

Adding Your SharePoint Site to Your Local Intranet Zone in Internet Explorer

By now you should know that in order to access a Stony Brook University SharePoint site, you need to sign in as follows:

User name: SUNYSB.EDU\NetID

Password: NetID Password

Where “NetID” is your NetID and “NetID Password” is your NetID Password.

** Make sure you are using a backslash (\) between SUNYSB.EDU and your NetID*

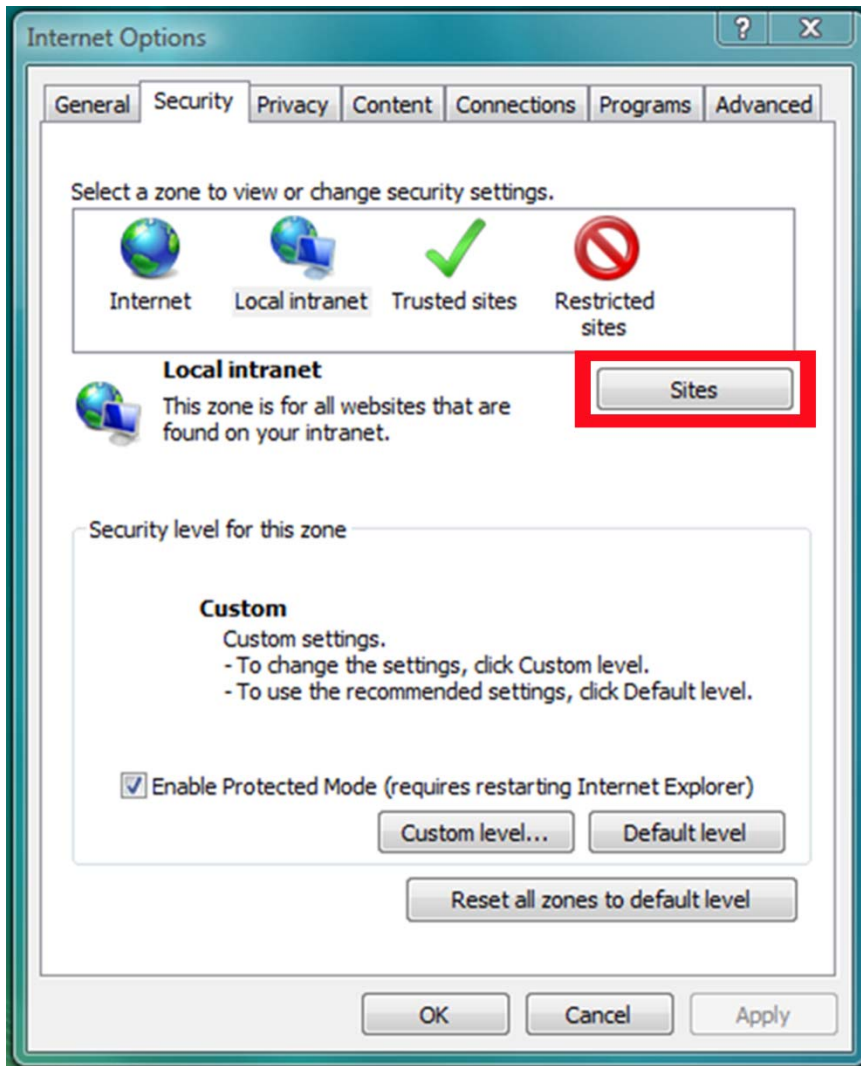


To avoid having to authenticate with your NetID more than once, follow these steps:

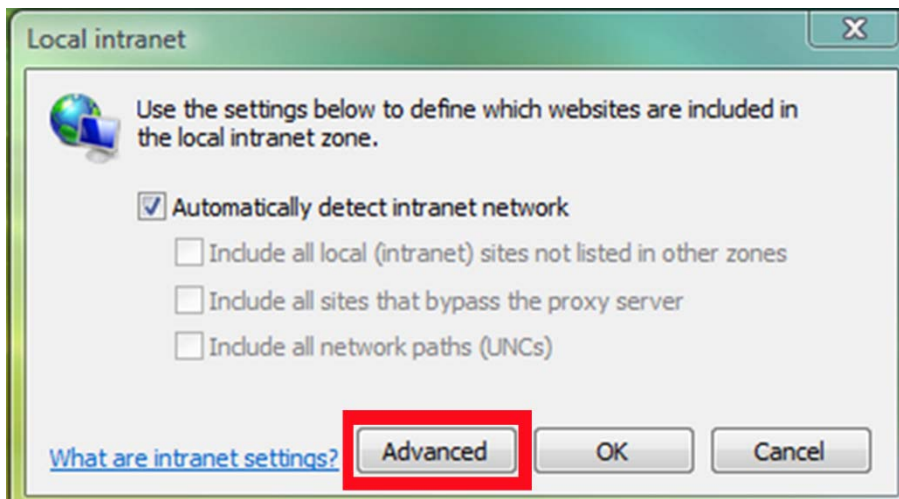
Step 1: Open Internet Explorer and go to **Tools > Internet Options**

Step 2: Click on the **Security tab**

Step 3: Select the **Local Intranet** zone icon and then click the **Sites button**.



Step 4: Click the **Advanced** button when you come to this screen.



Step 5: Remove any Web address that may already be located in the “Add this website to the zone” field.

Step 6: Enter <https://mysite.stonybrook.edu> and click **Add**.

Step 7: Enter <https://teams.stonybrook.edu> and click **Add**.

Step 8: Enter <https://web.stonybrook.edu> and click **Add**.

Step 9: Enter <https://courses.stonybrook.edu> and click **Add**.

Step 10: Click **Close**.

Step 11: Click **OK**.

Step 12: Click **OK**.