



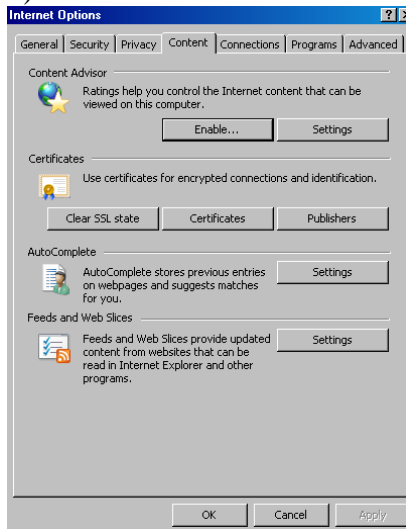
## Limiting Website Access Through Internet Explorer

October 2011

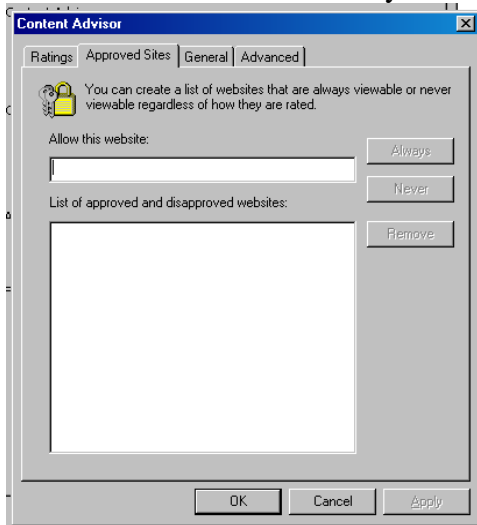
Everyone wants their employees to be able to look up the information on the internet needed for effective merchandising, but most don't want their employees to be able to just go wherever they want on the internet. This will show you how, with already built in tools, you can limit which websites your employees can go to without proper authorization.

To set this up do the following

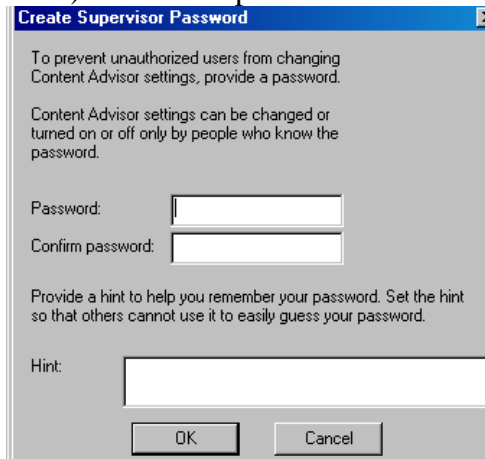
- 1) Go to Start
- 2) Then control Panel
- 3) Select Internet Options
- 4) Go to the tab "Content"
- 5) Under Content Advisor click on Enable



- 6) If there are websites you know they want to be able to always access do the following:
  - a. Click on the tab Approved Sites
  - b. Type in a website
  - c. Click on Always



- 7) Click on OK and it will ask you for a password.
- 8) Fill in the password and also a hint if you want to have a hint



- 9) Click OK, then OK again.

That will make it to where a password dialogue will show up if they attempt to go to a website that is not on the approved list. To manage that list you don't need to go back into the same place. If they do need access to that website you can put in the password and then select "Always Allow Website" and it will add it to the permanent allowed list, or you can allow them to view it just the one time.

