

**From:** dopmannouncement

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**To:** DOPM All Users <DOPMailUsers@uabmc.edu>

**Subject:** Computer Tip of the Week -- Set a home page in Internet Explorer

## Set a home page in Internet Explorer

Brought to you by Adim Premani  
- HelpDesk Triage and Computer Tech  
(now in MT-403)



### SITUATION:


I want a certain page to load as soon as I open my browser.

### SOLUTION:

You can set your browser to load a certain page or pages when you first open it.

To illustrate, let's make UAB AdminSys our homepage.

In Internet Explorer,

1. Select the [Tools] drop down menu or select the gear in the right corner 
2. Choose [Internet Options], a dialog box should open
3. In the *General* Tab, under the *Home Page* section, delete the undesired homepage that is already in the fill-box
4. If you already have UAB AdminSys open in a tab in the background, select [Use current] (This is applicable for any open pages that you would want to set as a home page.)
5. If not, copy <https://uab.edu/adminsys> and paste into the fill-box under *Home Page*
6. Select [Apply], then select [OK]
7. Test by closing and re-opening Internet Explorer

UAB AdminSys will now open automatically when you open Internet Explorer.

You can type as many websites to open as you please, separate them by putting each on a new line.

You are also able to set an empty tab as your home page. To do this, follow steps 1-3, for step 4, select [Use new tab]. Then continue with steps 6 & 7.

Note: This is personal to you; if it is a shared computer, other accounts will not have your settings.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?  
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