

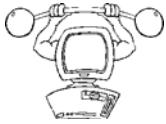
ICT Training Services

Tip Sheet

Setting your Local Intranet

Cognos Connection opens new browser windows to display reports and other supporting output, such as Microsoft Excel documents. Internet Explorer will block this content even if the pop-up blocker is disabled.

By adding the NMSU website to the local intranet you will ensure that all reports and other supporting output will display in your browser.



Workout: Setting your Local Intranet

1. Open you Internet browser.
2. Select **Internet Options** from the tools menu.
3. Click on the **Security** tab.
4. Select the **local intranet zone** icon.



5. Click the **Sites** button.
6. Click the **Advanced** button.
7. Type http://*.nmsu.edu in the field labeled, “add this website to the zone”.
8. Click the **Add** button.
9. Type https://*.nmsu.edu in the field labeled, “add this website to the zone”.
10. Click the **Add** button.
11. Click the **Close** button.
12. Click the **Ok** button.
13. Click the **Ok** button.