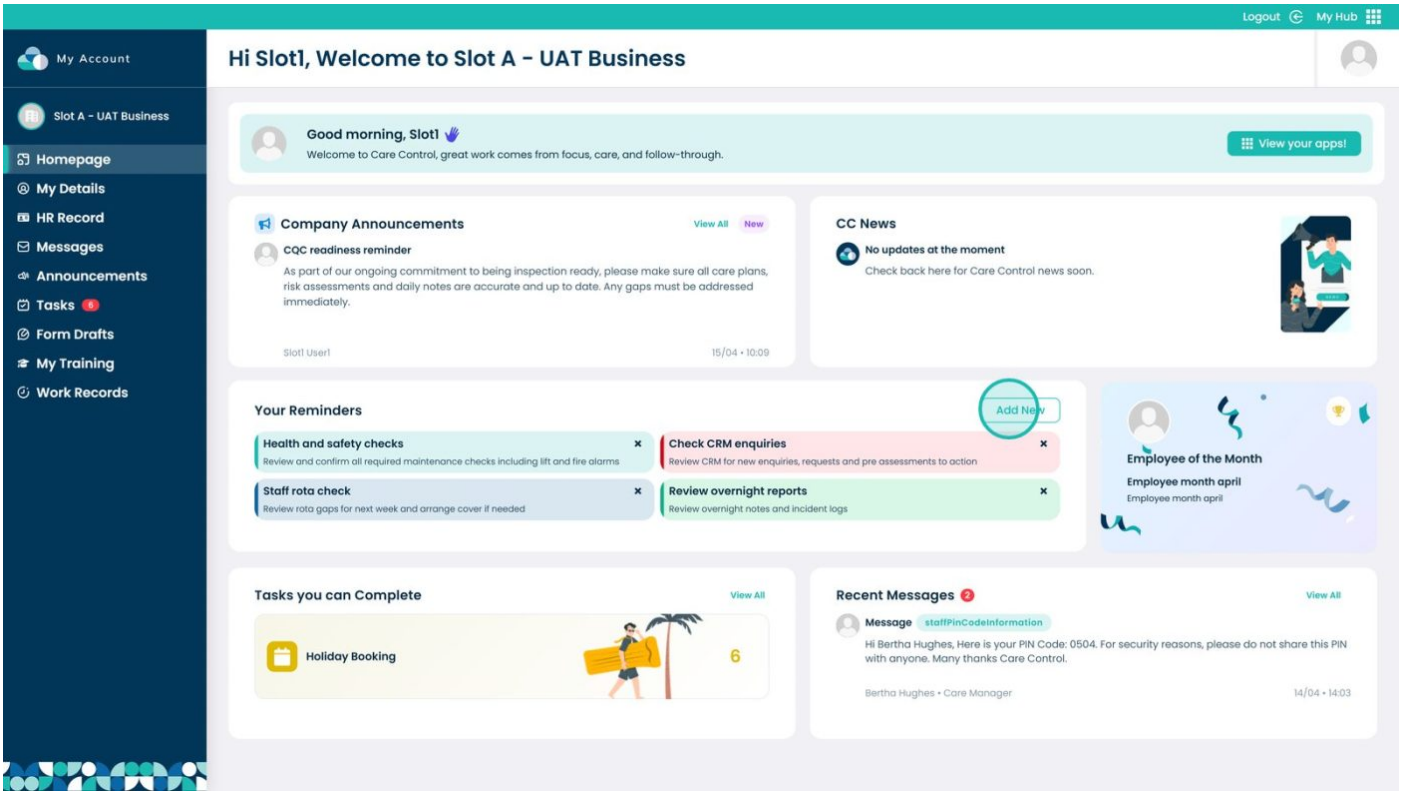
Interactive Guide

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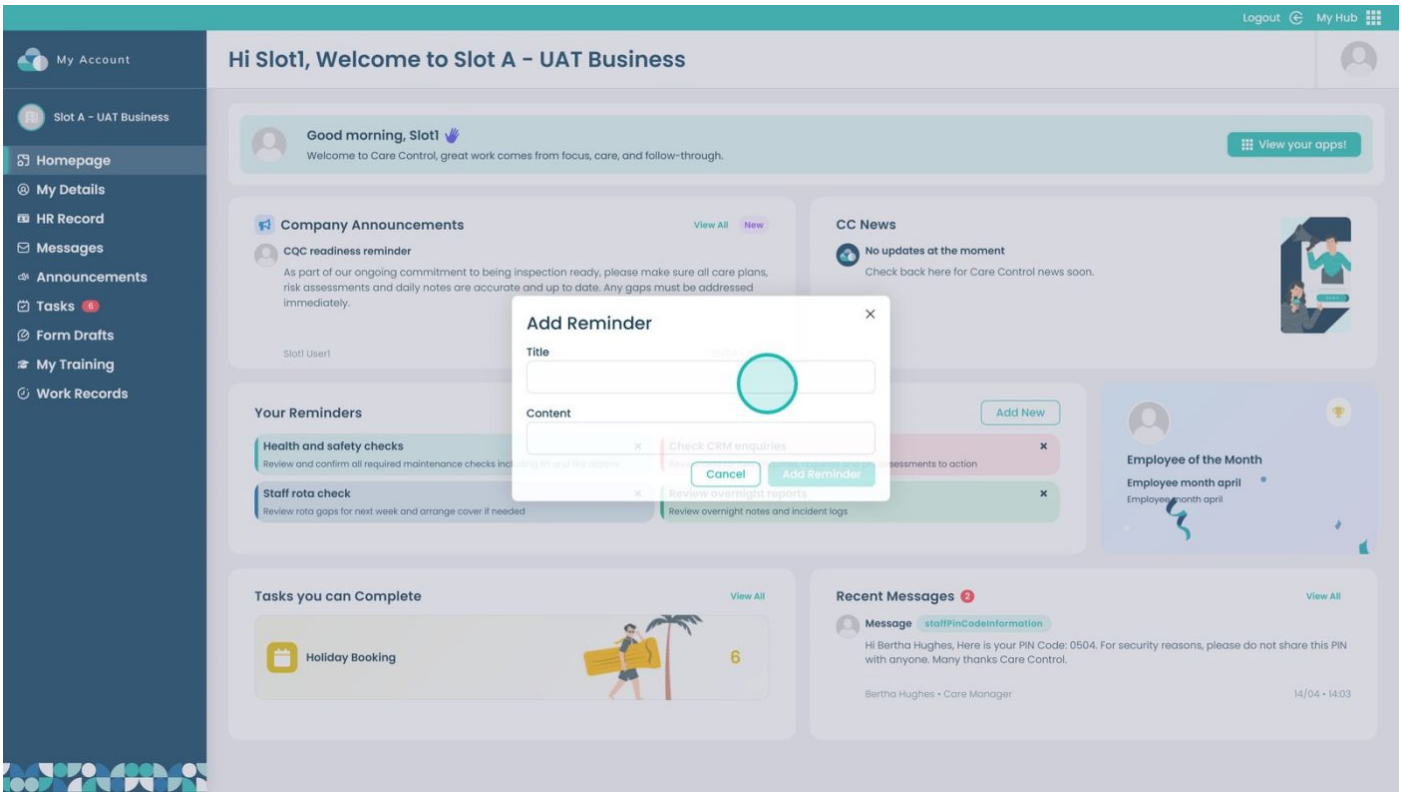
