

Setting Trusted Sites Policies in Internet Explorer

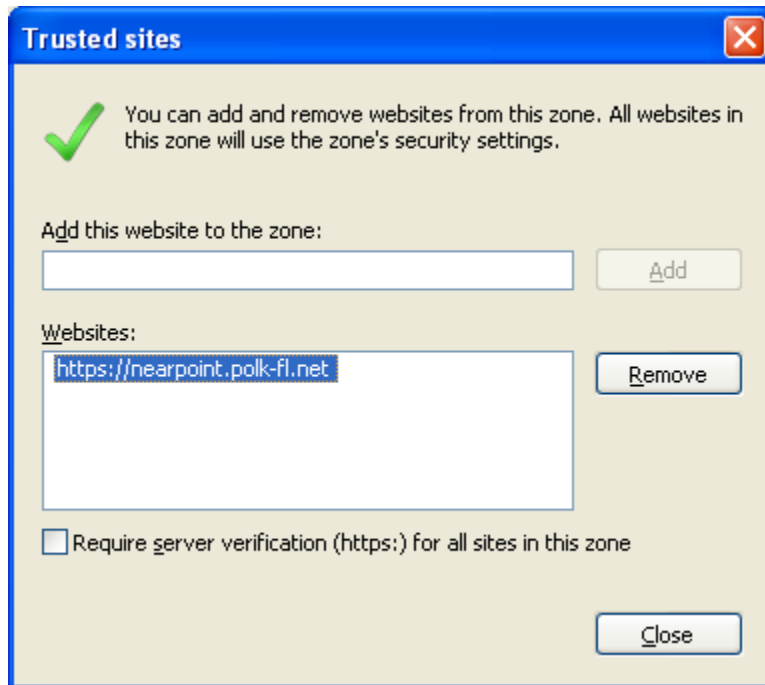
Purpose: Making the below changes to the Trusted Sites Security settings in Internet Explorer will, when using Outlook, automatically log you into your Mimosa Archive, automatically allow pop-ups, and automatically download files when using your Mimosa Archive.

Note: These changes do not affect WebMail. You will still be required to Log In and still be prompted to allow pop-ups and download files when using WebMail.

