

# Tuesday TechTip:

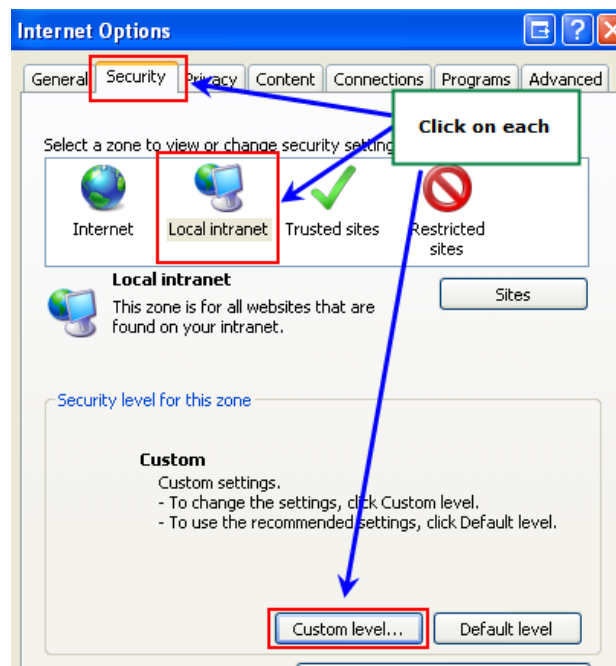
## **SharePoint Sites and Password Dialog Boxes:**

A SharePoint site is a web based intranet site where members of a department or work team can share knowledge through a variety of interactive online tools. Many of you are already familiar with this remarkable program and use it to post comments, share and edit documents, or update team calendars. If you are using SharePoint, you may have experienced the dreaded reoccurring password pop up dialog box. Follow the instructions below to rid yourself of these pesky pop ups.

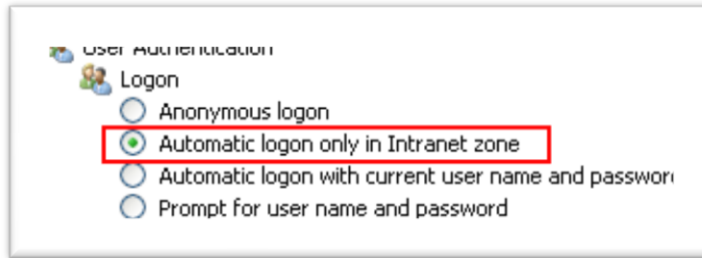
## **How to add SharePoint to your trusted Intranet sites:**

This will keep the login box from popping up each time you access a SharePoint site or a particular document within the site.

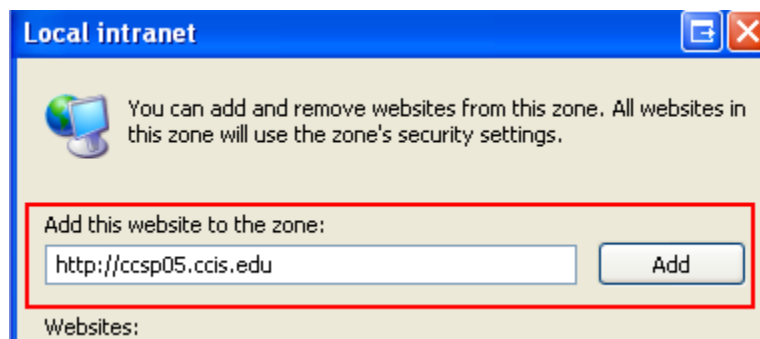
1. On the Internet Explorer *toolbar*, click **Tools**, and then click **Internet Options**.
2. In the *Internet Options* dialog box, click the *Security* tab. Select **Local Intranet**. Click **Custom Level**.



3. Scroll down to the bottom of the *Security Settings – Local Intranet Zone* dialog box. Make sure the **Automatic logon only in Intranet zone** radio button is selected. This option is located under the *User Authentication* section. Click **OK**.



4. Now click **Sites** in the *Internet Options* dialog box, and then click **Advanced**.
5. Type the URL of the Web site: <http://ccsp05.ccis.edu> and <https://sharepoint.ccis.edu> in the **Add this Web site to the zone** box.



6. Click **Add** and then **OK**.

## Enjoy SharePoint.

Now that you are free of inputting a password several times a session, explore your SharePoint site. Technology Solutions Center offers training on SharePoint to users of all levels. Be on the lookout for future classes or request training from [FootPrints](#).

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For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>