Adding the NLU Web Site to Your Internet Explorer Trusted Sites

The CommonSpot system uses popup windows in internet explorer to execute system functions. Each time you attempt to execute a function in CommonSpot, the system communicates between your computer and the server by relaying messages via popup windows. Microsoft recently released Service Pack 2 for the Windows XP operating system. This service pack features a built-in personal Popup Blocker. While a popup blocker is a generally useful tool, popup windows are necessary to use the CommonSpot system. While you may keep your popup blocker active on your computer, you will need to make one adjustment to accommodate the CommonSpot system.

1. Open Internet Explorer
2. Click **Tools** from the top of the screen and select **Internet Options**

![Internet Options window]

3. From the Internet Options window, click on the **Security** tab at the top

![Security tab]

4. Click on the green icon for **Trusted Sites** and click the button below it that says **Sites**...
5. Type in **www3.nl.edu** in the web site field, uncheck the box that says **Require server verification for all sites in this zone** and click the **add** button

![Trusted sites window]
6. Click **ok** and you will notice that www3 is now listed as a trusted site
7. Click **ok** to save the new internet options in internet explorer

Internet Explorer will now trust all content from the address www3.nl.edu and will allow popup windows from this web site address. This will allow CommonSpot to work properly but will not compromise your computer’s security.