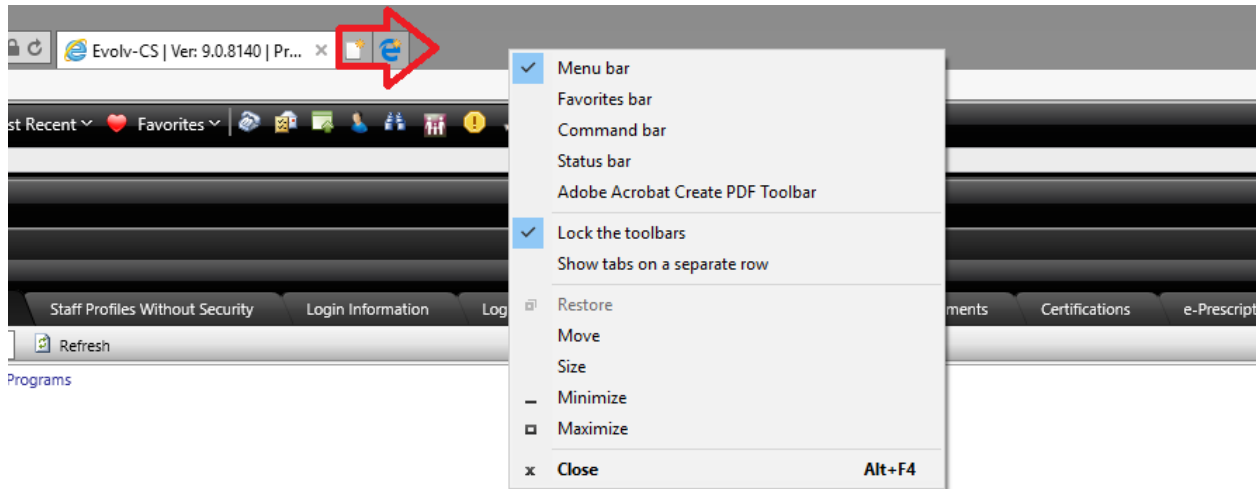
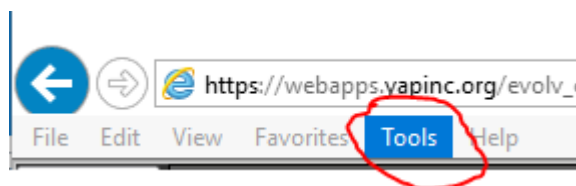


If you do not have the tools option, move your mouse cursor to the right of the “new tab” option and “Right” click your mouse. This will open a menu. You will want to click the “Menu Bar” option (See Picture Below)

