

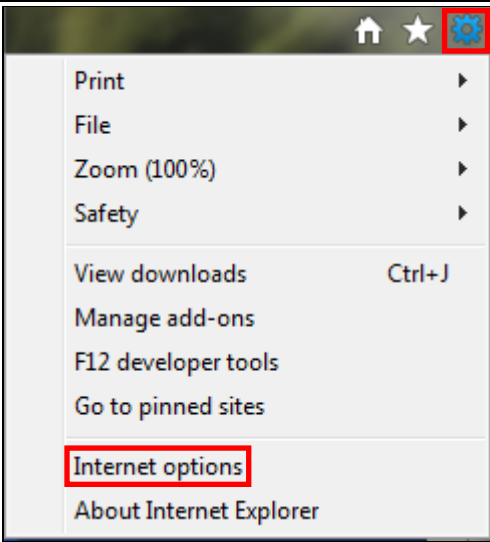
Managing Microsoft Internet Explorer Pop Up Blockers for CUNYfirst

To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser's pop-up blocker is not turned off.

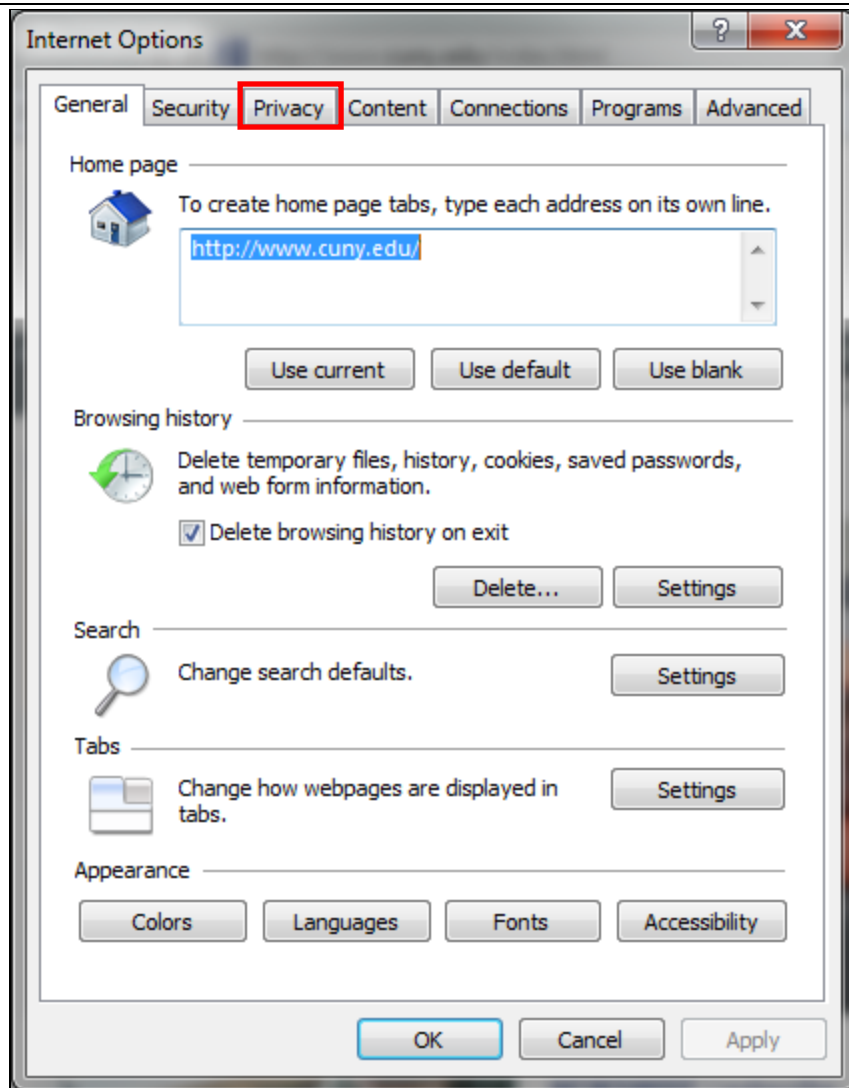
Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

Major browsers supported by CUNYfirst are Mozilla Firefox, Microsoft Internet Explorer, and Apple Safari.

Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.

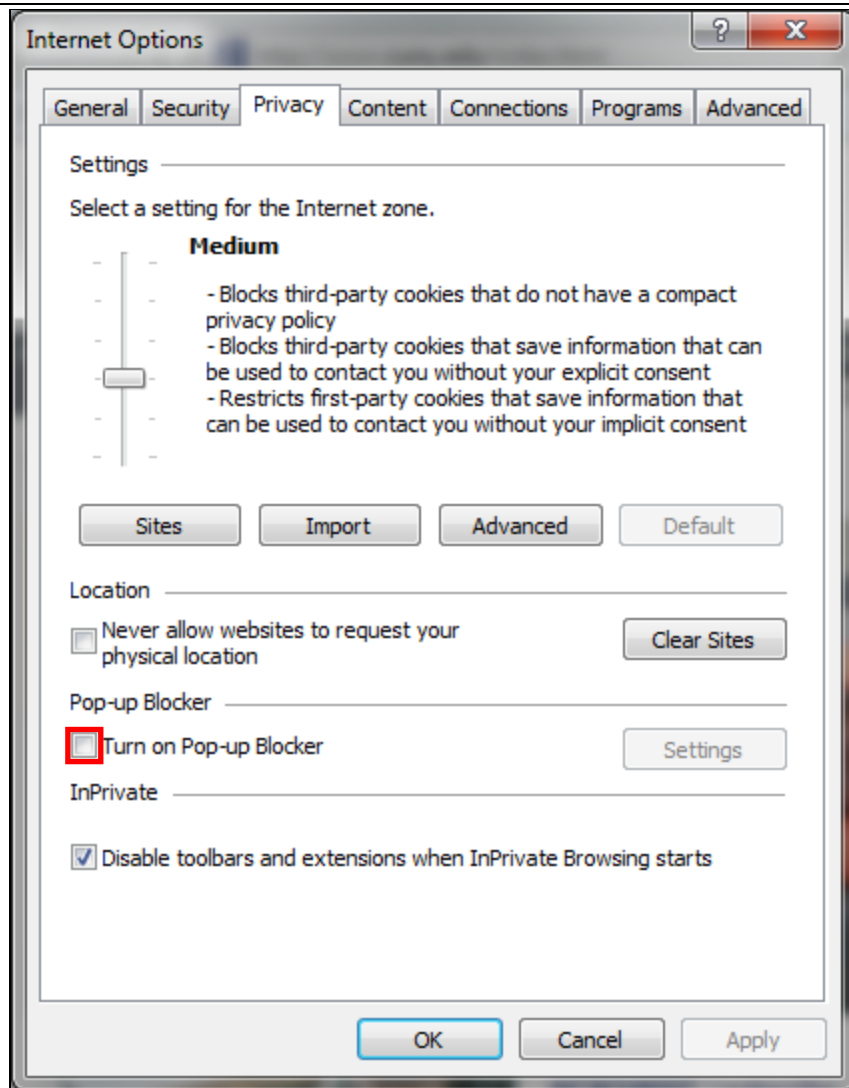
| Step | Action |
|------|---|
| 1. |  <p>In the header, click the Tools icon.</p> |
| 2. | From the menu, select Internet options . |

3.



