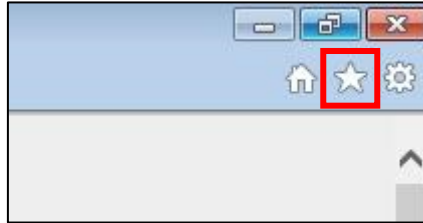
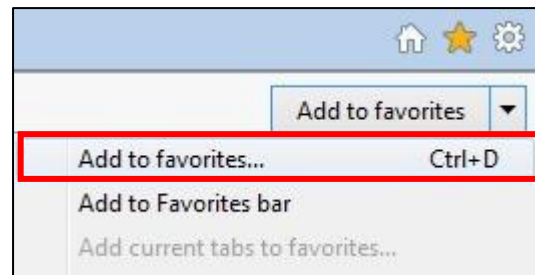


Guide to Adding Websites to Favorites in Internet Explorer 11 (V1.0)

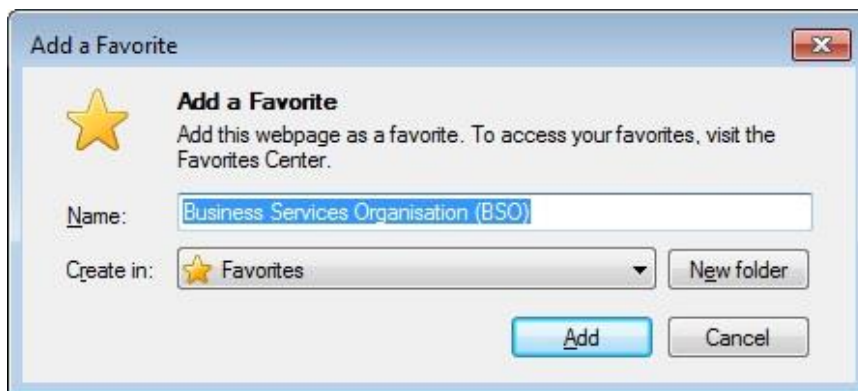
1. Open Internet Explorer 11. On the menu bar at the top right of the screen, left click on the **Favorites icon** (represented by a star).



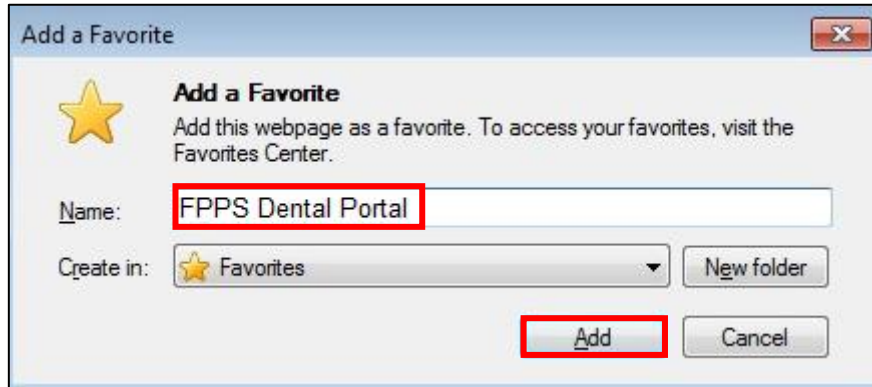
2. Left click on the arrow beside **Add to Favorites**. Then click on **Add to favourites...** In the menu that appears.



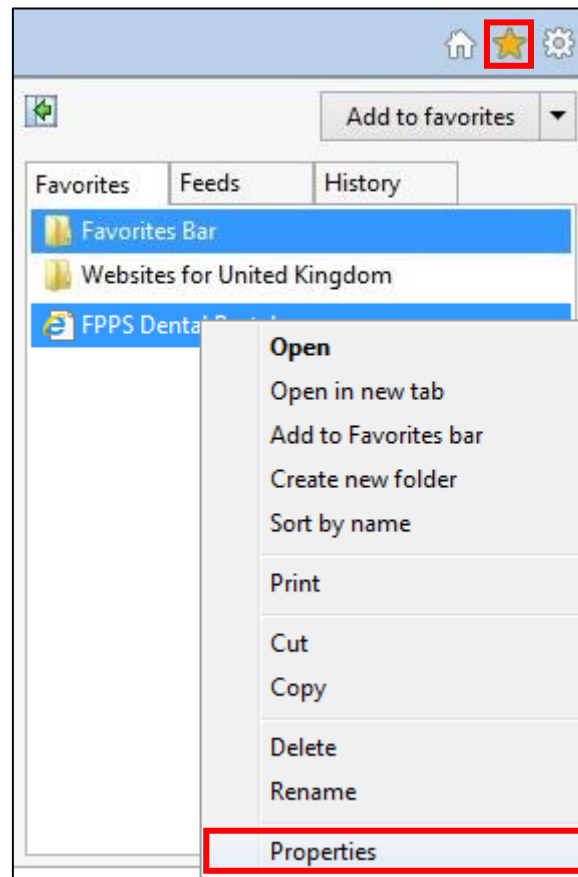
3. The **Add a Favorite** window will appear. The name of the website you are currently viewing will appear in the **Name** field. Hit the **Delete** key to remove this.



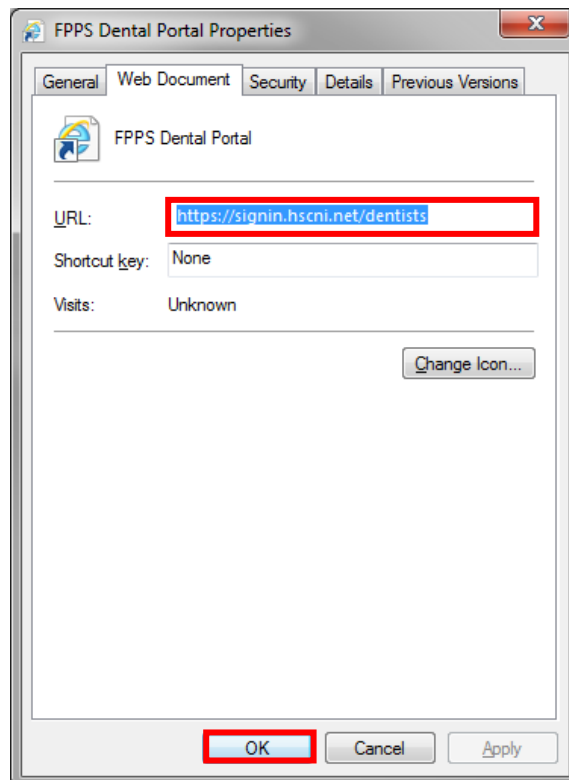
4. In the **Name** field, type in **BSO Dental Portal**. Ensure the **Create in:** field is set to **Favorites** (if not, simply left click on the arrow and click on **Favorites** in the drop down list). Then, click **Add**.



5. Left click on the **Favorites** icon on the menu bar. Right click on FPPS Dental Portal. Another menu will appear. Left click on **Properties** to proceed.



6. The **Properties** window will appear. In the **URL** field, delete the address already present. Type in <https://signin.hscni.net/dentists> then click **OK** to save.



7. The FPPS Dental Portal should now be correctly saved in your Favorites. When you hover the cursor over the FPPS Dental Portal link, the <https://signin.hscni.net/dentists> link should be shown.