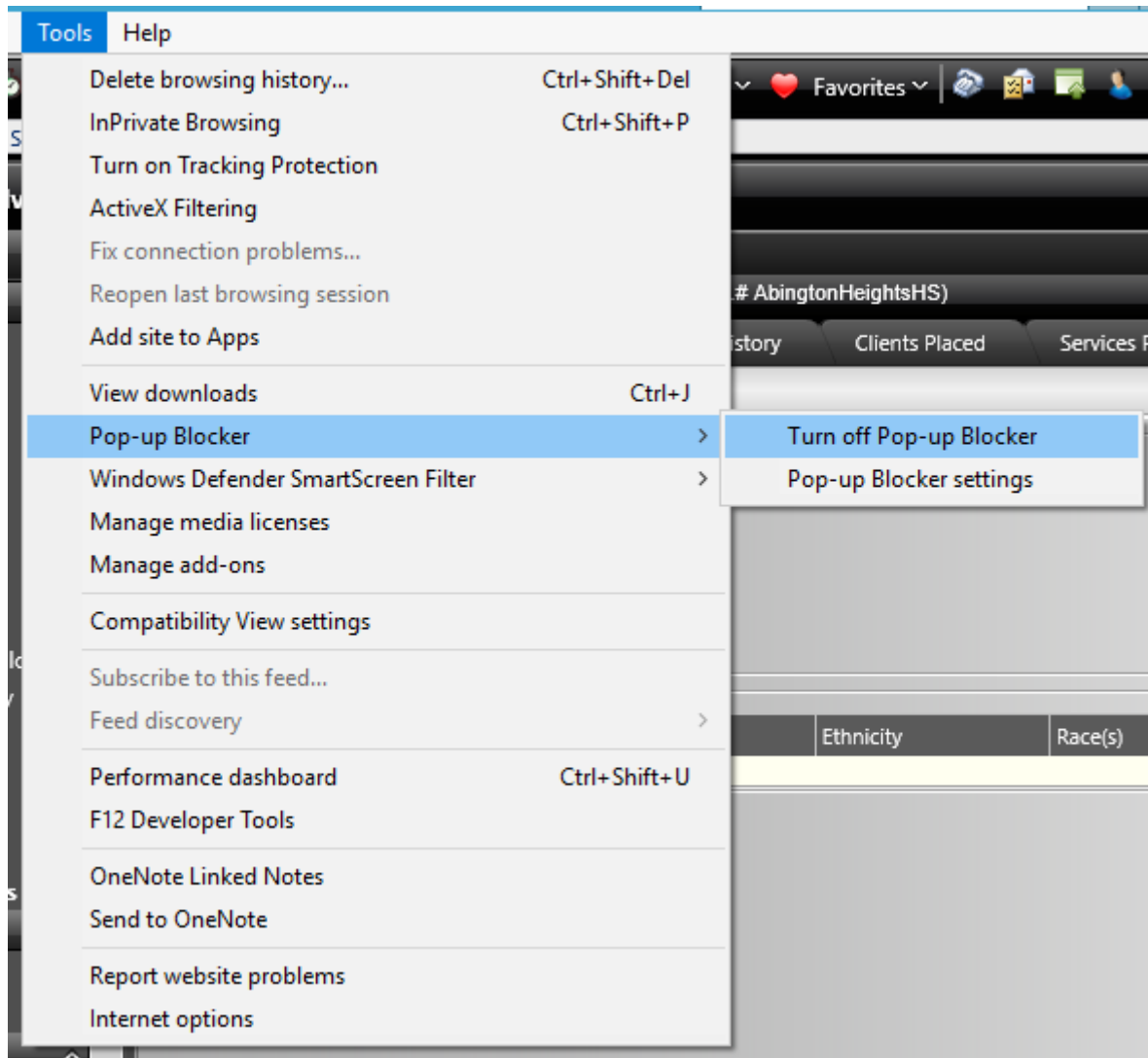


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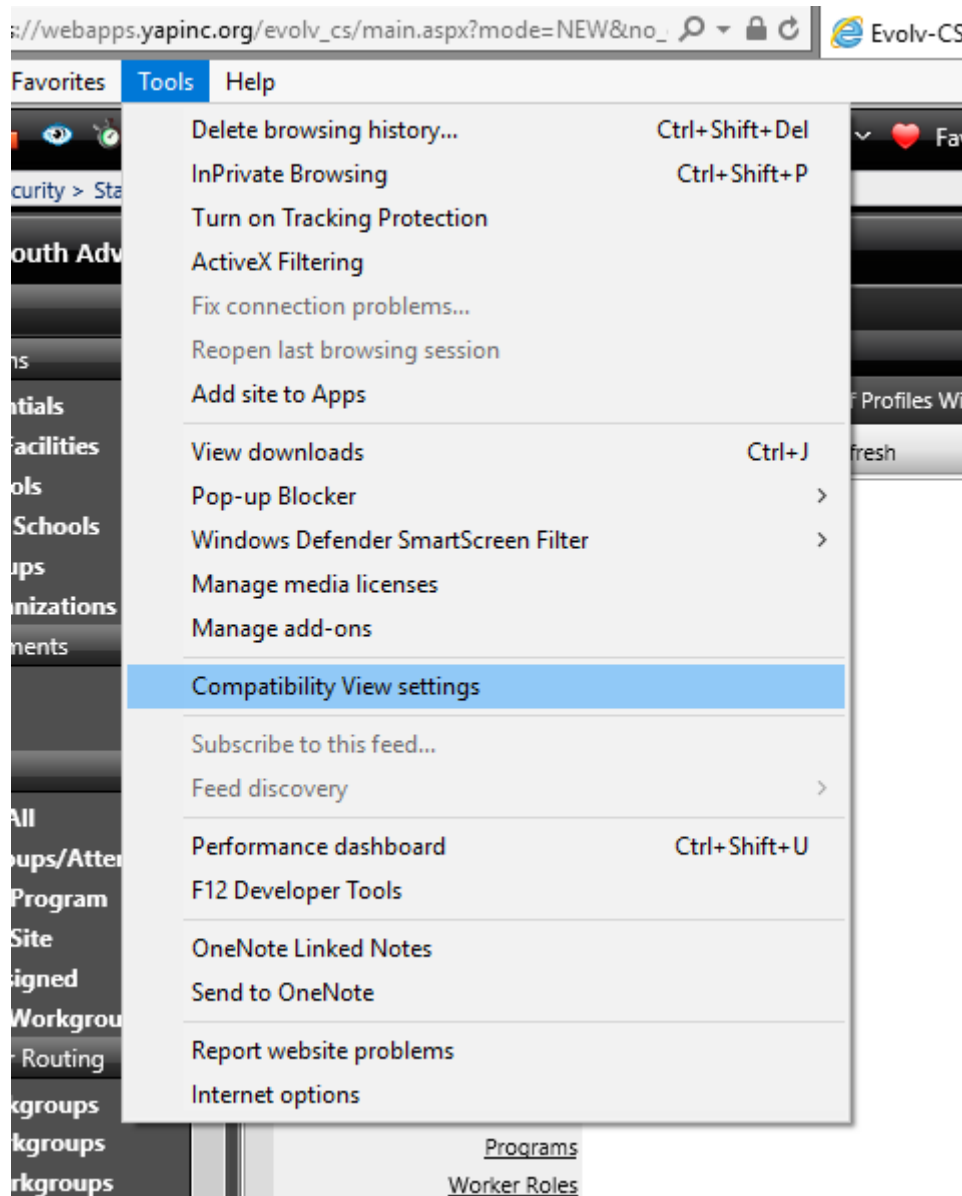
Then you should see the “Tools” option. (See Picture Below)



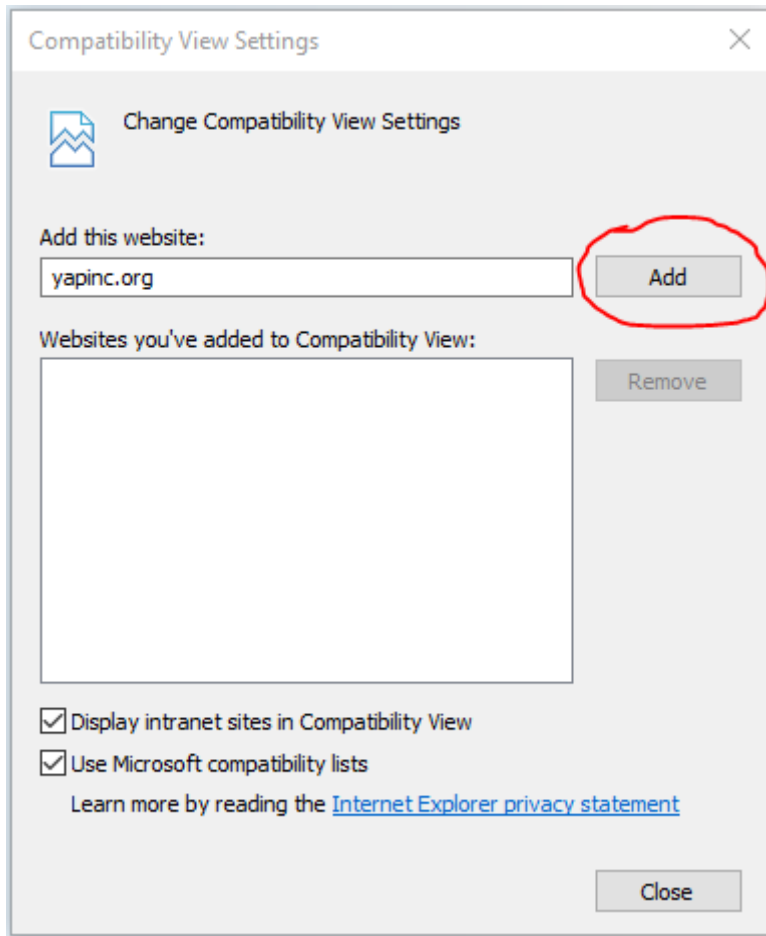
Click on the “Tools” option and move your mouse cursor to the “Pop-up Blocker” option. This will open another menu. In this menu you want to click on “Turn off Pop-up Blocker” (see picture below)



