How to add the SharePoint Portal website to the Trusted Sites list in Internet Explorer 8 and 9

1. Click on the **Tools** button on the <u>Command Bar.</u>
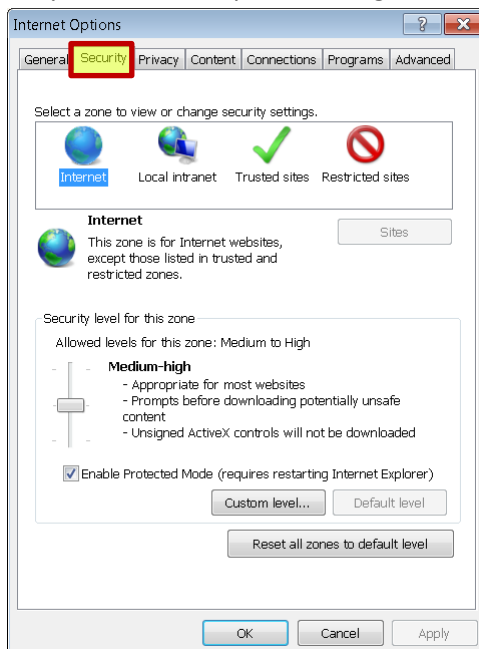
If you do not see the <u>Command Bar</u> on your browser press the [**A l t**] key on your keyboard and then **click** the **View** menu, select the *Toolbars* submenu and then **click** on **Command Bar**.
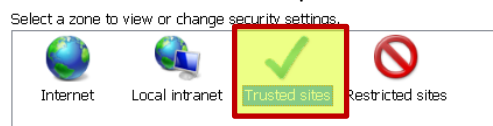
2. On the <u>Tools</u> button menu **click Internet Options**
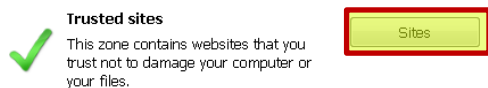
3. On your <u>Internet Options</u> dialog box **click** your **Security** tab located on the top
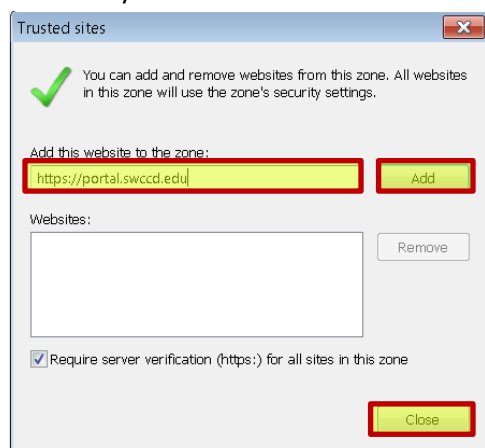
4. **Click** the **Trusted Sites** option under "Select a zone to view or change security settings."

5. **Click** the **Sites** button
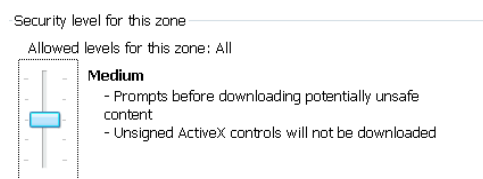
6. On the Trusted Sites dialog box, **type** the following url **https://portal.swccd.edu** and then **click** the **Add** button, and finally **Close** the window.
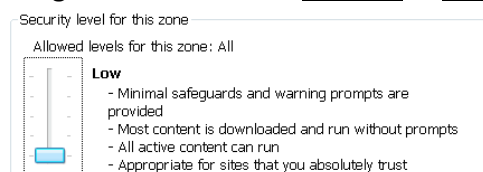
This will add the SharePoint portal site to your list of trusted sites.

The next step is to lower the Security settings for the this zone
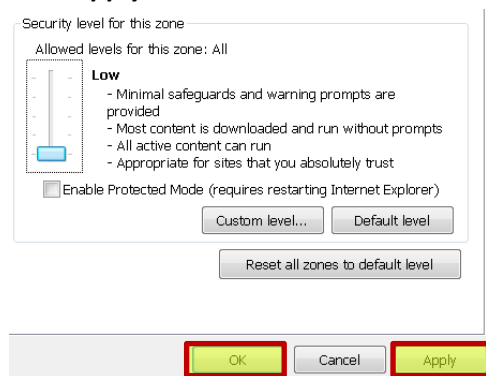
1. On the same Internet Options dialog box, scroll down to the section that reads "Security Level for this zone."

2. **Drag** the slider bar from Medium to Low

3. **Click Apply** and then **OK**

This will lower the Security level for the Trusted Sites listed above.