

ACCESS LIBRARY DATABASES FROM INTERNET EXPLORER

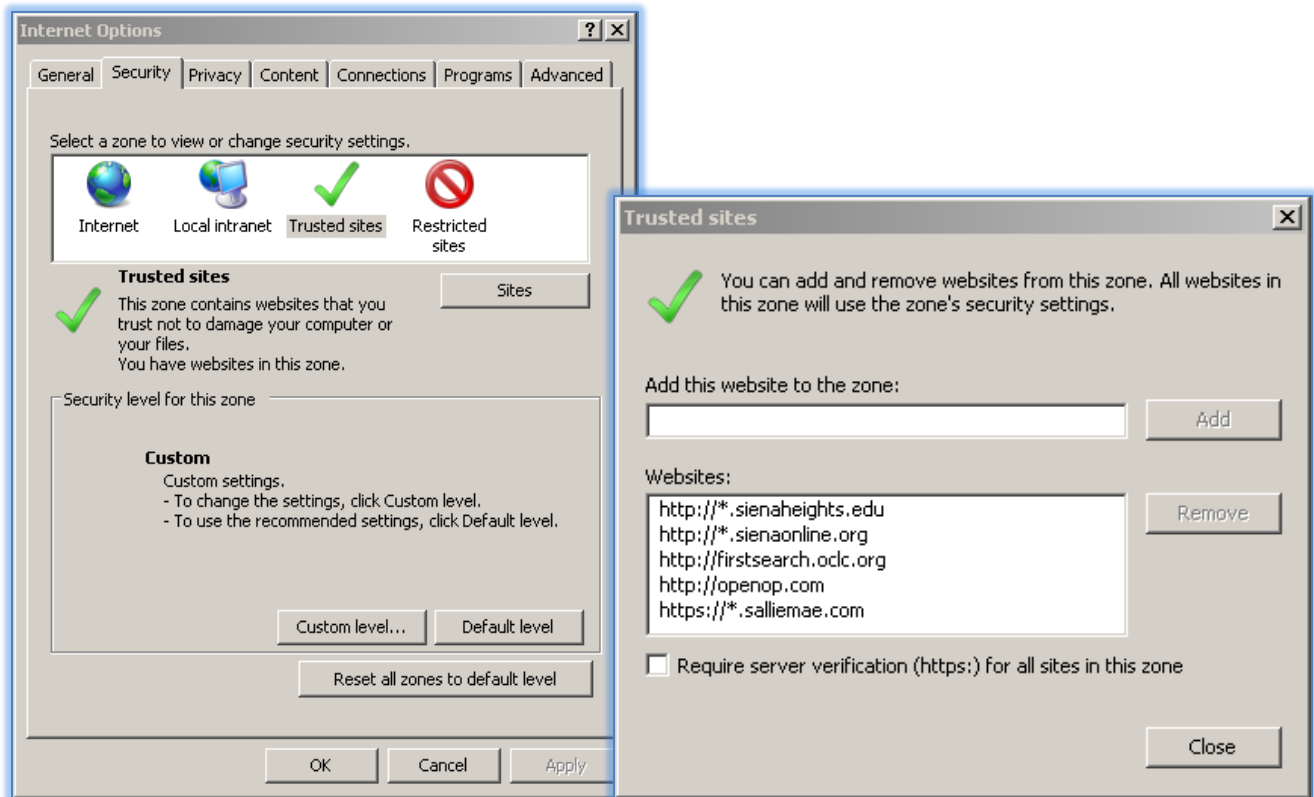
If you are experiencing difficulty accessing the Library Databases from off campus, the reason may be that you have a firewall that is blocking the Web site. If you experience this difficulty, please check your firewall where you work or your personal firewall to see if the Library Database sites are being blocked. It may be necessary for you to turn off your personal firewall or add the Library Databases to your personal firewall trusted sites before you will be able to access the Library Databases. If that doesn't appear to be the issue, then try the changes that are described below.

✦ **Make Web Site a Trusted Site (with or without a personal firewall)**

- ✦ Open **Internet Explorer**.
- ✦ In **Internet Explorer**, click **Tools** on the right side of the window (see illustration below).