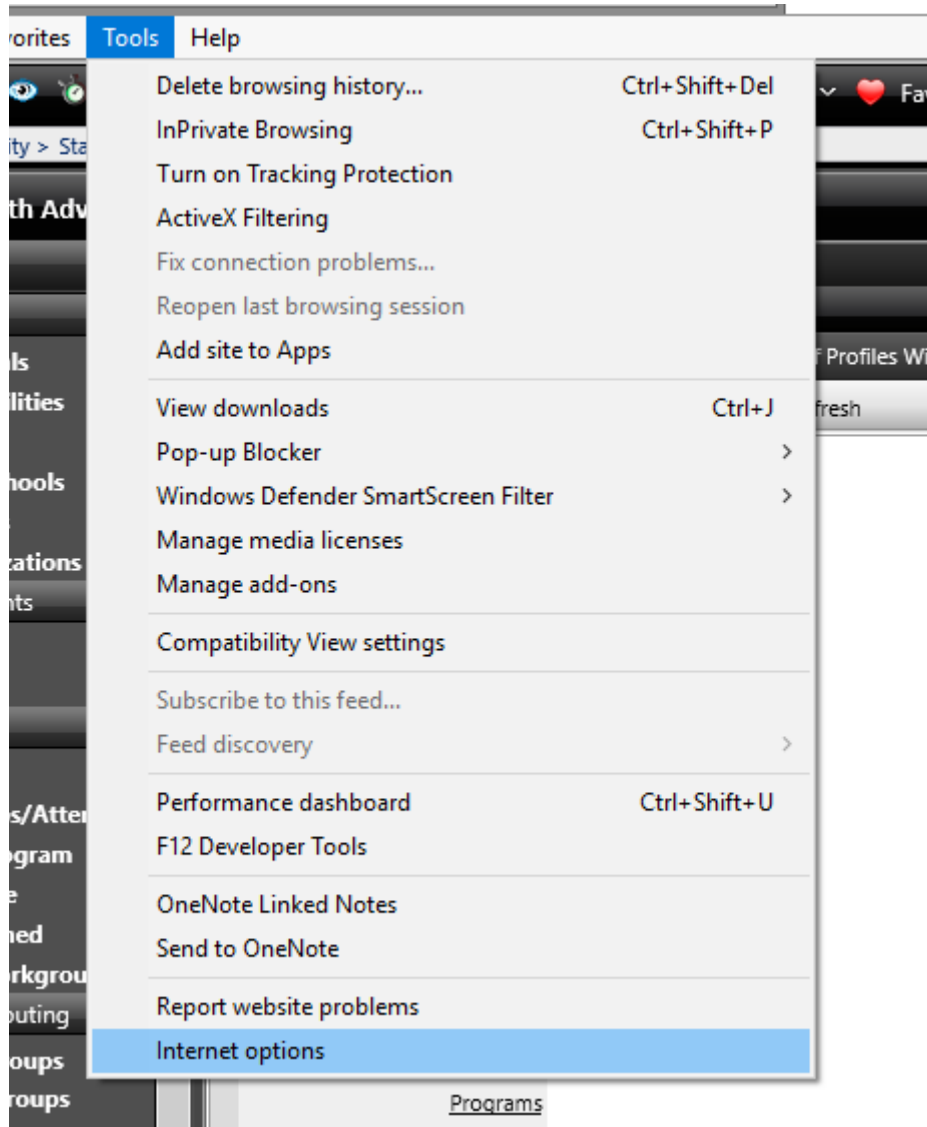
After turning off the pop-up blocker we need to change the “Compatibility View” settings. To do this move your mouse cursor over the “Compatibility View Settings” option (see picture below) and “Left” click your mouse.



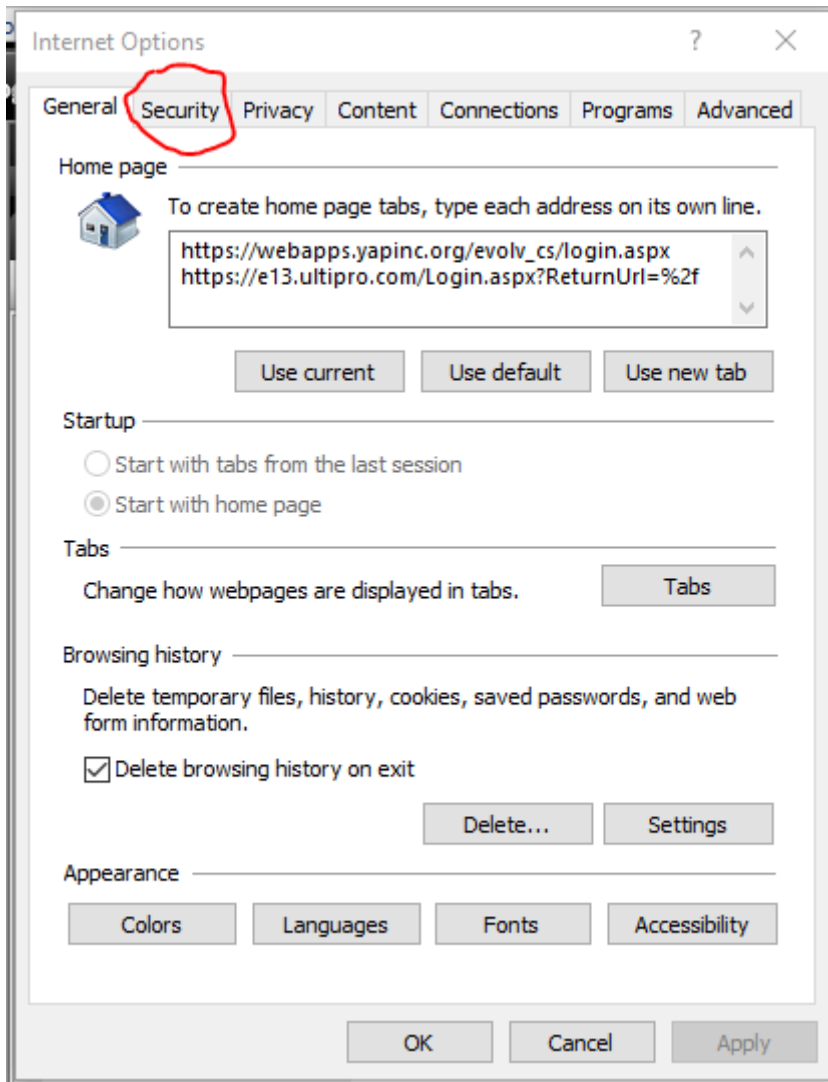
This screen should then appear. Type yapinc.org in the box to the left of add. Then move your mouse cursor to the Add button and “Left” click your mouse. Then move your mouse cursor to the “Close” button at the bottom of the menu and “Left” click your mouse. (see picture below: “Note this will close the “Tools Menu””)