Open Internet Explorer and go to Tools > Internet Options > Security Tab



Select Trusted Sites, Click the Sites button

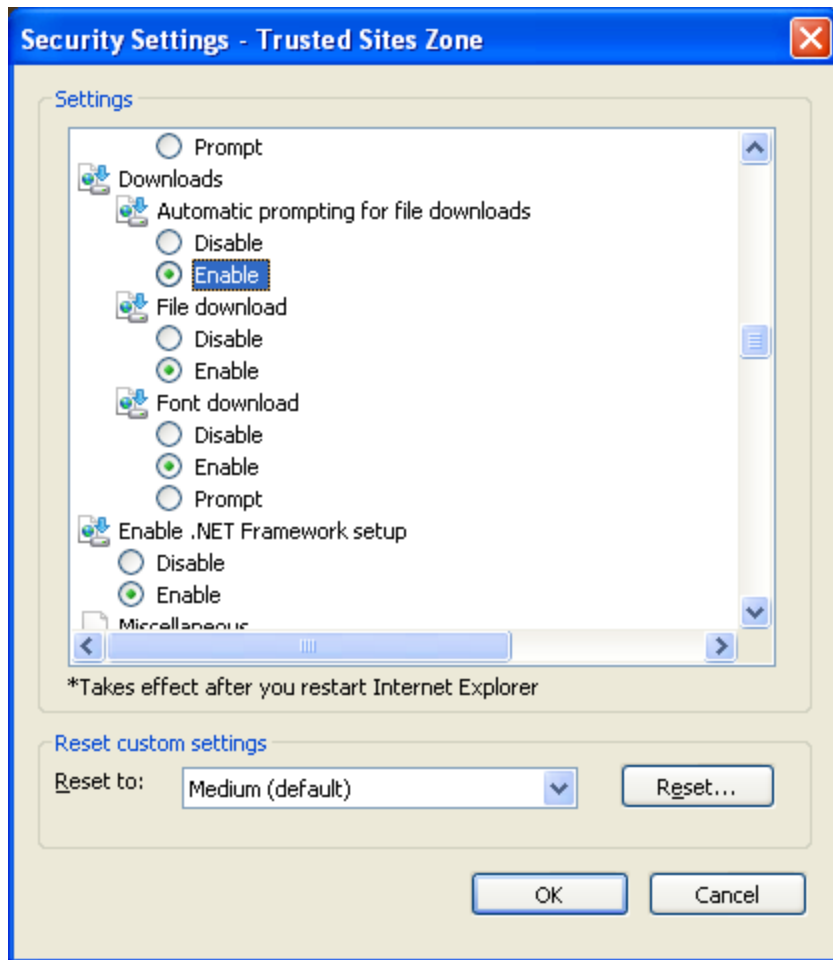


In the "Add this website to the zone:" field, type <https://nearpoint.polk-fl.net>, click Add

The address will then be moved into the Websites box. Click the Close button.

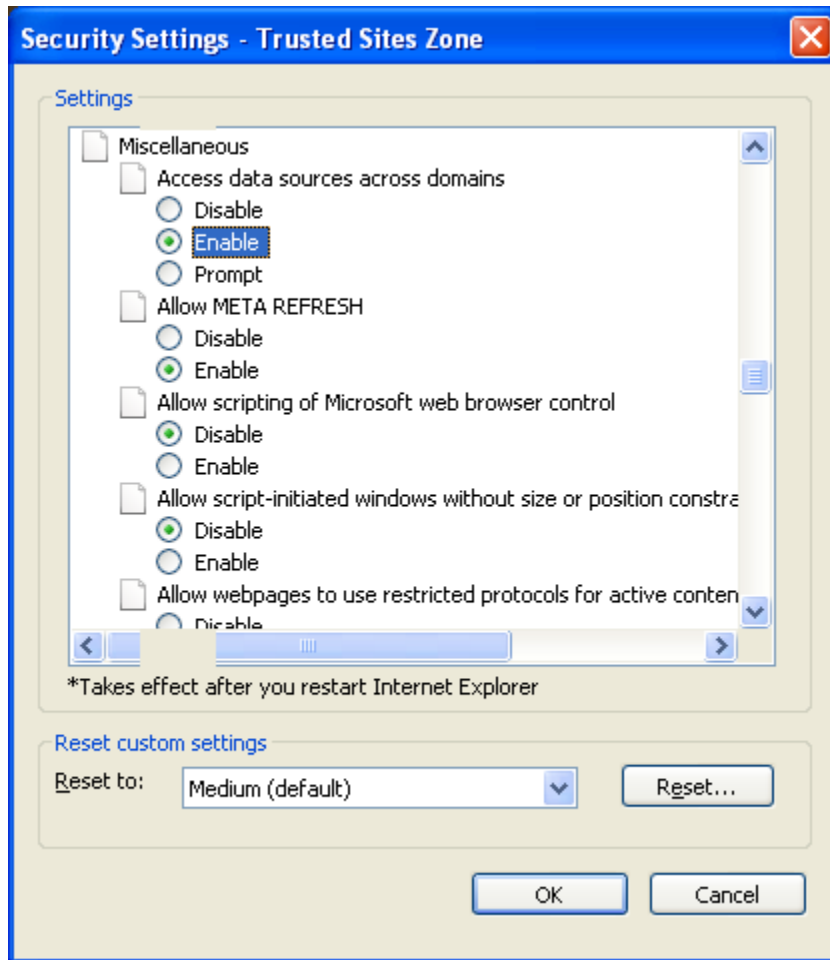
You should now be back on the Security tab.

While still on Trusted Sites, click the Custom Level button.

