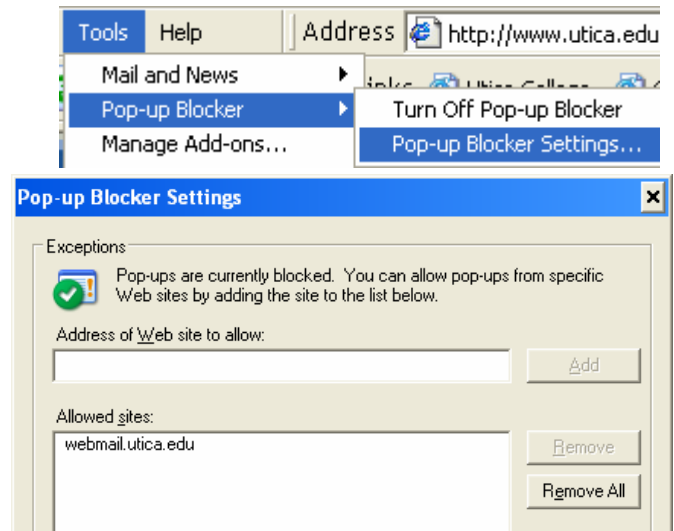


# Configuring Browsers for Pop-ups:

## Instructions for Internet Explorer 6:

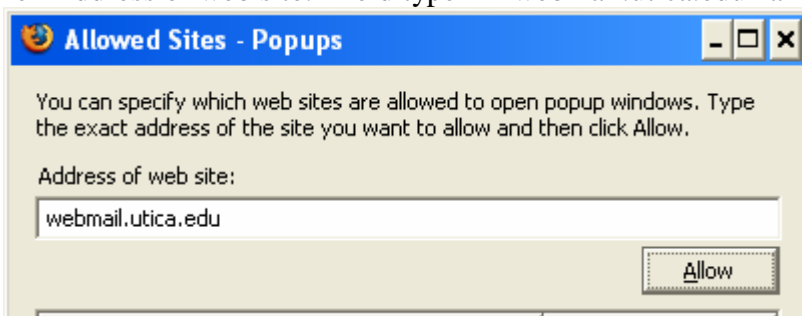
- 1) Verify you are using IE 6 by opening it and choosing “About Internet Explorer” from the Help Menu. The version number should start with 6.0. Click OK.
- 2) From the Tools Menu click on “Pop-up Blocker” and then “Pop-up Blocker Settings”
- 3) In the “Address of Web site to allow” field type `webmail.utica.edu` and click the Add button. The screen will now appear as shown.
- 4) Add other sites as needed. We recommend also adding “`webct.utica.edu`” if you use WebCT.
- 5) Press Close when done.

Note: The other option in the Pop-up Blocker menu is “Turn Off Pop-up Blocker”. Choose that if you do not want to use popup blocking features at all.



## Instructions for Mozilla Firefox 1.5:

- 1) Verify you are using Firefox 1.5 by opening it and choosing “About Mozilla Firefox” from the Help Menu. The version number will be listed below the logo. If you have an older version go to [www.getfirefox.com](http://www.getfirefox.com) to download the latest one. Press OK to close the About window.
- 2) Click on the Tools menu and choose Options at the bottom of the list.
- 3) Click on the Content icon at the top of the Options window which appears.
- 4) Be sure the Block Popup Windows option is checked
- 5) Click the “Allowed Sites” button.
- 6) In the “Address of web site:” field type in “`webmail.utica.edu`” and click the Allow button.



- 7) Add other sites as needed. We recommend also adding “`webct.utica.edu`” if you use WebCT.
- 8) Press Close when done.
- 9) Press OK to close the Options window.

Note: You can disable popup blocking entirely by unchecking the box next to the “Block Popup windows” option.