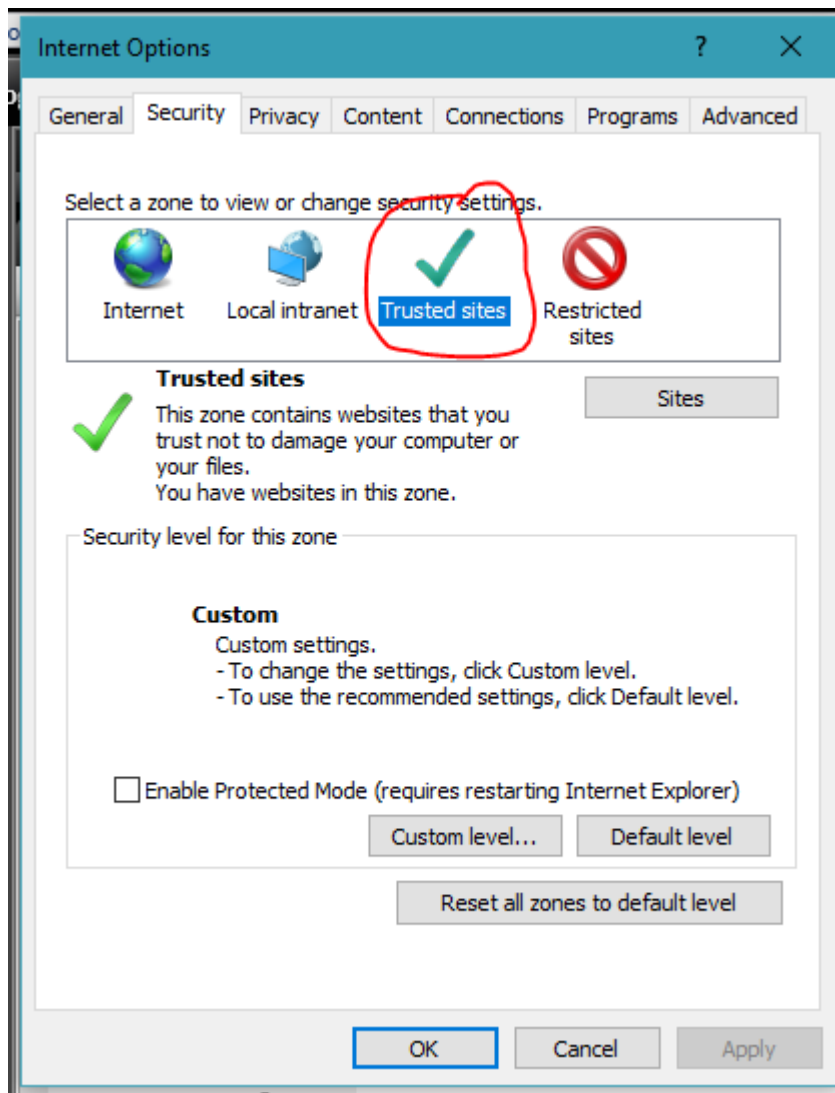
Now move your mouse cursor over the “Tools” menu again and “Left” click your mouse. Move your mouse cursor over the “Internet Options” option and “Left” click your mouse. (see picture below)



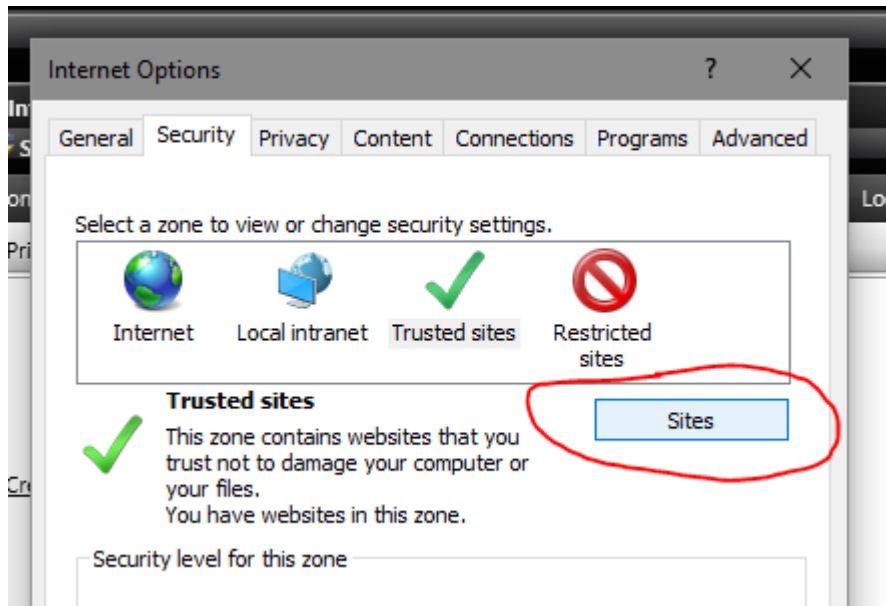
This will bring up a new window (see picture below). Move your mouse cursor over the “Security” tab and “Left” click your mouse (see picture below).



Then move your mouse cursor over “Trusted Sites” and “Left” click your mouse (see picture below).

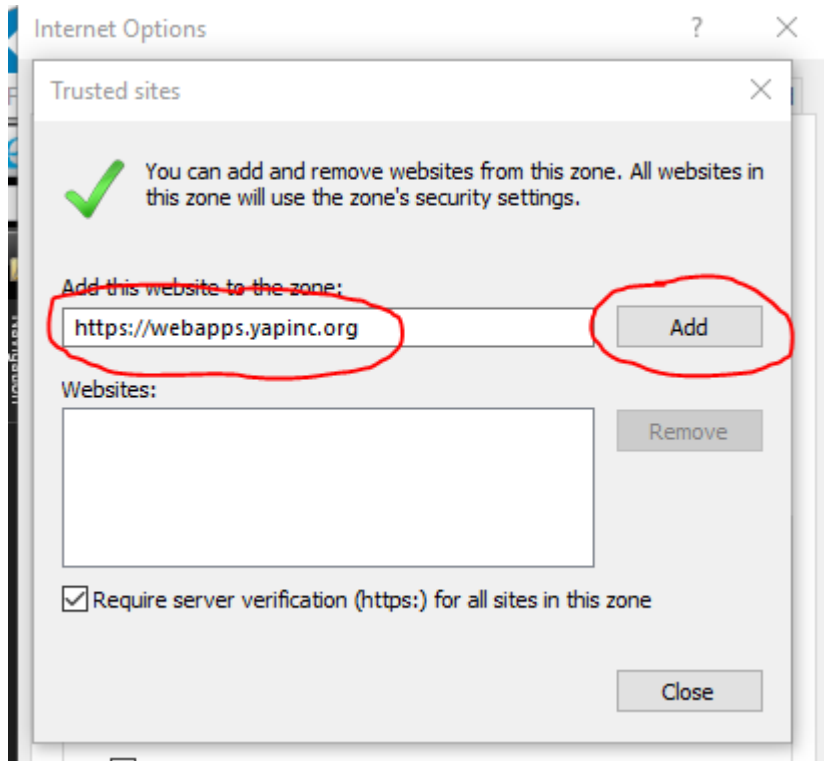


Then move your mouse cursor over the “Sites” button and “Left” click your mouse (see picture below).

