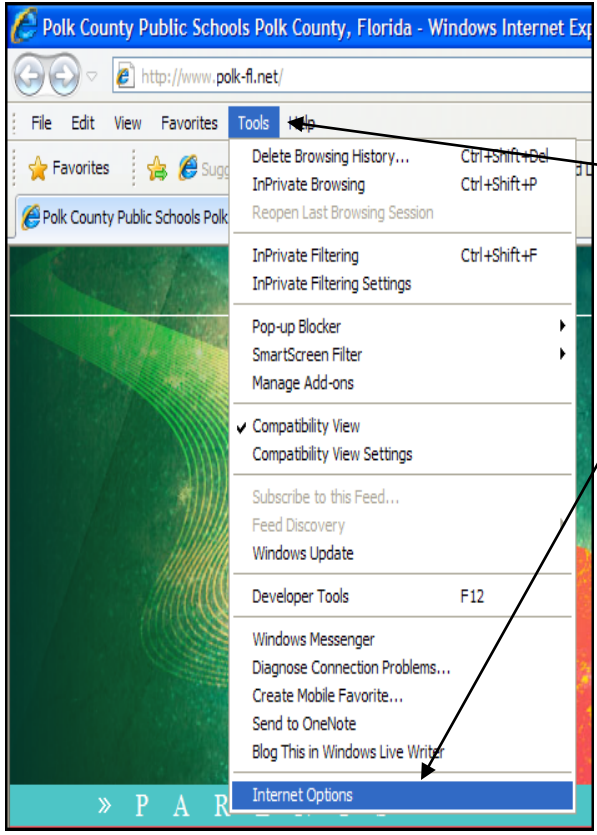
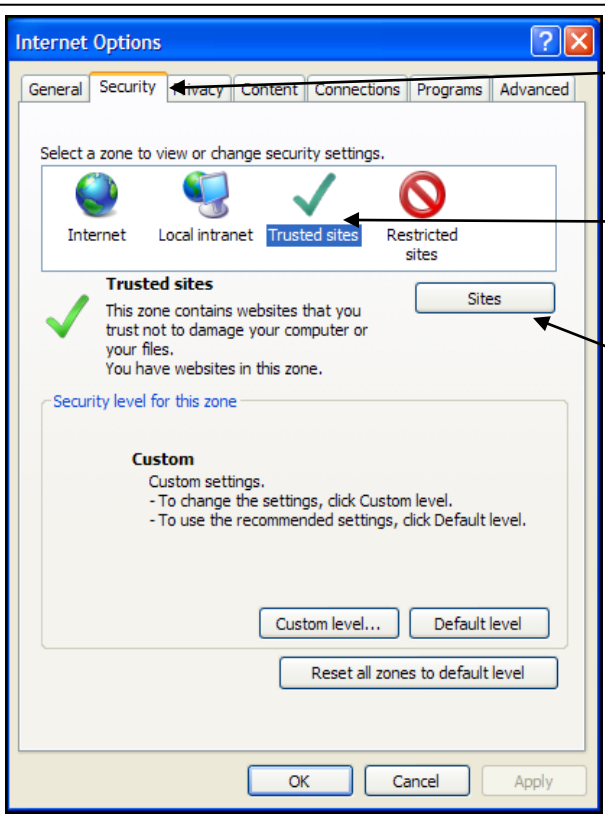
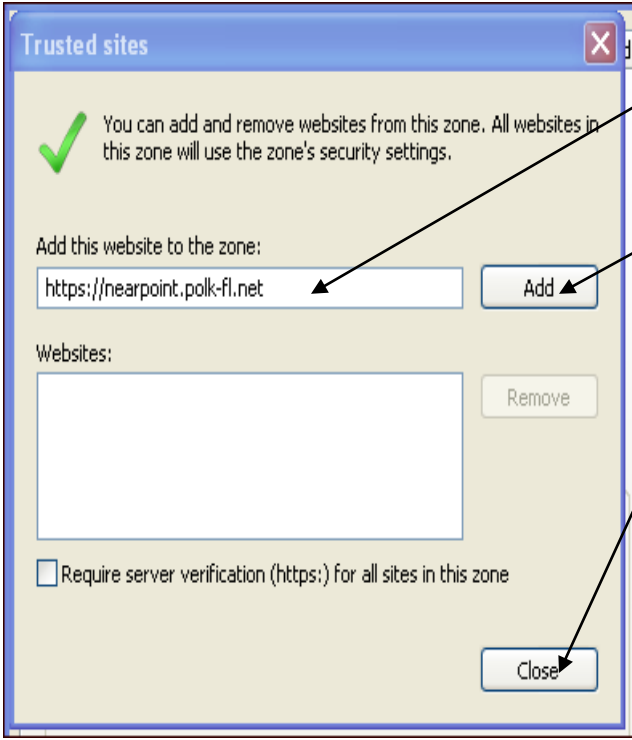
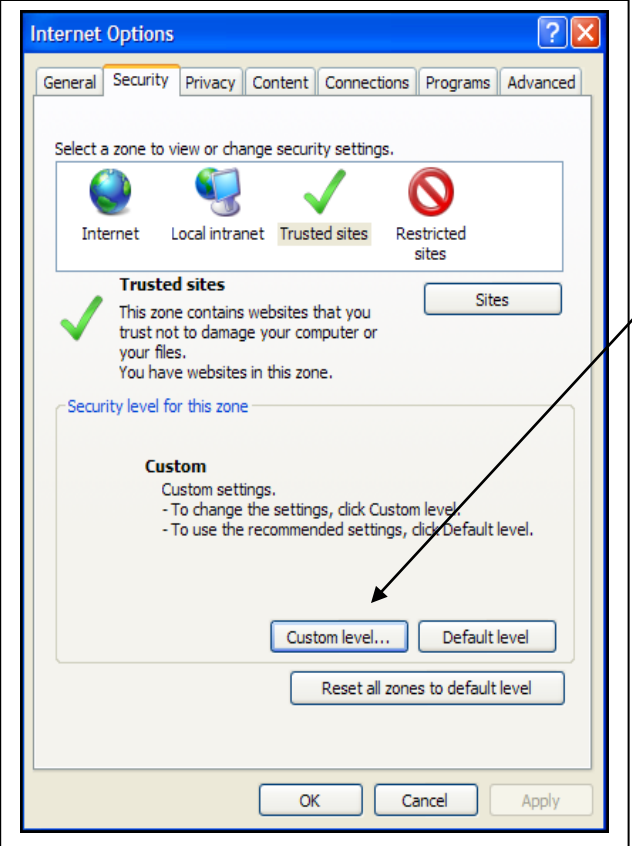


