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Getting Started with SharePoint

This instruction set will help you get logged into your new SharePoint Site for the first time. It also shows you how to optimize your Internet Explorer browser to help improve your experience and reduce the number of times you need to re-enter your username and password.

Step 1: Accessing and Logging into the Site
Each site has a unique address/URL. Type the Website address below into your browser or click it and you will be prompted to enter your username and password.

FGS SharePoint Intranet:
https://spse.ucalgary.ca/sites/fgs

Login with Username and Password
You will be prompted to enter your username and password, which is similar to the username and password required to log into the UC domain when logging into the computer or your Exchange email account.

IMPORTANT: Your username must be preceded by the correct domain name followed by a back slash. Be sure the syntax used is exactly as shown.

Example username with required domain name prefix included:

UC\jsmith

Site Contact
For help or information about this site please contact:

FGS Front Desk
Phone: 403.220.4938
**Step 2: Optimizing Your Browser for Single Sign-on (Internet Explorer browser only)**

While your new site supports many different browsers, the recommended/standard browser is Microsoft’s Internet Explorer (IE7 and up). Follow the instructions below to set your browser up and **add the Intranet to your Trusted Sites so that you don’t keep getting prompted to enter your username and password**

<table>
<thead>
<tr>
<th>Trusted Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Internet Explorer. Along the top toolbar click <strong>Tools</strong>. In the drop-down menu click <strong>Internet Options</strong> which opens the ‘Internet Options’ window (left).</td>
</tr>
<tr>
<td>Now click: <strong>Security</strong> &gt; <strong>Trusted sites</strong> &gt; <strong>Sites</strong> which opens the Trusted sites window (below).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add URL to Trusted Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>The address (URL) of the site you are on usually appears in the field under ‘Add this website to the zone’ (insert it manually if it doesn’t).</td>
</tr>
<tr>
<td><a href="https://spse.ucalgary.ca">https://spse.ucalgary.ca</a></td>
</tr>
<tr>
<td>Make sure “Require server verification (https) for all sites in this zone” is checked, then click <strong>Add</strong> which moves the address to the ‘Websites’ field, then click <strong>Close</strong>.</td>
</tr>
</tbody>
</table>
**Change Custom-level**

In the ‘Internet Options’ window that’s still on your screen, click Custom level...

Scroll all the way down. Under ‘User Authentication’ make sure the button beside **Automatic Logon with current user name and password** is selected. Click **OK**, and **OK** again. Done.
Step 3: Opening two or more tabs at the same time (Internet Explorer browser example)

Open EI, click on Settings, Select Internet Options

To always open SharePoint, copy this link: https://spse.ucalgary.ca/sites/fgs/fgsoffice/default.aspx

To also open at the same time another tab for FGS website, go to the next line and copy this link: http://grad.ucalgary.ca/