UMass Productivity Kit: Allowing Pop-up Windows for UPK

This job aid provides step by step instructions on allowing pop-up windows in the following browsers: Internet Explorer 6.0, Internet Explorer 7.0, and Firefox 3.0.6.

In order to use the online tutorials through UPK, you must have the following browsers:
- **PC machine**: Internet Explorer 5.5 or later
- **Mac machine**: Firefox Version 3.0.3 or later

### Internet Explorer 6.0 (PC Machine)

**Step 1.** Navigate to Internet Explorer ( ).

**Step 2.** Click on Tools in the browser navigation menu. The Tools dropdown list opens.

**Step 3.** Click on Internet Options.

The Internet Options window opens.
Step 4. **Click** on the **Privacy** tab. The Privacy tab opens.

Step 5. **Click** on the **Settings** button under the Pop-up Blocker section.

Step 6. **Enter** the UPK Environment link into the Address of Web Site to allow field: [http://upk.umassp.edu](http://upk.umassp.edu).

Step 7. **Click** the **Add** button.

Step 8. **Click** the **Close** button. The Pop-up Blocker Settings window closes.

The Internet Options window remains open.
Step 9. Click the **OK** button.

Internet Explorer 7.0 (PC Machine)

Step 10. Navigate to Internet Explorer ( ).

Internet Explorer 7.0 opens.

Step 11. Click on **Tools** in the browser navigation menu. The **Tools** dropdown list opens.

Step 12. Click on **Internet Options**.

The Internet Options window opens.
Step 13. Click on the Privacy tab.

The Privacy tab opens.
Step 14. **Click** on the **Settings** button under the **Pop-up Blocker** section.

The Pop-up Blocker Settings window opens.

Step 15. **Enter** the UPK Environment link into the **Address of Web Site to allow** field: [http://upk.umassp.edu](http://upk.umassp.edu).

Step 16. **Click** the **Add** button.

Step 17. **Click** the **Close** button.

The Pop-up Blocker Settings window closes. The Internet Options window is still open.
Step 18. Click the [OK] button.

Firefox (Mac Machine)

Step 1. Navigate to Firefox ( ).

Step 2. Click on Firefox in the top right of the browser menu.

Step 3. Click on Preferences.

The Preferences window opens.
Step 4. **Click** on the **Content** tab.

The Content tab opens.

Step 5. **Click** on the **Exceptions...** button to the right of the Block pop-up windows checkbox.

The Allowed Sites – Pop-ups window opens.
Step 6. **Enter** UPK environment link into the **Address of Web Site** field: 

Step 7. **Click** the **Allow** button.

Step 8. **Click** the **Close** button (emic) in the top left corner of the window.

The Content tab is still open.

Step 9. **Click** the **Close** button in the top left corner of the window.

End of Procedure