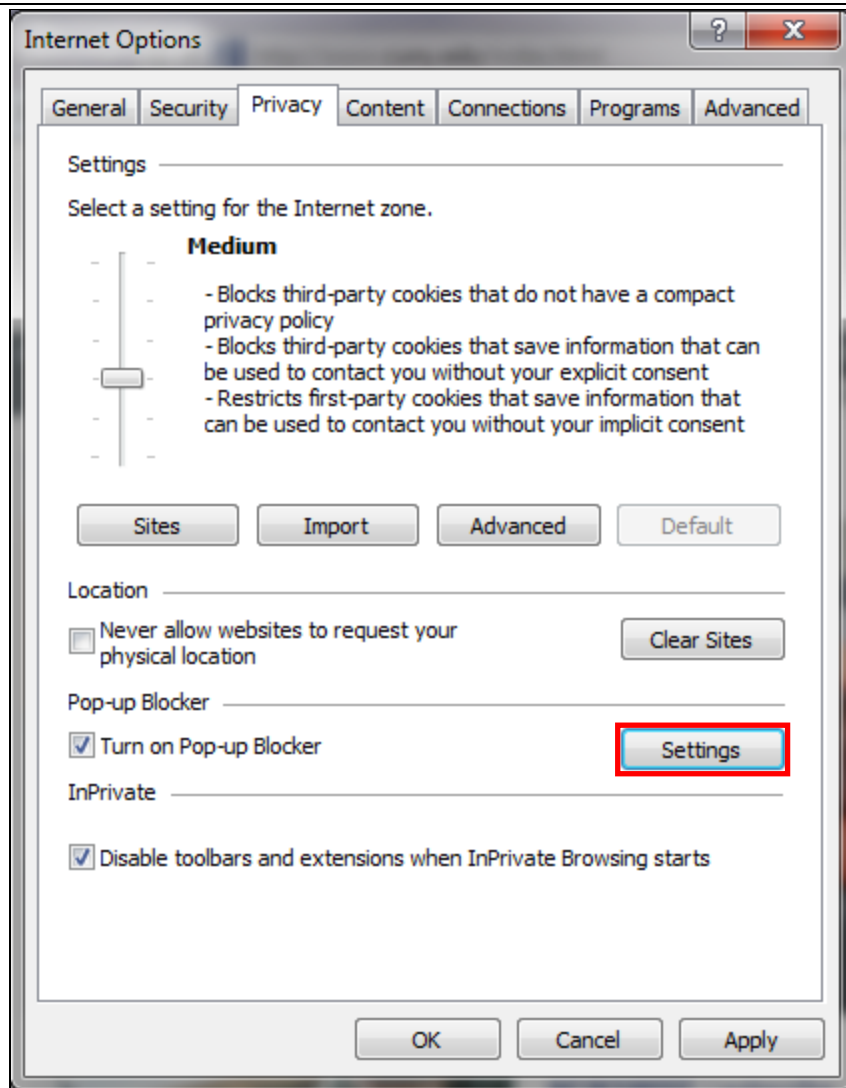
Select the **Privacy** tab.

4.