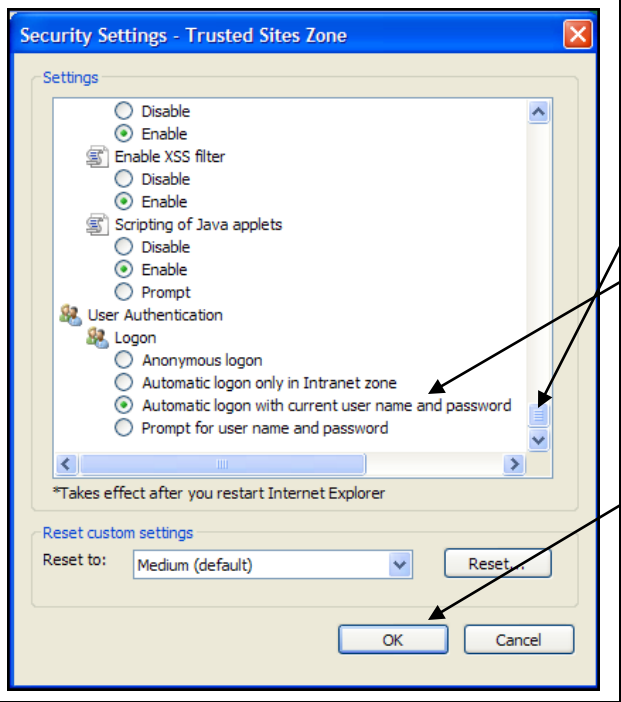
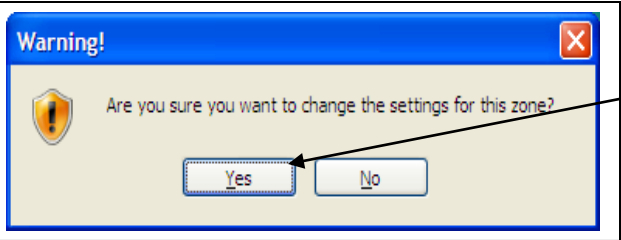
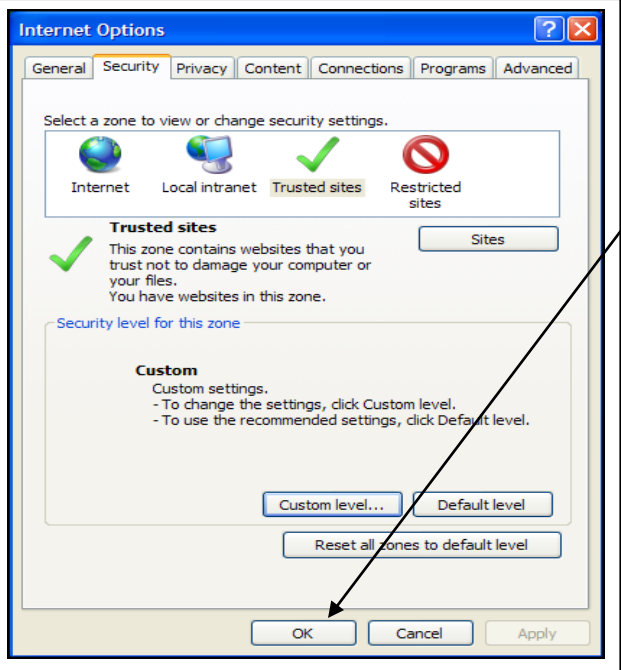
## Automate Logon to Mimosa Archive Folder