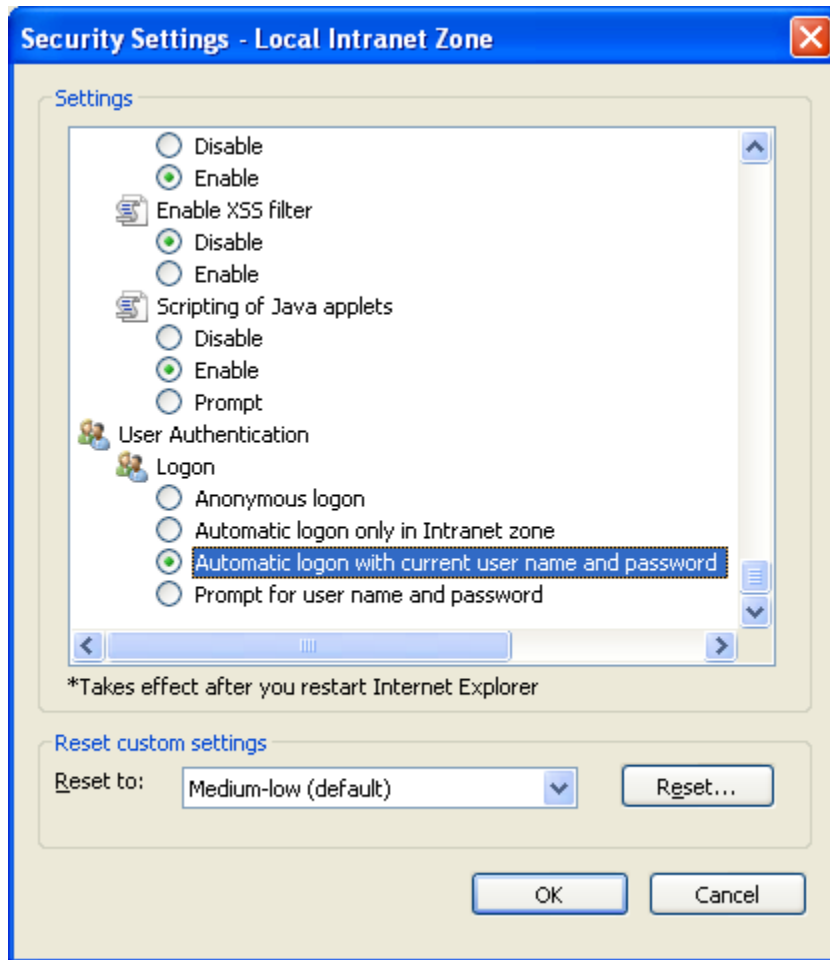


Scroll down to the Downloads section and under “Automatic prompting for file downloads” select the Enable radio button.

Scroll down to Miscellaneous. Under “Access Data Sources Across Domains”, select the Enable radio button.

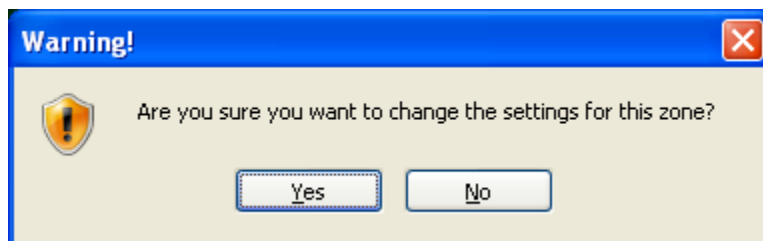


Now scroll down to the User Authentication section (all the way at the bottom). Under Logon, select the “Automatic logon with current user name and password”



Click OK

You may be asked if you are sure:



