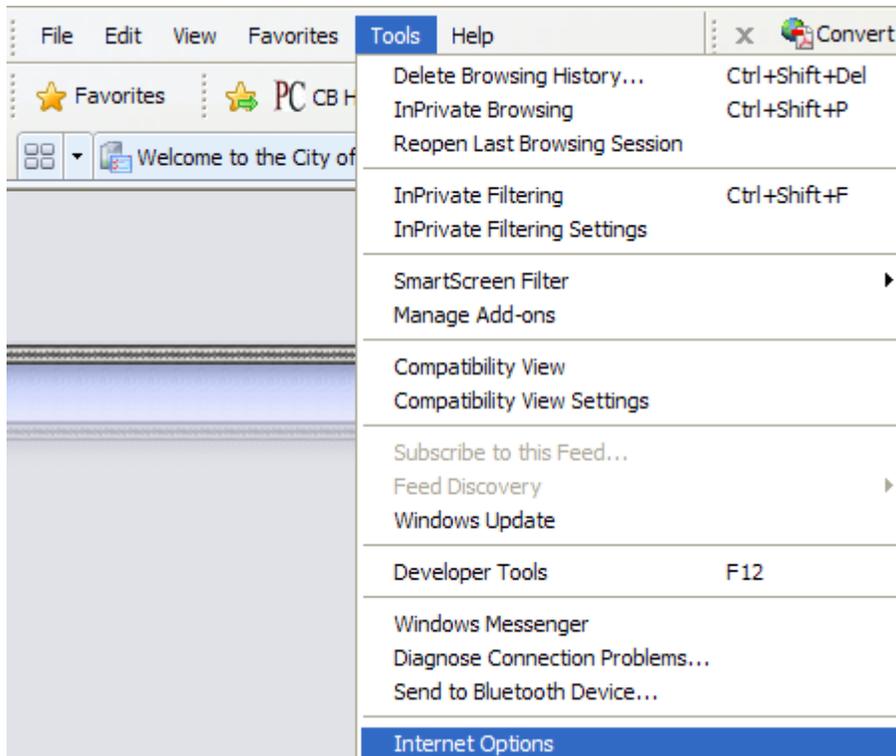
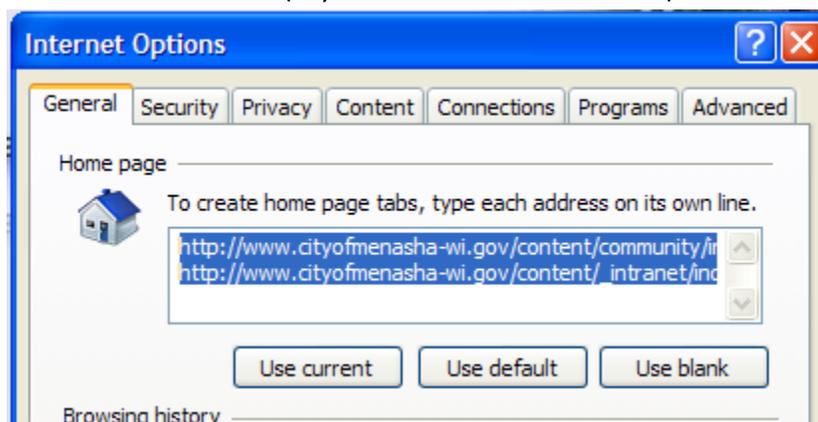


## To add the Employee Intranet as a second tab in Internet Explorer

- Open Internet Explorer
- Copy this Address (to use keyboard shortcut, highlight and Control C):  
[http://www.cityofmenasha-wi.gov/content/\\_intranet/index.php](http://www.cityofmenasha-wi.gov/content/_intranet/index.php)
- Go to Tools/ Internet Options



- There will be an address already in the homepage text box put your cursor on that address and press your “END” key to place the cursor at the end of the line. Press enter to bring it to a new line. Paste the address (keyboard shortcut: Control “V”).



- Click “Apply”
- Click “OK”
- Close Internet Explorer and reopen and it should now have opened your regular home page with a second tab with the Employee Intranet