



## ***Using Outlook Web Access - Internet Explorer Settings***

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*Security settings in Internet Explorer may prevent a user from logging onto the UTS Email site—Karen Fox helped to solve this issue with the following instructions:*

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| 1. | Click <b>Tools</b> on the IE (Internet Explorer) tool bar, then click <b>Internet Options</b>   |
| 2. | Click on the tab <b>Security</b> , then click to highlight <b>Trusted Sites</b> ; then click the button <b>Sites</b>  |
| 3. | A popup window will appear called “Trusted Sites” with a box called “Add this Web site to the zone:” - in this box, type:<br><a href="https://*.united.edu">https://*.united.edu</a><br>and click the <b>Add</b> button |
| 4. | Click OK twice to complete the process  |