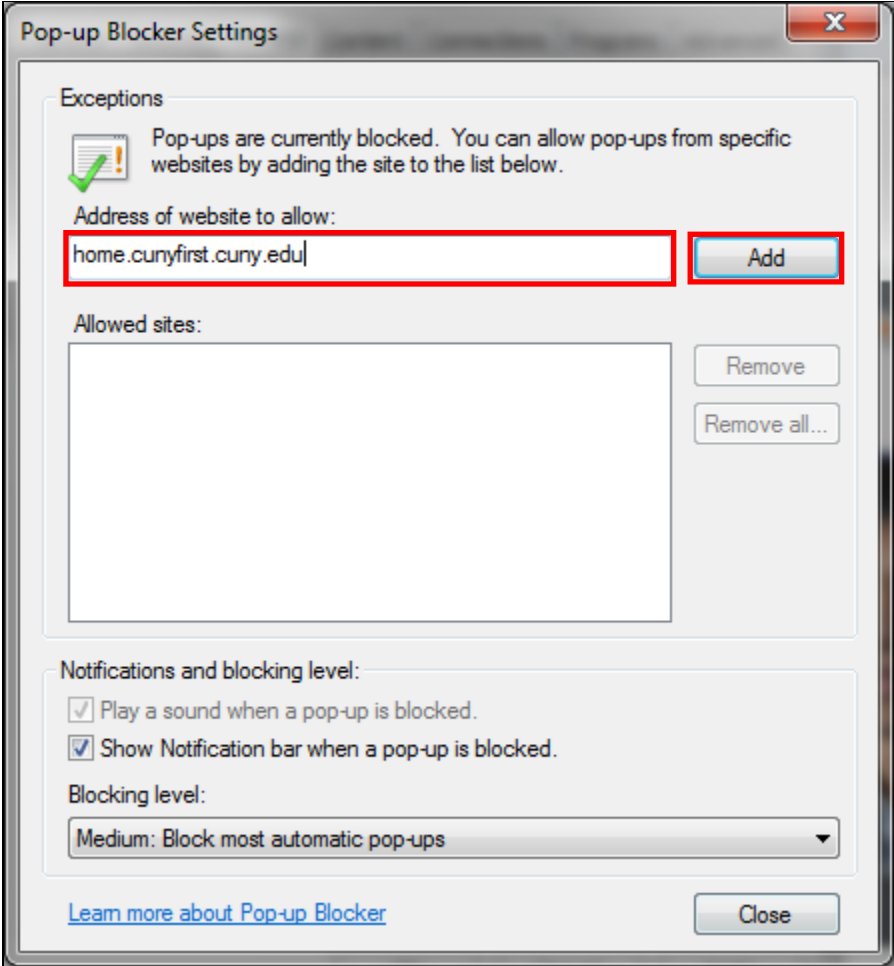


Select the **Turn on Pop-Up Blocker** checkbox.

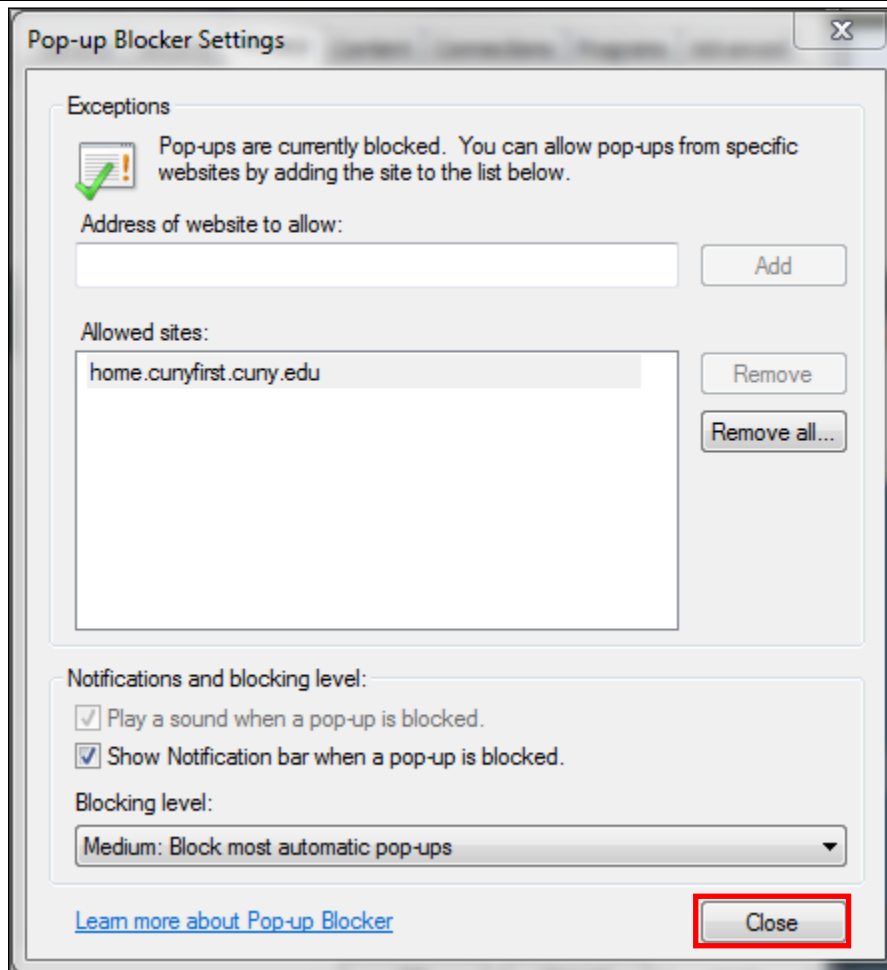
5.



