Setting your Computer to be ready for SharePoint

Before you begin to use SharePoint please complete these steps on all of your computers. If you do not, SharePoint will ask you for your ufid and password every time you move from one SharePoint screen to another.

IMPORTANT!!
in order to not have to keep putting in your password every time you move from screen to screen in SharePoint please follow these directions on all machines you will be using for SharePoint.

1. Open Internet Explorer and select Tools from the overhead toolbar.
2. Select Internet Options.
3. Click on the Security Tab.
4. Click on the Local Intranet icon and then click on Sites underneath.
5. Click on the Advanced button.
6. Add the following sites by entering them in the box provided and selecting the Add button.
   a. http://my.ifas.ufl.edu
   b. http://myadmin.ifas.ufl.edu
   c. http://mycenters.ifas.ufl.edu
   d. http://mydepts.ifas.ufl.edu
   e. http://myextension.ifas.ufl.edu