

## **Configuring Access to Excent** **Helpful information**

Excent is a web application that is accessed through the Internet from your computer. You will need to know the address to enter in Internet Explorer as well as some additional information to help keep your computer secure.


Computers that will access Excent should be checked for the following:

1. Remove any toolbars that contain popup blockers (or configure them to accept popups from [excent.polk-fl.net](http://excent.polk-fl.net)). Directions for Yahoo and Google toolbars are below. Note, different versions of the toolbars may have different methods of accessing the uninstall command. You may also use the Add/Remove Programs control panel to remove these.
2. Be sure the Internet Explorer built-in popup blocker is turned off.
3. Visit the Windows Update web site (<http://windowsupdate.microsoft.com>) and install any critical updates you find there.

### **How do I remove Yahoo! Toolbar for Internet Explorer?**

There are two ways to uninstall the Yahoo! Toolbar for Internet Explorer.

#### **Option 1: via the Toolbar**

- Select "Uninstall" from the Pencil button ()
- Click "Uninstall" on the uninstall page.
- Close any open IE windows

When you restart Internet Explorer, Toolbar will no longer be present.

#### **Option 2: via Control Panel**

- Click on the Windows "Start" button
- Select "Control Panel" from the "Settings" menu
- Double-click on "Add/Remove Programs"
- Scroll down and click on the "Yahoo! Toolbar" entry
- Click on "Change/Remove"
- Close any open IE windows

Yahoo! Toolbar is now uninstalled. Start IE again after closing all your open IE browser windows and it will no longer be present.

If you follow these steps and Yahoo! Toolbar is still present, make sure you have closed all your open IE browser windows. Due to Internet Explorer being integrated with Windows, you may need to restart your computer to fully uninstall Yahoo! Toolbar.

## How do I remove Google Toolbar for Internet Explorer?

### INTERNET EXPLORER

#### **Option 1:**

1. Click on the "Settings" button located directly on your Google Toolbar. Please note that if you don't have a "Settings" button on your Toolbar, then you likely have an older version installed. Instead, please click on the Google logo button located to the left of your search box.
2. Choose "Help" and then "Uninstall."
3. Press the "Uninstall the Google Toolbar" button.

Google Toolbar is now uninstalled. Start IE again after closing all your open IE browser windows and it will no longer be present.

#### **Option 2: via Control Panel**

- Click on the Windows "Start" button
  - Select "Control Panel" from the "Settings" menu
  - Double-click on "Add/Remove Programs"
  - Scroll down and click on the "Google Toolbar for Internet Explorer" entry
  - Click on "Change/Remove"
- Close any open IE windows

If you follow these steps and Google Toolbar is still present, make sure you have closed all your open IE browser windows. Due to Internet Explorer being integrated with Windows, you may need to restart your computer to fully uninstall Google Toolbar.