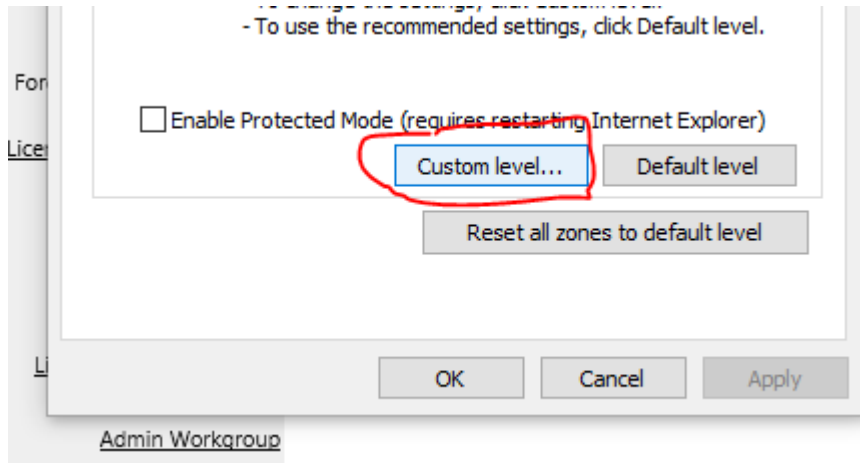




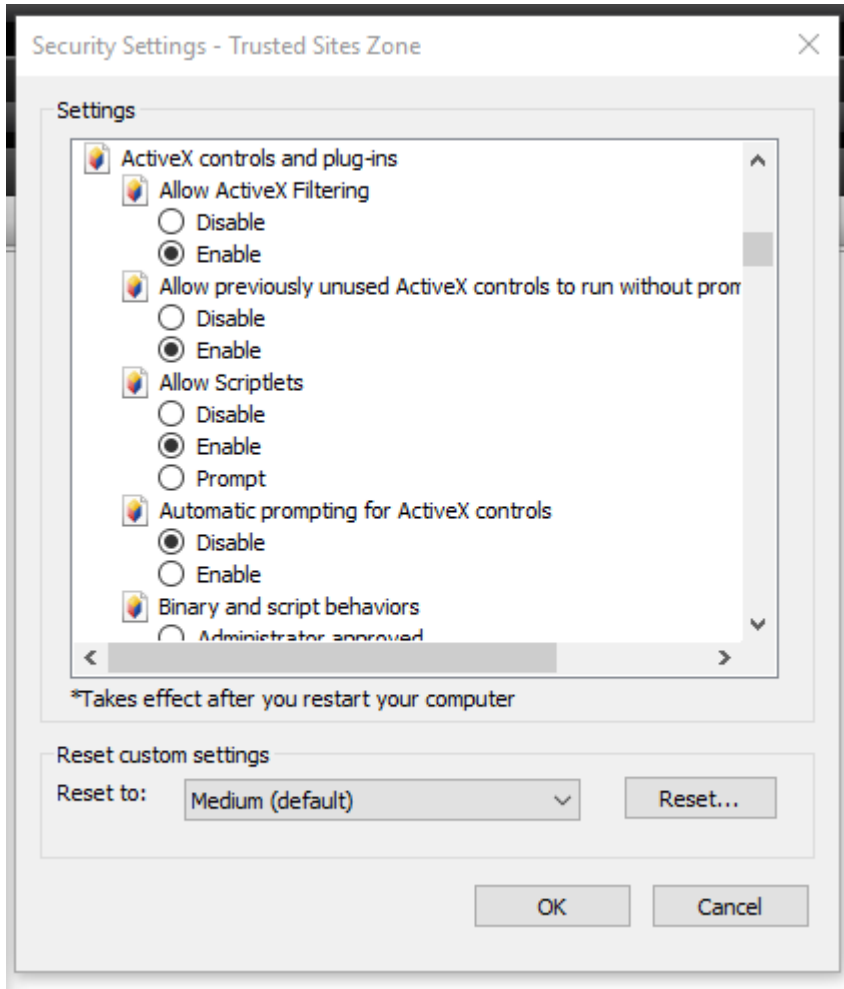
A new window will open (see picture below). In the box to the left of the “Add” button type in <https://webapps.yapinc.org> (see picture below). Then move your mouse cursor over the “Add” button and “Left” click your mouse (see picture below). Then move your mouse cursor over the “Close” button at the bottom of the window and “Left” click your mouse.