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Text based guide

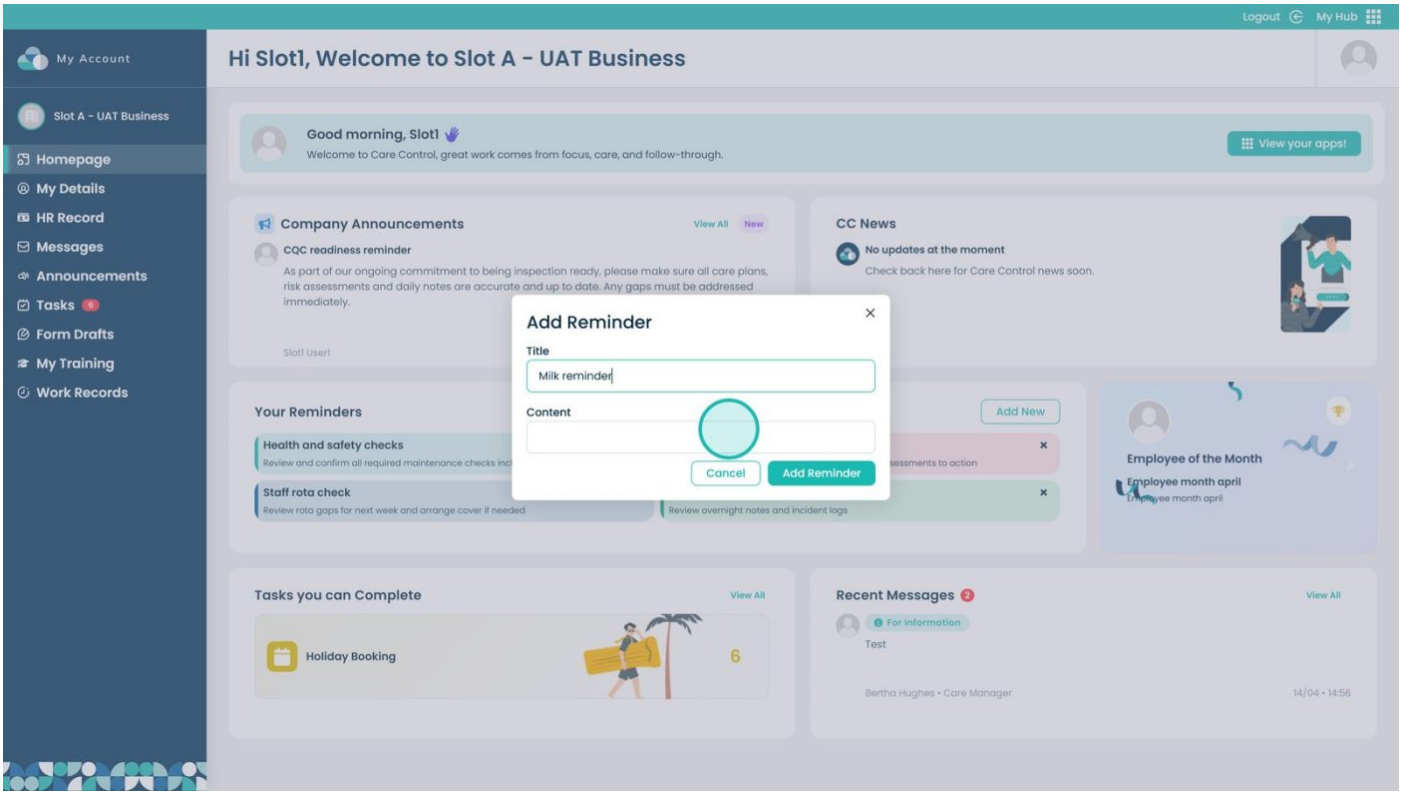
Click “Add New” to quickly create a new reminder from your dashboard.



