

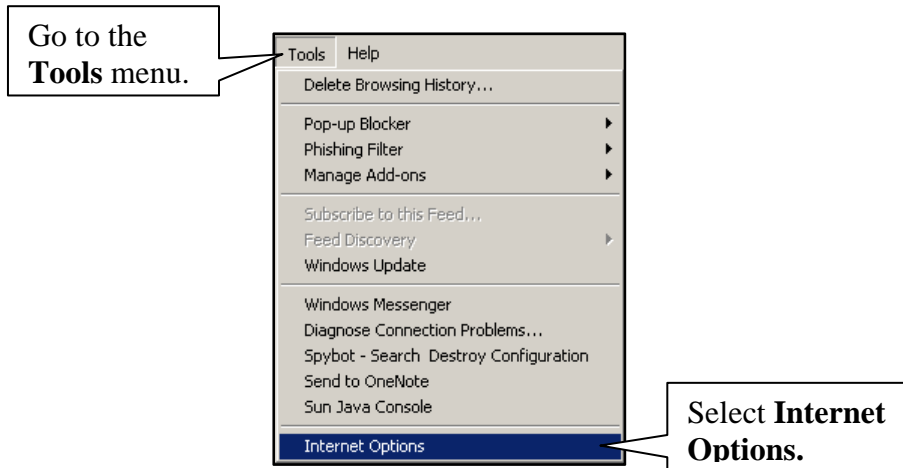
Creating Home Page Tabs on Internet Explorer

Procedure Statement

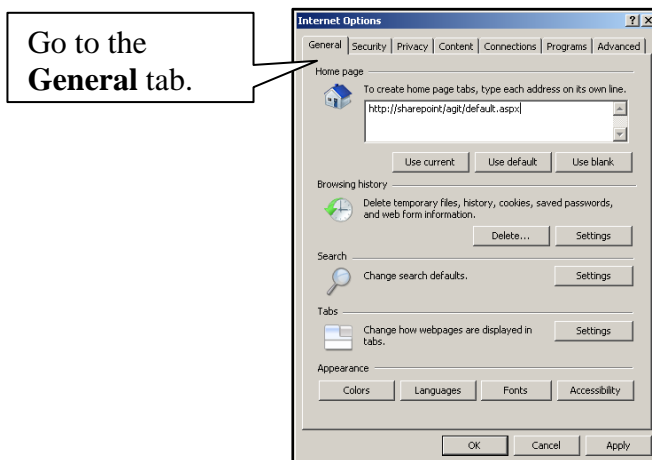
This procedure will guide you through setting up Internet Explorer so that it will load and display multiple home pages in tabs in the same window when you open Internet Explorer. This is particularly useful for anyone who frequently needs to access multiple sites on the internet to make content changes.

Creating Home Page Tabs

1. Go to the **Tools** menu and select **Internet Options**.



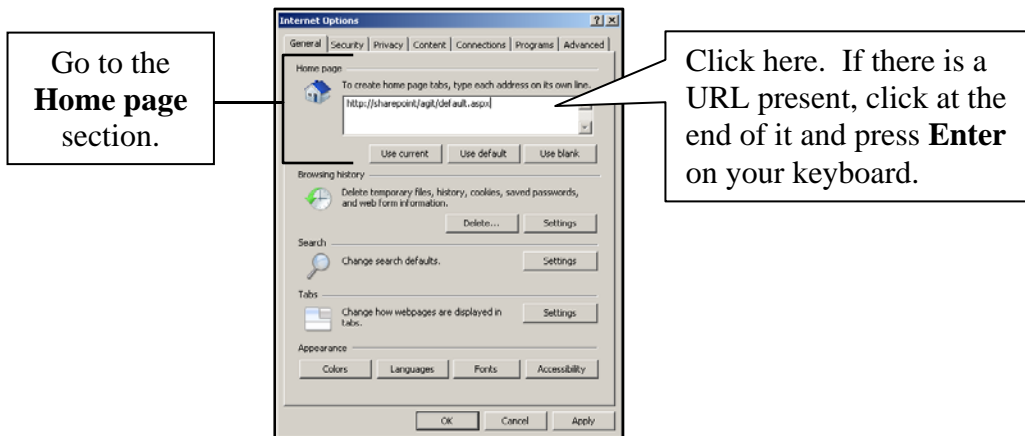
2. The **Internet Options** menu will appear. Make sure you are under the **General** tab.



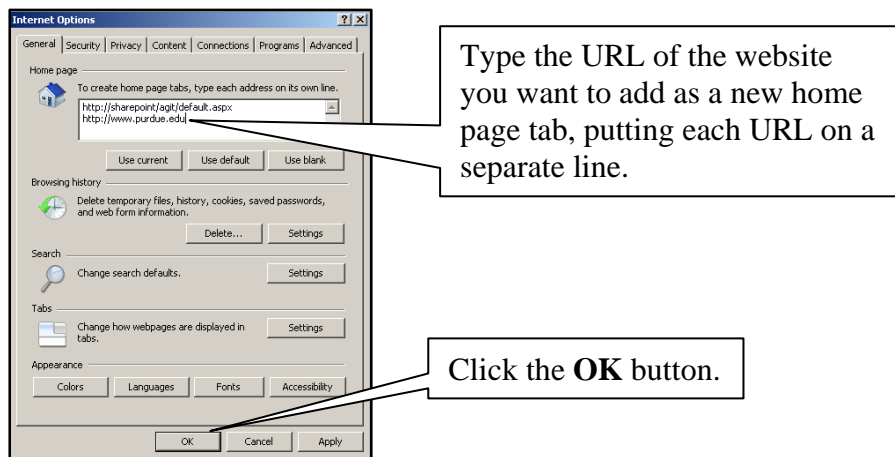
Procedure

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3. In the **Home page** section, click in the white box. If there is already a URL here, click at the end of the URL and press the **Enter** key on your keyboard to go to a new line.



4. Type in the URL of the website you want to add as a new home page tab. Press the **Enter** key on your keyboard for every URL you want to become a new home page tab. Every URL must be on a separate line.



5. Click the **OK** button
6. Close Internet Explorer and re-open it. Your new home page tabs will now be displayed.