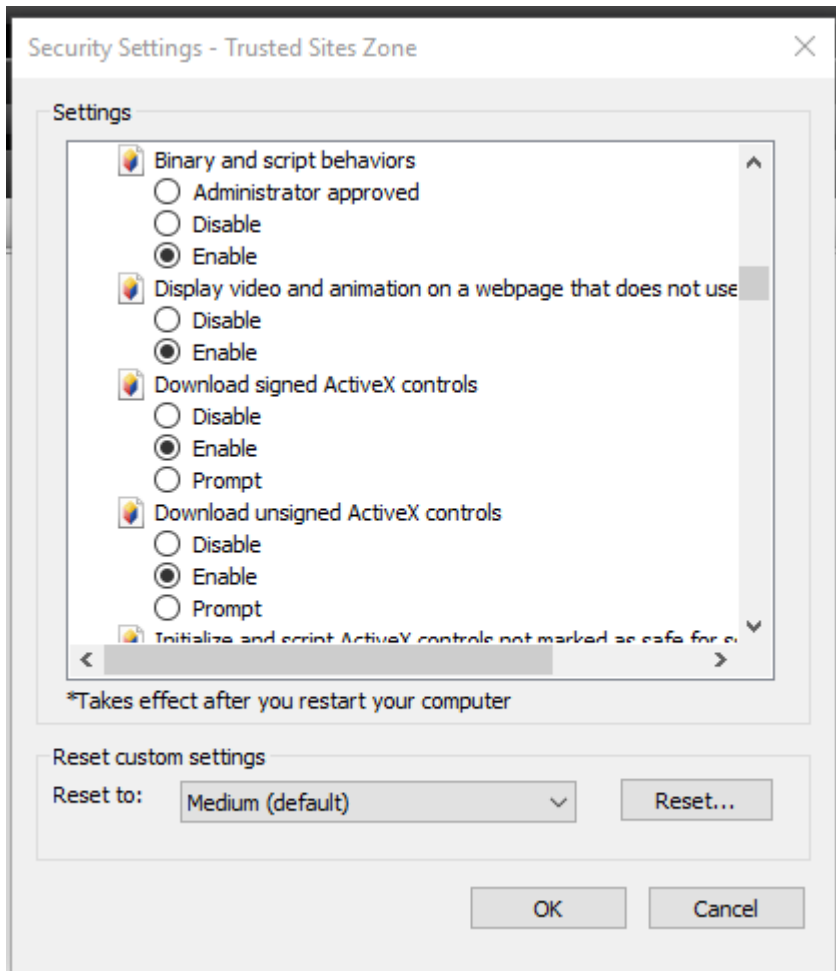
**This will bring you back to the “Security” tab settings. At the bottom of this window you should see a “Custom level...” button. Move your mouse cursor over this button and “Left” click your mouse (see picture below).**



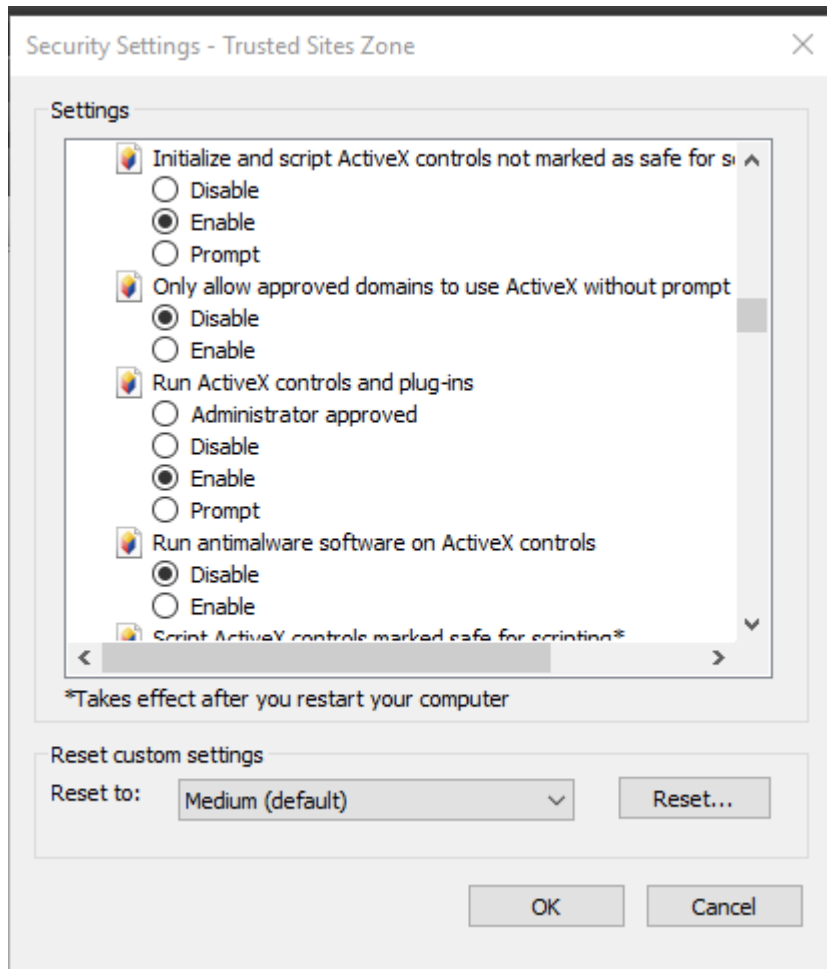
This will open a new window. Scroll your mouse wheel until you see “ActiveX controls and plug-ins” (see picture below: “Note, make sure your settings look exactly like what is pictured below”)



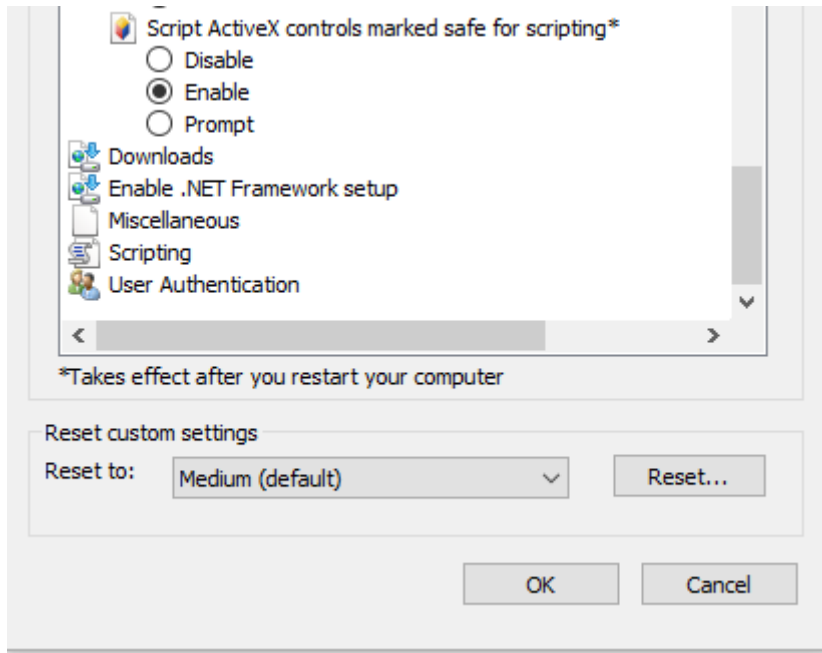
**Scroll your mouse wheel again and make sure these settings (see picture below) match yours exactly.**



