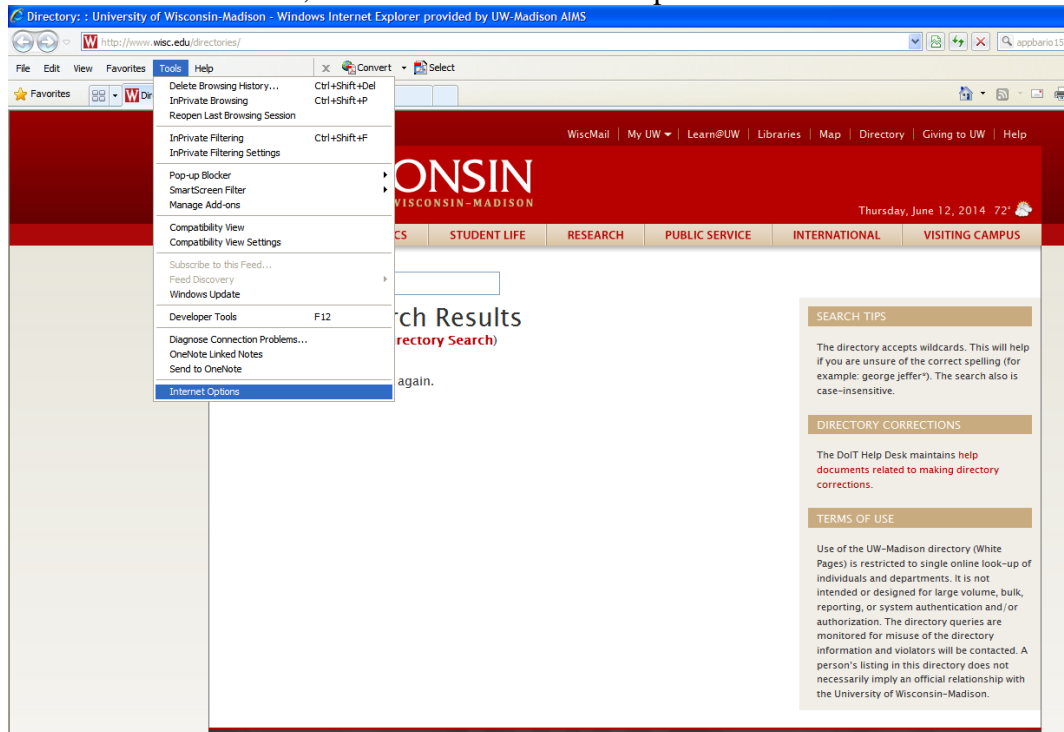


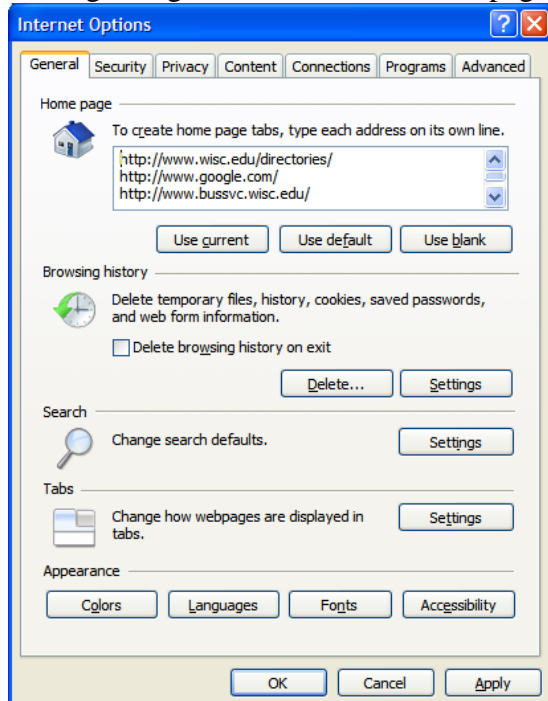
Adding the Business Services Intranet site to your home page

The purpose of this document is to describe how to add the Business Services Intranet site to your home page.