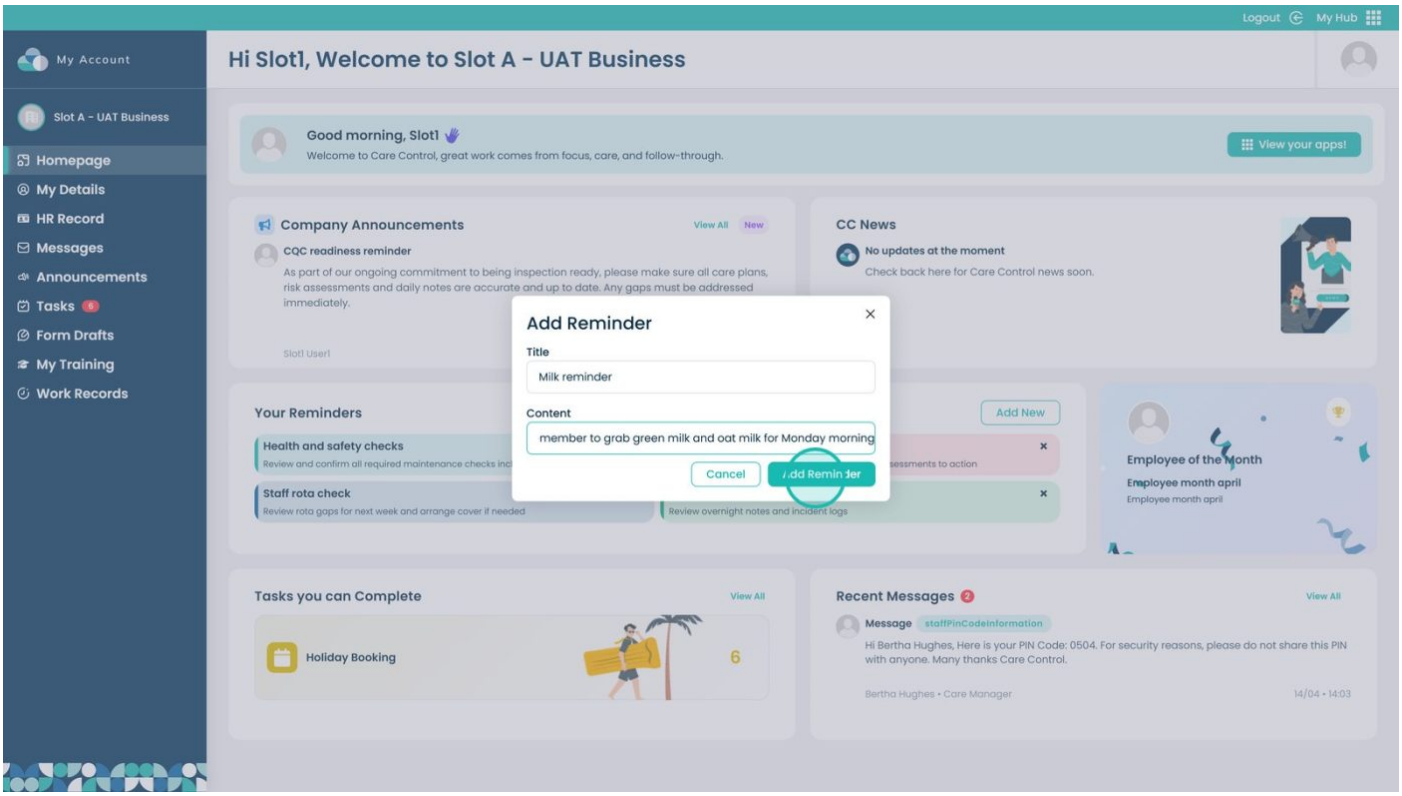
Enter a short, memorable title for your reminder.