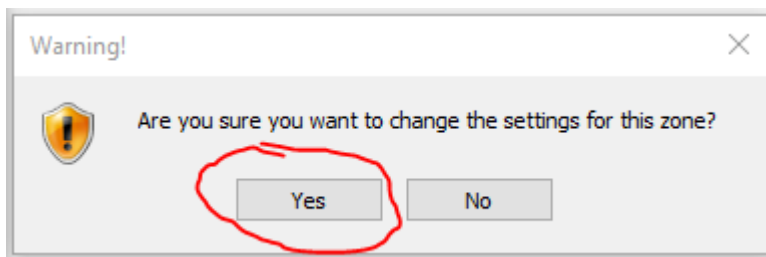
**Scroll your mouse wheel again and make sure these settings (see picture below) match yours exactly.**



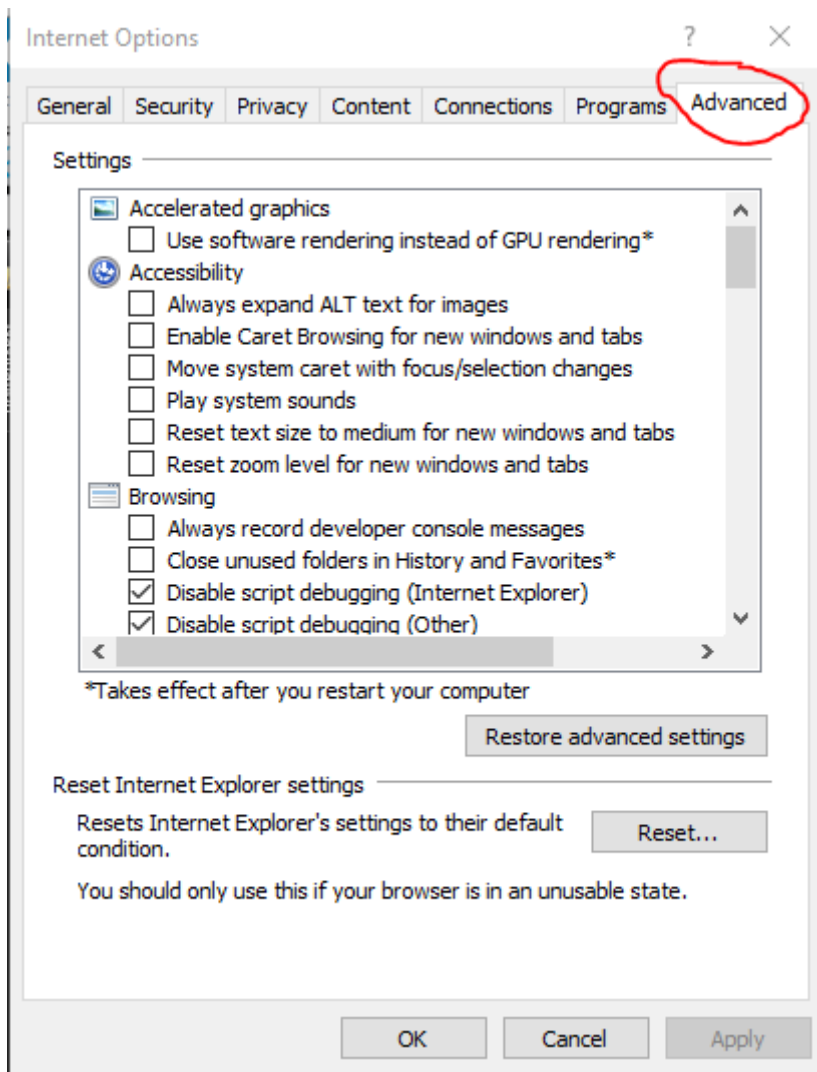
**Scroll your mouse wheel again and make sure these settings (see picture below) match yours exactly. Then move your mouse cursor over the “Ok” button at the bottom of the window and “Left” click your mouse.**



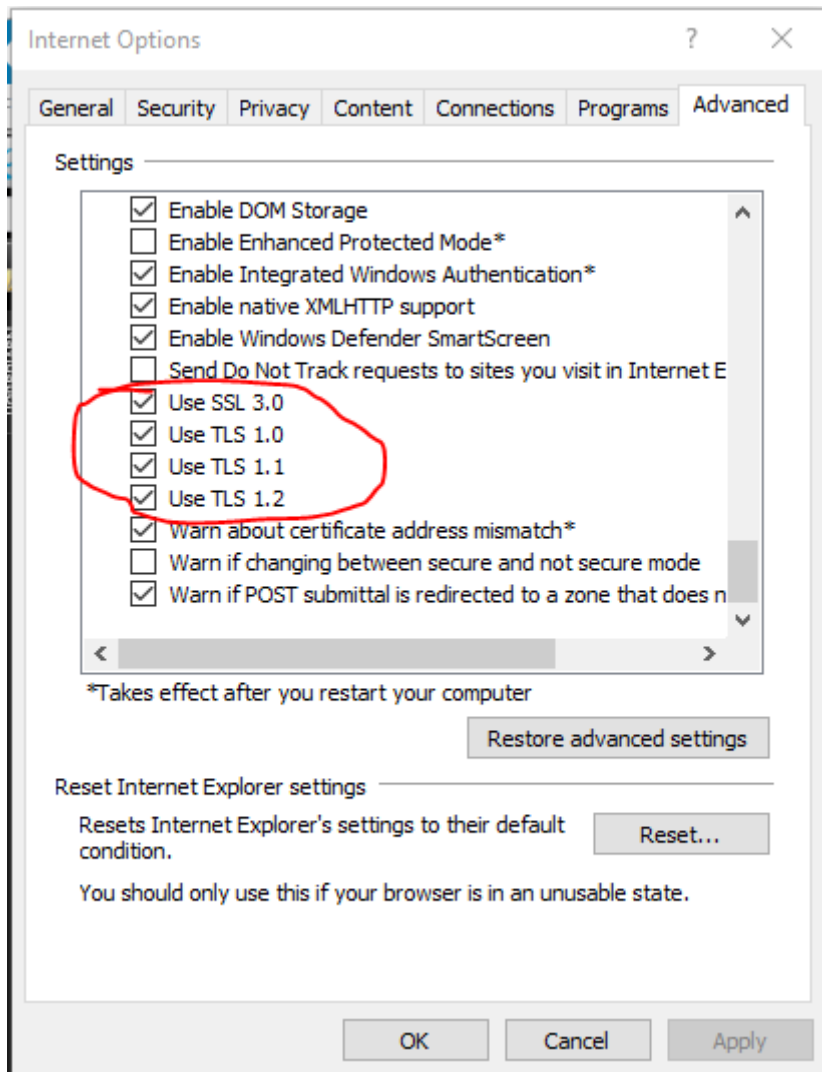
**A new window will pop up (see picture below). Move your mouse cursor over the “Yes” button and “Left” click your mouse.**



Then move your mouse cursor over the “Advanced” tab and “Left” click your mouse (see picture below).

