Setting the Home Page in Internet Explorer to Open to the BCCC’s Intranet

In order to ensure that messages posted to the Intranet are not missed, the ideal solution is to set the web browser to open each time to the college’s Intranet. The Intranet web master is recommending that the college community use Internet Explorer when accessing the college’s Intranet – http://my.bucks.edu. Therefore, these directions will apply only to Internet Explorer.

1. Open Internet Explorer. After the browser opens, click on the Tools menu, slide the mouse down to Internet Options… and click to open the dialog window.

2. Once the Internet Options dialog box opens check to see if the General tab is selected. If it is not, click on that tab. If it is already open, notice the Home page section in the window.
3. In the Address text box, type in http://my.bucks.edu and then press the OK button at the bottom of the window.

4. After pressing the OK button you are returned to the browser. Click the Home button on the standard toolbar.

5. After clicking the Home button on the standard toolbar, the BCCC’s Intranet portal page will display. If you have not set up the Intranet as a trusted site you will need to log in. If you need directions on how to log into the Intranet, see the LTA How to Log into the Intranet. To set up a trusted web site see the LTA Creating a Trusted Web Site. Trusted web sites can only be created in Internet Explorer. Both LTAs can be accessed at http://www.bucks.edu/acs/ltas.html.

6. From this point forward, each time Internet Explorer is opened, the BCCC Intranet portal page will display. If this page is left open throughout the day, be sure to click the refresh button to update the information displayed on the page.