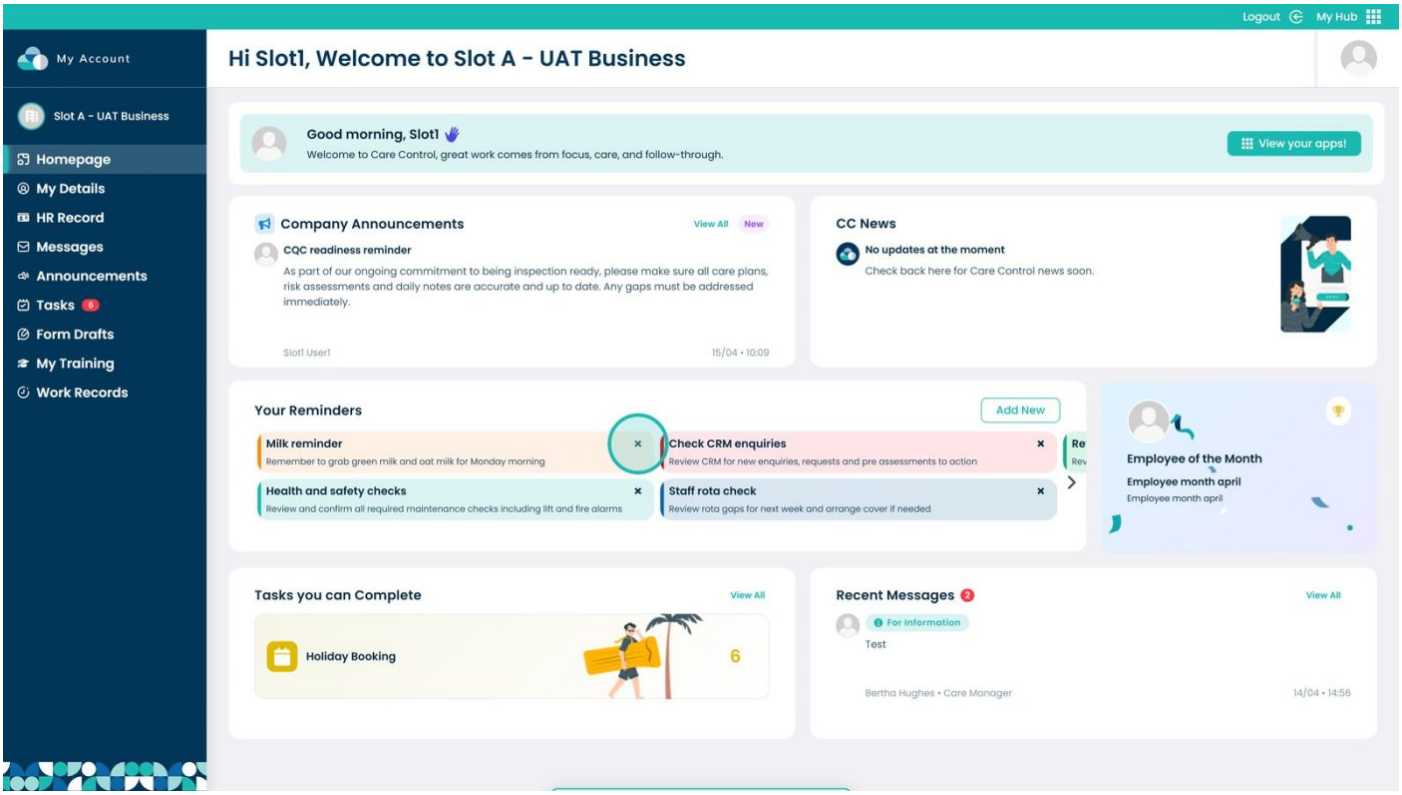
Add relevant details so you never miss an important task.



Click *Add Reminder* to pin it to your dashboard instantly.



Remove a reminder by clicking the “X” in the corner of the reminder box.



Was it helpful ?

- Happy

- Normal
- Sad

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