Steps	Screen Displayed	Procedures
1	 <p>The screenshot shows the Internet Explorer browser window with the 'Tools' menu open. The menu items include: Delete Browsing History..., InPrivate Browsing, Reopen Last Browsing Session, InPrivate Filtering, InPrivate Filtering Settings, Pop-up Blocker, SmartScreen Filter, Manage Add-ons, Compatibility View (checked), Compatibility View Settings, Subscribe to this Feed..., Feed Discovery, Windows Update, Developer Tools (F12), Windows Messenger, Diagnose Connection Problems..., Create Mobile Favorite..., Send to OneNote, Blog This in Windows Live Writer, and Internet Options (highlighted at the bottom).</p>	<ul style="list-style-type: none"> <li>• Open Internet Explorer</li> <li>• Click Tools</li> <li>• Click Internet Options</li> </ul>
2	 <p>The screenshot shows the 'Internet Options' dialog box with the 'Security' tab selected. Under 'Select a zone to view or change security settings', the 'Trusted sites' zone is selected. Below this, the 'Trusted sites' section is expanded, showing a description and a 'Sites' button. The 'Security level for this zone' section shows 'Custom' settings selected, with 'Custom level...' and 'Default level' buttons. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.</p>	<ul style="list-style-type: none"> <li>• Click the Security tab</li> <li>• Click Trusted Sites</li> <li>• Click Sites</li> </ul>

## Automate Logon to Mimosa Archive Folder

Steps	Screen Displayed	Procedures
3		<p>In the Add this website to the zone section <i>type</i>: <code>https://nearpoint.polk-fl.net</code></p> <p>Click Add</p> <p>Click Close</p>
4		<p>Click Custom level</p>

## Automate Logon to Mimosa Archive Folder

Steps	Screen Displayed	Procedures
5		<ul style="list-style-type: none"> <li>• Scroll to the bottom of the Settings section</li> <li>• Under Logon, <i>Click</i> the Radio button beside: Automatic logon with current user name and password</li> <li>• <i>Click</i> Ok</li> </ul>
6		<ul style="list-style-type: none"> <li>• If this warning comes up, <i>Click</i> Yes</li> </ul>
7		<ul style="list-style-type: none"> <li>• <i>Click</i> Ok</li> <li>• Close Internet Explorer</li> <li>• Close and reopen Outlook</li> <li>• When Outlook opens click on the Mimosa Archive folder – it should open without prompting you to logon</li> </ul>