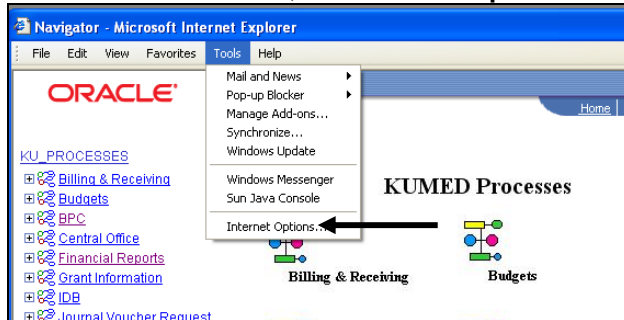


Configuring Internet Explorer to work with PeopleSoft

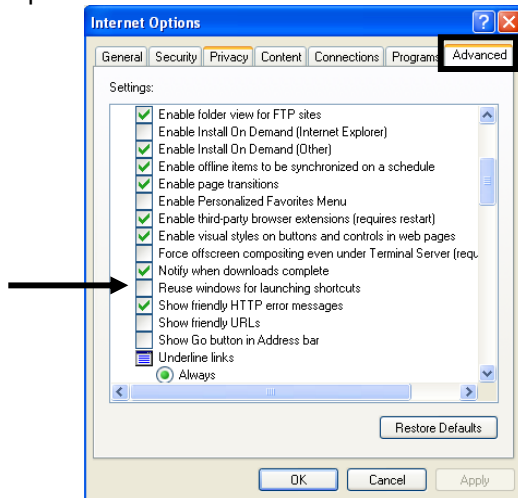
Both the PeopleSoft HR and Financials systems are compatible with either Internet Explorer (IE) version 6 or version 7. In order to avoid losing your PeopleSoft window, it may be necessary to change some default settings in your browser.

Setting #1 – Unchecking the “Reuse windows for launching shortcuts” box (applies to IE version 6 or 7)

Step 1 – Select the **Tools** menu, then **Internet Options**.



Step 2 – Select the **Advanced** tab.

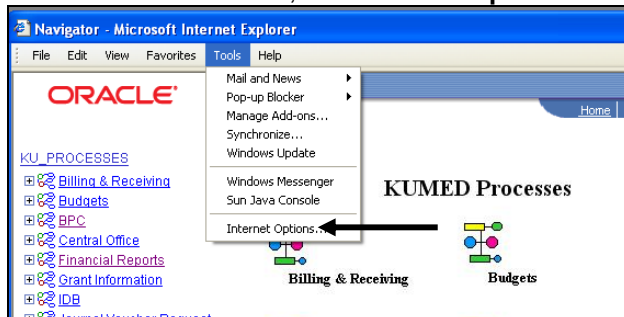


Step 3 – Uncheck the box labeled **“Reuse windows for launching shortcuts.”** If the box is already unchecked, no changes are needed.

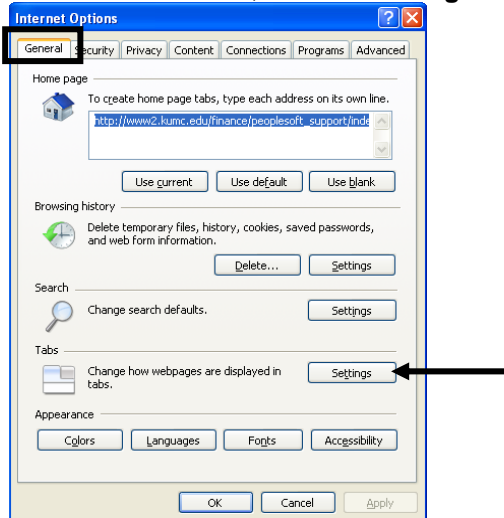
Step 4 – Click **OK**.

Setting #2 – Setting the “Open links from other programs in:” option (applies only to IE version 7)

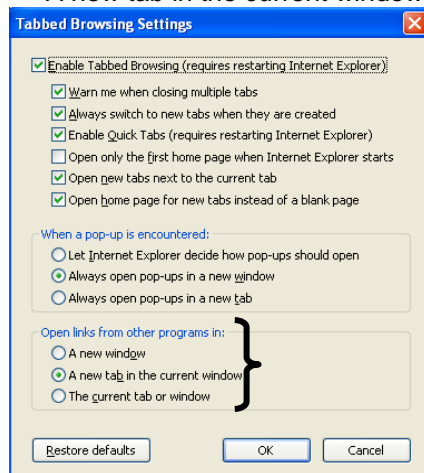
Step 1 – Select the **Tools** menu, then **Internet Options**.



Step 2 – On the **General** tab, click the **Settings** button in the Tabs area.



Step 3 – Set the “**Open links from other programs in:**” option to either
A new window
OR
A new tab in the current window



Step 4 – Click **OK** twice.