- ✦ When the **Tools** list appears, click **Internet Options**.
- ✦ The **Internet Options** window should display.
- ✦ Click the **Security** tab at the top of the window.
- ✦ Under **Select a Web content zone to specify its security settings**, click **Trusted Sites** (see illustration below left).



- ✦ Click the **Sites** button in the middle of the window.
- ✦ The **Trusted Sites** window will display (see illustration above right).
- ✦ Click the **Require server verification** check box to deactivate this option.
- ✦ Under **Add this Web site to the zone**, input the addresses for the **Library Databases**. They are:
 - ☐ <http://firstsearch.oclc.org>
 - ☐ <http://openop.com>
 - ☐ http://*.sienaheights.edu
 - ☐ http://*.sienaonline.org

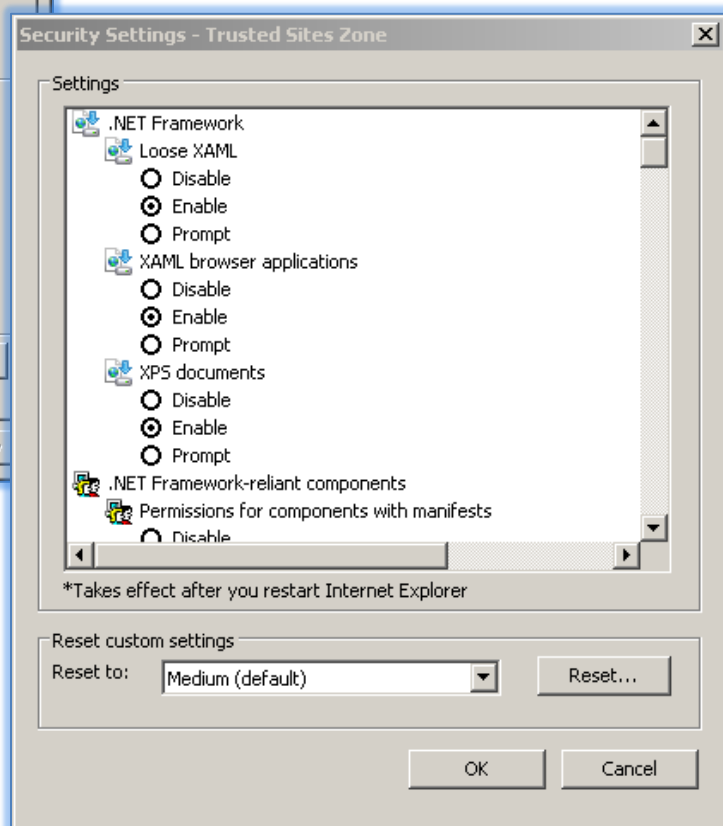
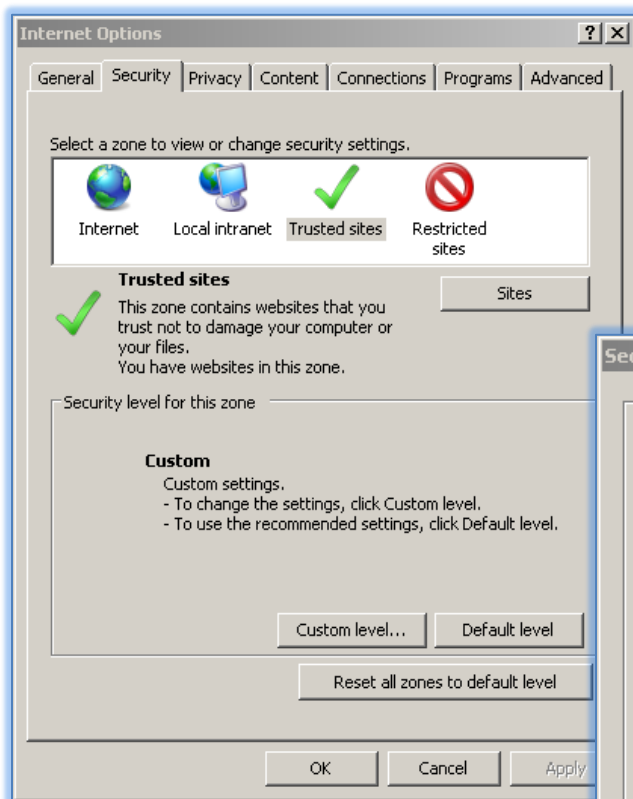
- ✦ After the address has been input, click the **Add** button.
- ✦ The **Web address** should appear in the **Web sites** box.
- ✦ Continue t his process until all the addresses have been entered.
- ✦ Click the **Close** button to exit the **Trusted Sites** window.
- ✦ Click the **OK** button to exit the **Internet Options** window.
- ✦ Try to access the Library Databases again.
- ✦ If this doesn't solve the issue, then try the steps below.

