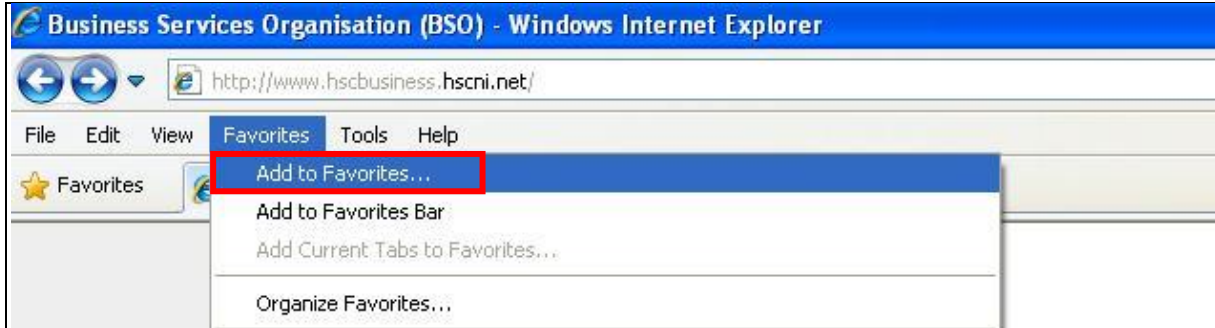
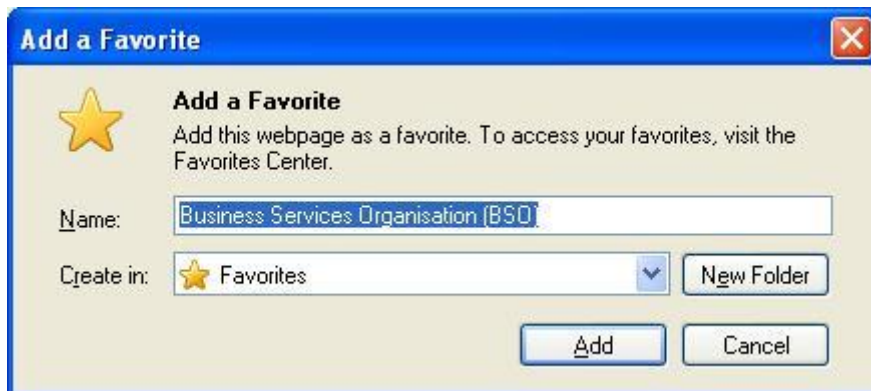


## **Guide to Adding Websites to Favorites in Internet Explorer 8 (V1.0)**

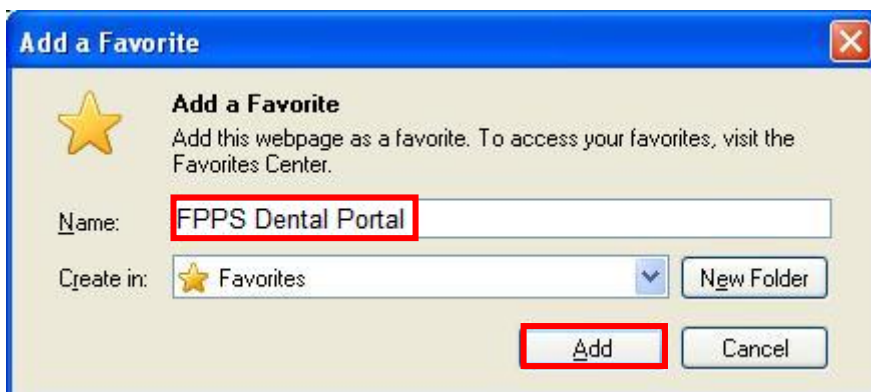
1. Open Internet Explorer 8. On the menu bar at the top of the screen, left click on **Favorites**. Left click on **Add to Favorites**.



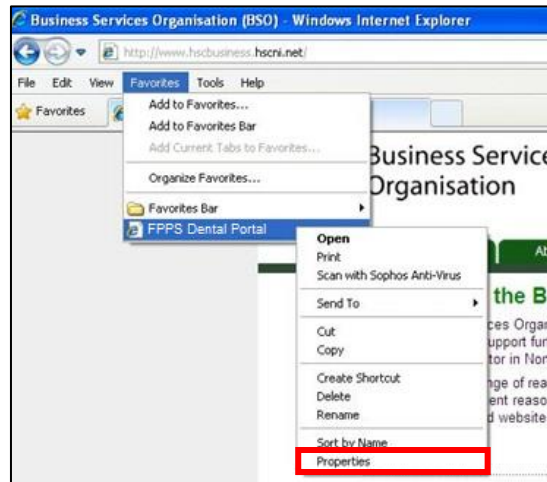
2. The **Add a Favorite** window will appear. The name of the website you are currently viewing will appear in the **Name** field. Hit the **Delete** key to remove this.



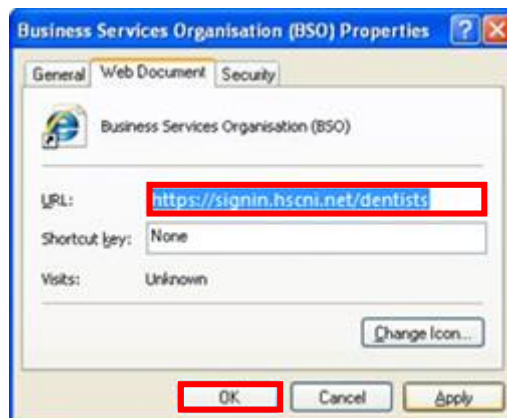
3. In the **Name** field, type in **BSO Dental Portal**. Ensure the **Create in:** field is set to **Favorites** (if not, simply left click on the arrow and click on **Favorites** in the drop down list). Then, click **Add**.



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



5. 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.



6. 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.