Select the **Settings** button.

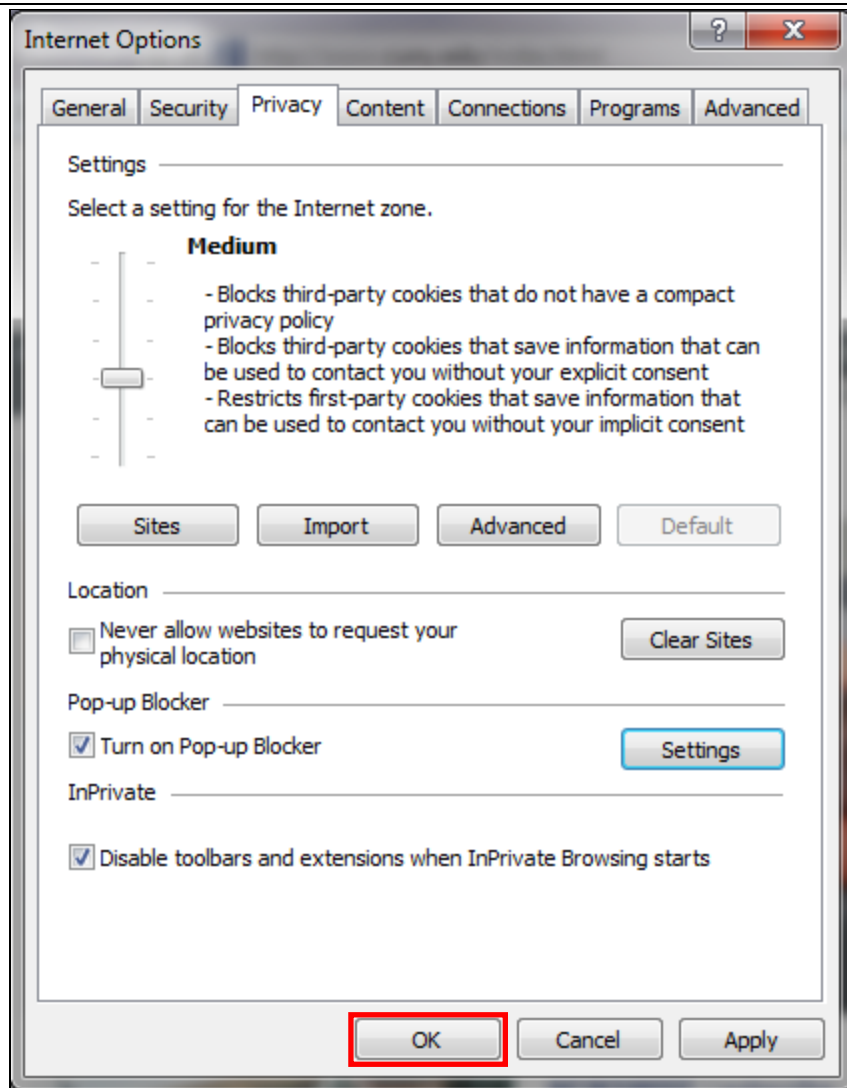
| | |
|-----------|---|
| <p>6.</p> |  <p>The screenshot shows the 'Pop-up Blocker Settings' dialog box. Under the 'Exceptions' section, there is a text box labeled 'Address of website to allow:' containing the text 'home.cunyfirst.cuny.edu'. To the right of this text box is an 'Add' button. Below this is an empty list box labeled 'Allowed sites:' with 'Remove' and 'Remove all...' buttons to its right. Under the 'Notifications and blocking level:' section, there are two checked checkboxes: 'Play a sound when a pop-up is blocked.' and 'Show Notification bar when a pop-up is blocked.'. Below these is a 'Blocking level:' dropdown menu set to 'Medium: Block most automatic pop-ups'. At the bottom left is a link 'Learn more about Pop-up Blocker' and at the bottom right is a 'Close' button.</p> |
| <p>7.</p> | <p>Click the Add button.</p> |

8.



Click the **Close** button.

9.



Click the **OK** button.

End of Procedure.