

Step-by-Step Guide



General: Adding a Trusted Site

Why do you need to add a Trusted site?

In an effort to protect university resources from outside threats, our computers by default sometimes block website information deemed as unknown or harmful. However, there are instances in which the information isn't harmful and, in fact, is needed to perform university work. By setting a website as a Trusted site, you are notifying your web browser the website is from a reliable source and thereby granting permission to your web browser to allow anything from that website to be displayed.

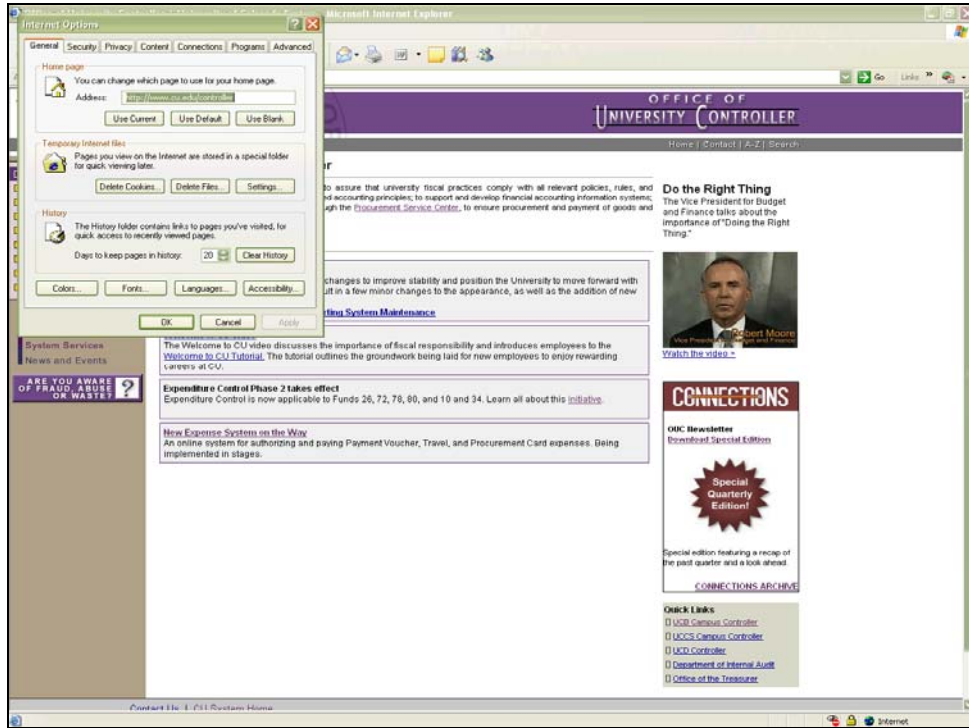
Not adding the Trusted sites listed in this guide could result in university systems and information not displaying properly, if at all.




Note: These instructions are for users of the Internet Explorer 6 or 7 browsers. Mozilla Firefox and Safari users will not need to add Trusted sites. Instead, refer to the Step-by-Step Guide [Disabling Pop-up Blockers](#).

| Step | Action |
|------|--|
| 1. | To begin, open any website using Internet Explorer. This demonstration will use the Office of University Controller (OUC) website: www.cu.edu/controller . |
| 2. | Click Tools...  |
| 3. | ...then Internet Options...  |

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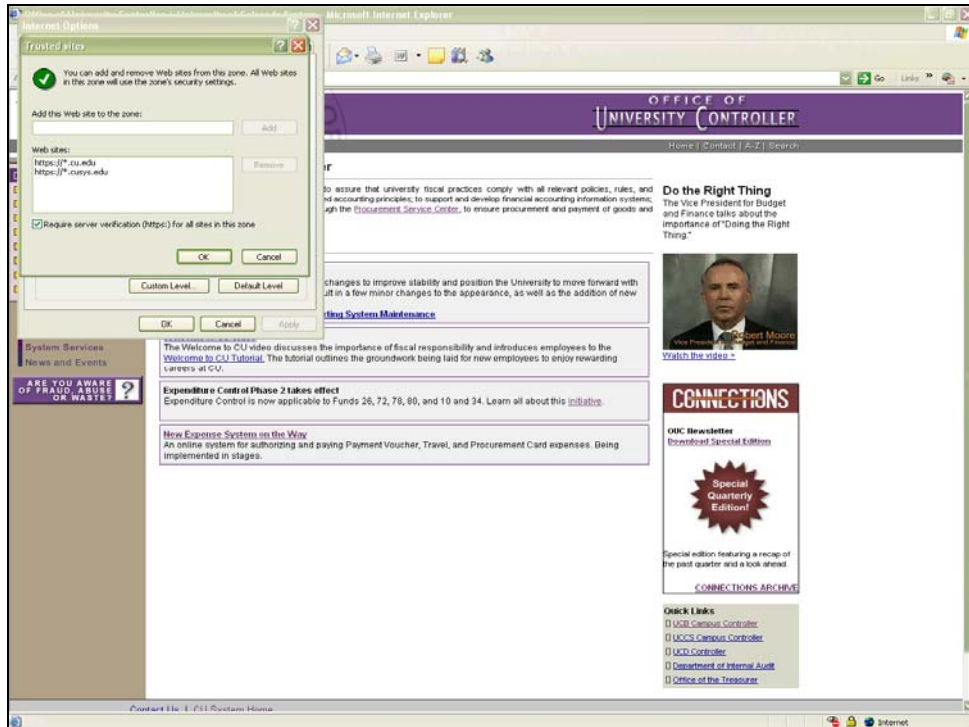


| Step | Action |
|------|---|
| 4. | Click the Security tab on the INTERNET OPTIONS window.  |
| 5. | Click the Trusted sites list item.  |
| 6. | Click the Sites... button.  |
| 7. | Enter the website address you want to be included on your Trusted site list in the Add this Web site to the zone field. Which websites should be trusted? <ul style="list-style-type: none"> -- http://*.cu.edu -- http://*.cusys.edu -- https://*.cu.edu -- https://*.cusys.edu <p>The "*" acts as a wildcard, thereby trusting any site with cu.edu or cusys.edu in the web address.</p> |

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|------|---|
| 8. | Click the Add button. Repeat the previous step and this step to add any desired additional Trusted sites. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Add</div> |



| Step | Action |
|------|---|
| 9. | Click the OK button on the TRUSTED SITES window. |
| 10. | Click the OK button on the INTERNET OPTIONS window. <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div> |
| 11. | End of Procedure. |