1. First, open Microsoft Internet Explorer.
2. From the menu toolbar, choose Tools > Internet Options.

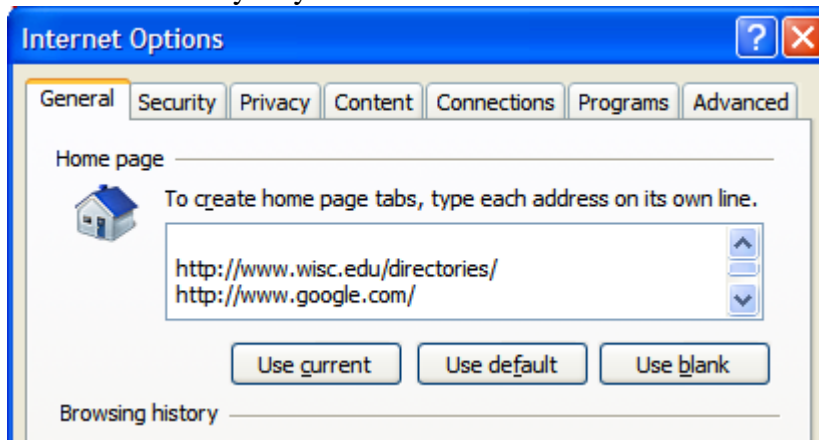


3. At the Internet Options dialog, you should be on the General tab. In the “Home page” section, click in the scrolling list box. Cursor to the top left of the displayed text. Your cursor should be at the beginning of the first listed home page.

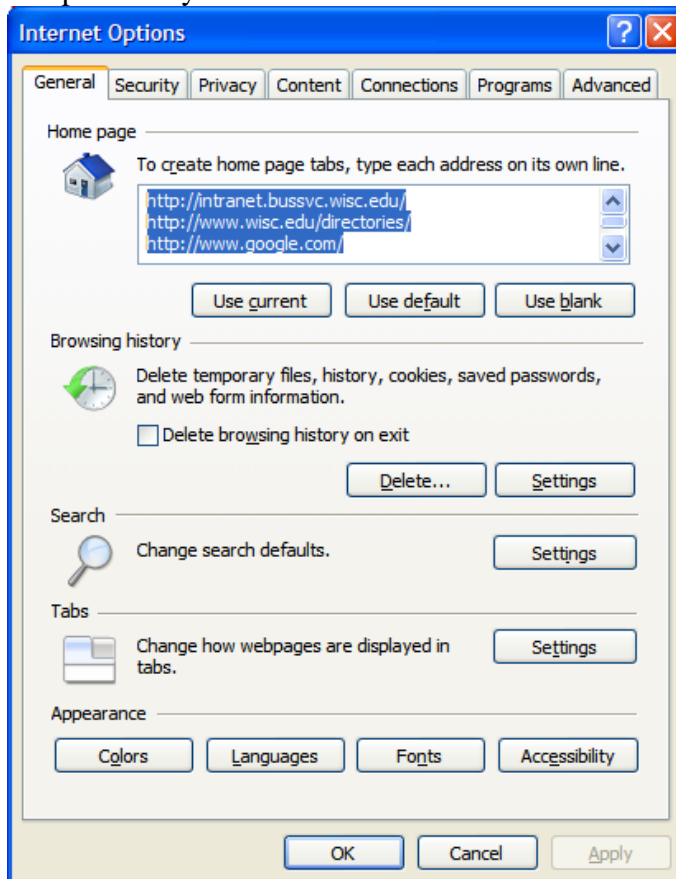


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4. Press the enter key so you insert a blank line.



5. Type or paste the following: `intranet.bussvc.wisc.edu` Then press the Apply button at the bottom right of the dialog box. You should now see the link (with `http://` preceding) for the Business Services intranet site added to the top of your list of home page tabs. Any home page tabs that you had previously should be listed below the intranet site. Below is an example:



6. Press the Ok button. You may now close Microsoft Internet Explorer.