✦ **Change Internet Security Settings**

- ✦ Open **Internet Explorer**.
- ✦ In **Internet Explorer**, click **Tools** on the right side of the window (see illustration below).



- ✦ When the **Tools** list appears, click **Internet Options**.
- ✦ The **Internet Options** window should display.
- ✦ Click the **Security** tab.
- ✦ The **Internet Options Security** window will display (see illustration below left).

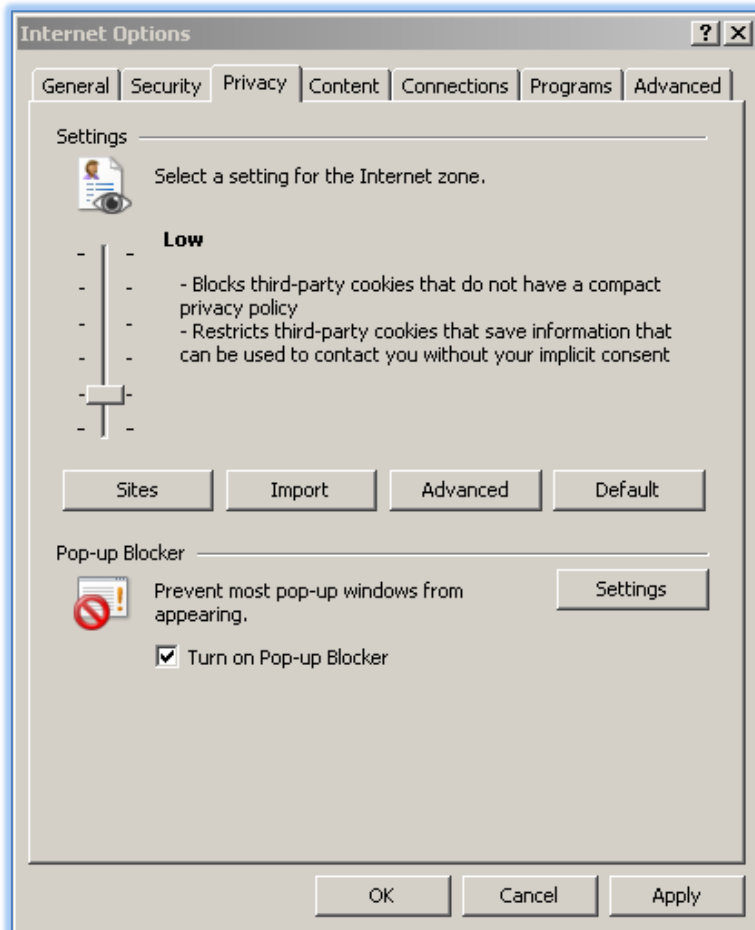


- ✦ Click the **Custom Level** button. This button is near the bottom of the window.

- ✦ The **Security Settings** window will display (see illustration above right).
- ✦ In the **Reset to:** drop down list box, click on **Medium-low**.
- ✦ Click the **Reset** button.
- ✦ Click the **OK** button to close the **Security Settings** window.
- ✦ This will return you to the **Internet Options** window.

✦ **Change Internet Privacy Settings:**

- ✦ In the **Internet Options** window, click the **Privacy** tab.
- ✦ The **Internet Options Privacy** window will display (see illustration below).



- ✦ Move the slider under the **Settings** area down until **Low** displays at the top of the slider.
- ✦ Click the **OK** button to exit the **Internet Options** window.

✦ **Additional Information**

- ✦ Once the settings have been changed, try to access the databases again.
- ✦ If you continue to have difficulty accessing the Library Database, then contact the **Help Desk** at **517-264-7655**.