Click Yes

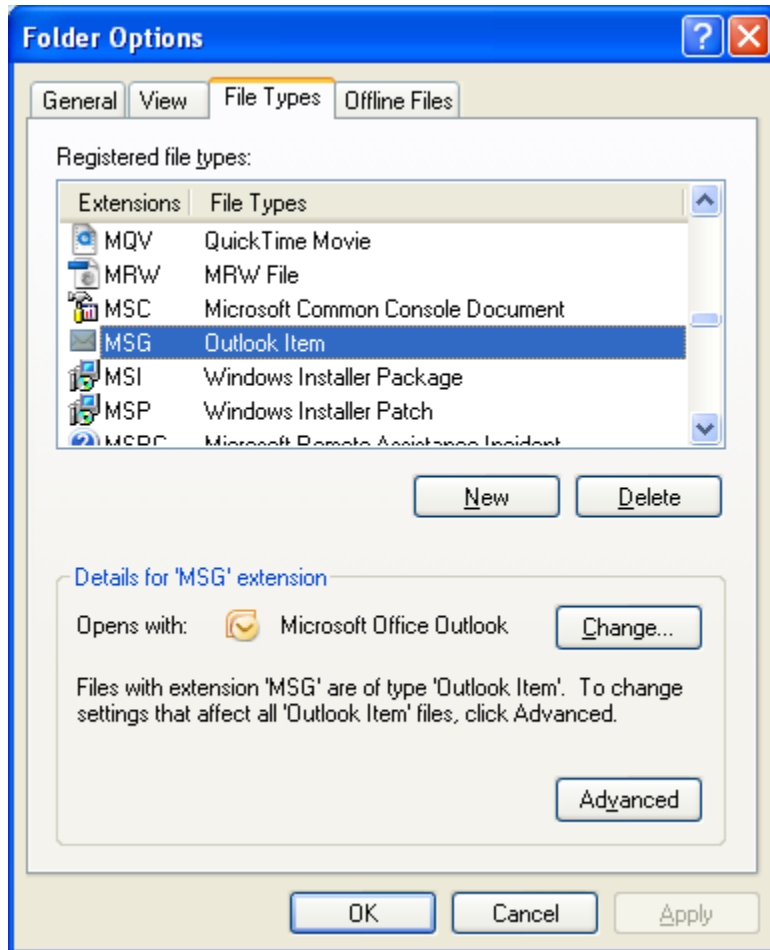
Back on the Security tab, click Apply/Ok

Close Internet Explorer.

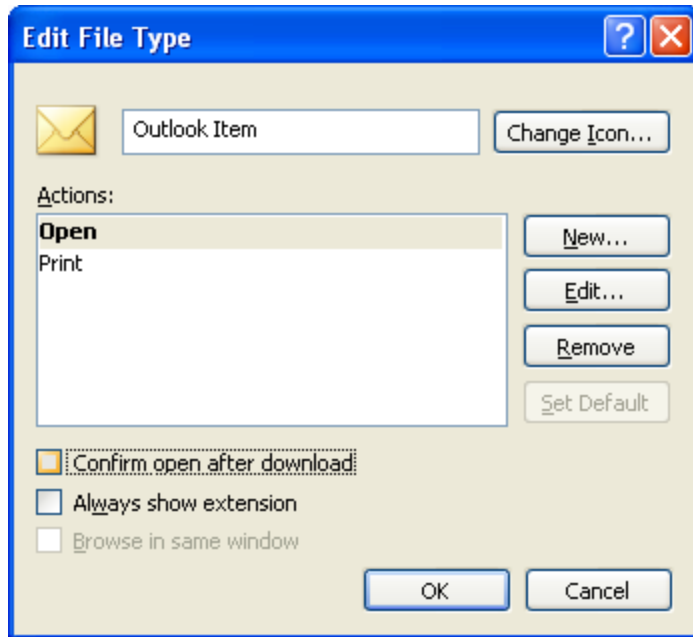
Now, to have a message automatically open when you double click on it (without it asking if you want to Open or Save the message), you may make a change to the Folder Options on your computer.

Note: This particular change may not be possible for all users. If “Advanced” is grayed out, you do not have the access to make this change. That’s ok. Just doing the above steps will help greatly!

Open your “My Documents” folder, go to Tools > Folder Options > File Types tab.



Scroll down until you find the MSG file type. Click the Advanced button.



Uncheck the “Confirm open after download” checkbox. Click OK.

Close the Folder Options box.

You may now close the My Documents folder.

You’re done! The next time you access your archive, you will not have to log in and you’ll be able to easily open items.