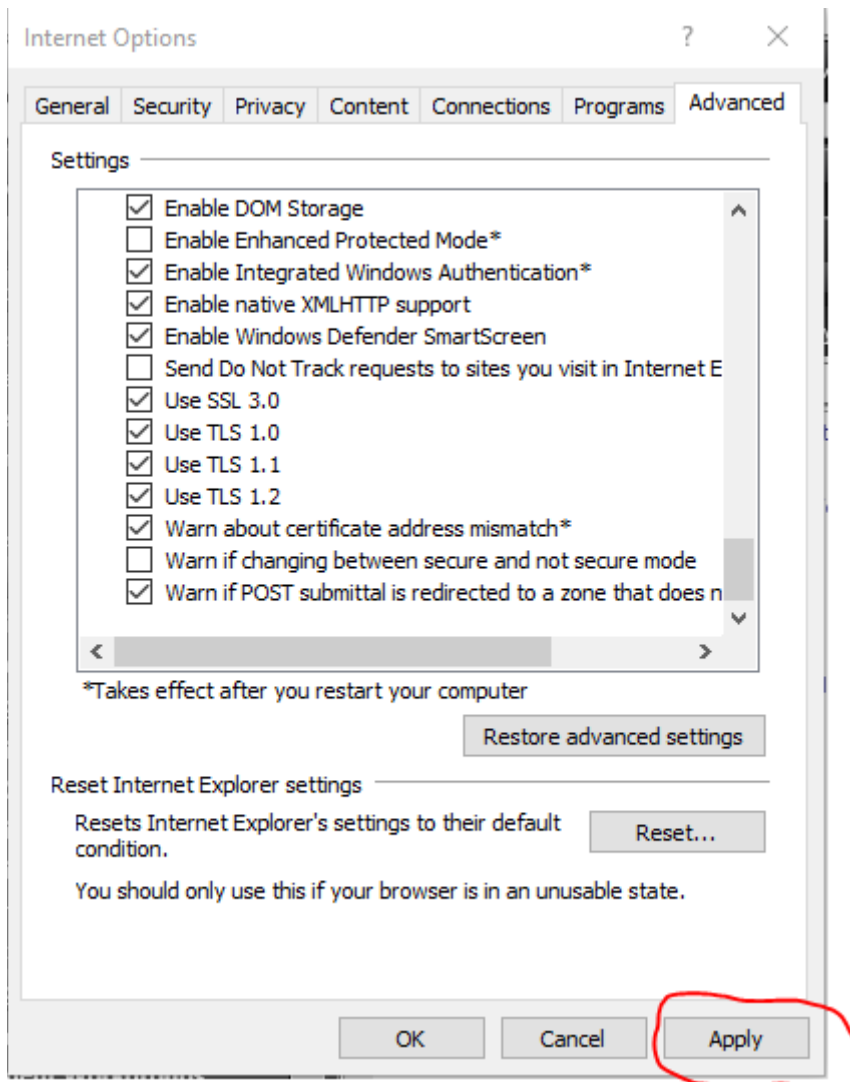


Scroll your mouse wheel until you reach the bottom of the window. Then make sure your settings exactly match these (see picture below).

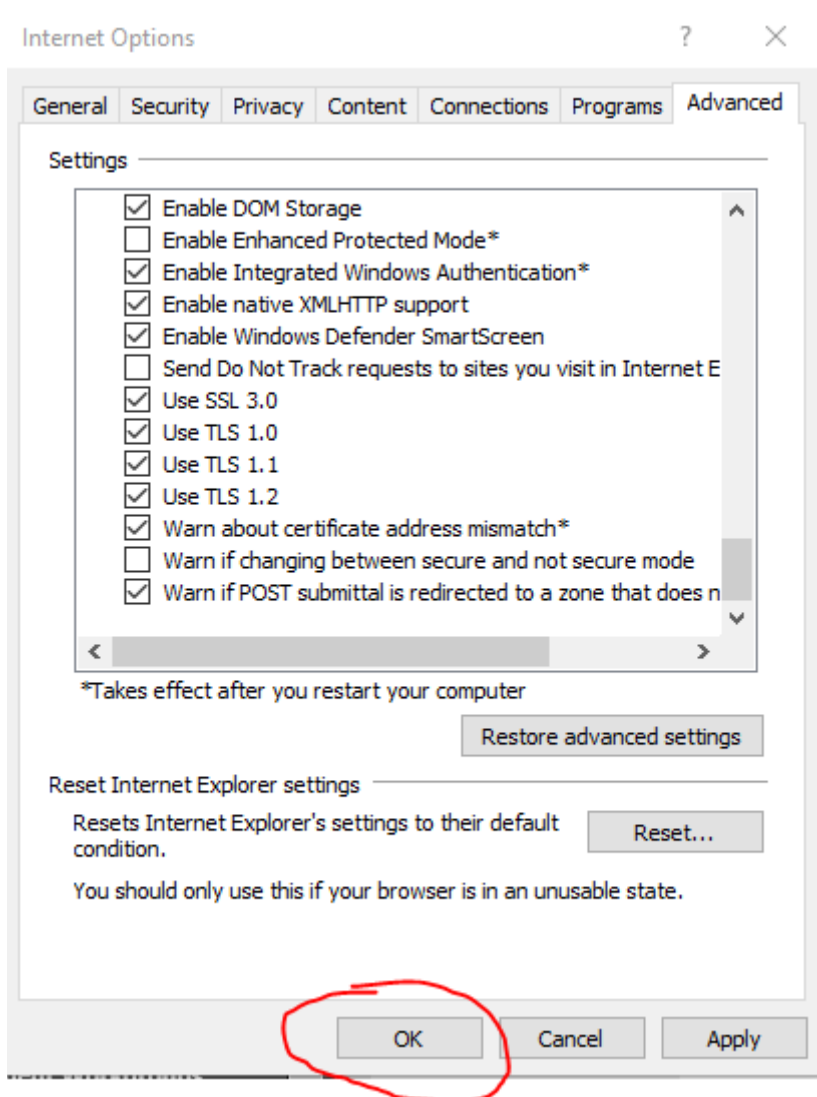




Then move your mouse cursor over the “Apply” button at the bottom of the window and “Left” click your mouse (see picture below).



Then move your mouse cursor over the “Ok” button at the bottom of the window and “Left” click your mouse (see picture below).



Once you have done all of this, log in to Evolv and have a great day!