

1 Managing Pop-Ups

**Action Note:**

Pop-Ups are a setting on your PC. Please liaise with your IT contact if required.

1.1 Google Chrome

1.1.1 Allow all pop-ups

You can allow all pop-ups by turning off Chrome's pop-up blocker. Here's how:

1. Computer:

1. In the top-right corner of the browser window, click the Chrome menu .
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Under "Privacy," click the **Content settings** button.
5. Under "Pop-ups," select **Allow all sites to show pop-ups**.

Using a Chrome device at work? Your network administrator might configure the pop-up blocker for you, in which case you can't change this setting yourself.

2. Mobile device:

1. Open the Chrome menu.
2. Touch **Settings**.
3. Touch **Content Settings**.
4. Touch **Block Pop-ups** to turn all pop-ups ON.

2.1.1 Manage pop-ups for a specific site

To manually allow pop-ups from a site, follow the steps below:

1. At the end of the address bar, click the pop-up blocker icon .
2. Click the link for the pop-up window you'd like to see.
3. To always see pop-ups for the site, select "Always show pop-ups from [site]." The site will be added to the exceptions list, which you can manage in the Content Settings dialog.

To always allow pop-ups from a particular site, follow the steps below:

1. In the top-right corner of the browser window, click the Chrome menu .
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Under "Privacy," click the **Content settings** button.
5. Under "Pop-ups," click **Manage exceptions**.

1.2 Internet Explorer

Pop-up Blocker limits or blocks pop-ups on sites that you visit. You can choose the level of blocking you prefer, turn on or off notifications when pop-ups are blocked, or create a list of sites that you don't want to block pop-ups on. Pop-up Blocker settings only apply to Internet Explorer for the desktop.

3.1.1 Turn Pop-up Blocker on or off

1.2.1.1 Internet Explorer 8.0 (Windows 7/Vista/XP)

When a website attempts to launch a new pop-up window, you may see dialog boxes alerting you of pop-up windows that have been blocked. Follow the instructions below to allow pop-up windows on a per-website basis.

1. Open Internet Explorer, then go to the web page that you want to allow pop-ups.
2. In Internet Explorer's Address field, highlight the entire web address of the current page, then right-click and choose the Copy command.
3. From the Tools menu, select Pop-up Blocker → Pop-up Blocker Settings. The Pop-up Blocker Settings dialog box opens.
4. Right-click in the **Address of website to allow:** field, then choose Paste.

Learning Note:

Pasting the web address of a page you wish to allow pop-ups is recommended, rather than typing the generic main web address. For example, you might visit www.example.com/requirepopup.html, but the page is actually hosted at popup.example.com/forms/popupform.html. In this example, you must allow popup.example.com, not www.example.com. Note also that entire websites must be allowed, not individual directories or pages, so in this example Internet Explorer will automatically add the top level popup.example.com to its Allowed sites.



For more information about pop-ups, see *Pop-up Blocker FAQ*, located at the bottom of the dialog box.

1. Click **Add**. The selected website is added to the list of Allowed sites.
2. Click **Close** to close the Pop-up Blocker Settings dialog box.

1.2.1.2 Internet Explorer 9.0 (Windows 7/Vista)

When a website attempts to launch a new pop-up window, you may see dialog boxes alerting you of pop-up windows that have been blocked. Follow the instructions below to allow pop-up windows on a per-website basis.

1. Open Internet Explorer, then go to the web page that you want to allow pop-ups.
2. In Internet Explorer's Address field, highlight the entire web address of the current page, then right-click and choose the Copy command.
3. From the Tools menu (the gear icon on the far right), select Internet options. The Internet Options dialog box opens.
4. Click on the Privacy tab.
5. Under Pop-up Blocker, click **Settings**. The Pop-up Blocker Settings dialog box opens.
6. Right-click in the **Address of website to allow:** field, then choose Paste.

Learning Note:

Pasting the web address of a page you wish to allow pop-ups is recommended, rather than typing the generic main web address. For example, you might visit www.example.com/requirepopup.html, but the page is actually hosted at popup.example.com/forms/popupform.html. In this example, you must allow popup.example.com, not www.example.com. Note also that entire websites must be allowed, not individual directories or pages, so in this example Internet Explorer will automatically add the top level popup.example.com to its Allowed sites.



For more information about pop-ups, see *Learn more about Pop-up Blocker*, located at the bottom of the dialog box.

1. Click **Add**. The selected website is added to the list of Allowed sites.
2. Click **Close** to close the Pop-up Blocker Settings dialog box and click the **OK** button to close the Internet Options dialog box.

1.2.1.3 Firefox .current (Windows/OS X)

1. Open Firefox, then go to the web page that you want to allow pop-ups.
2. In Firefox's URL window, highlight the entire web address of the current page, then choose the Copy command from the Edit menu.
3. Select **Options...** from the Tools menu (Windows) or **Preferences...** from the Firefox menu (OS X). The Options (Windows) or variable (OS X) dialog box opens.
4. In the top panel of the dialog box, click on the Content icon to display the Content dialog box.
5. In the Content dialog box, ensure the **Block pop-up windows** checkbox is selected, then click the adjacent **Exceptions...** button.
6. Right-click or control-click in the **Address of web site:** field, choose Paste from the dropdown menu, then click **Allow**. The selected webpage is added to the list of Allowed Sites.

Learning Note:



Pasting the web address of a page you wish to allow pop-ups is recommended, rather than typing the generic main web address. For example, you might visit www.example.com/requirepopup.html, but the page is actually hosted at popup.example.com/forms/popupform.html. In this example, you must allow popup.example.com, not www.example.com. Note also that entire websites must be allowed, not individual directories or pages, so in this example Internet Explorer will automatically add the top level popup.example.com to its Allowed sites.

7. Close any remaining dialog boxes.

Caution Note:



Even if you turn pop-up blocker on, Internet Explorer won't block pop-ups from sites that are in the Local intranet or Trusted sites security zones. If you want to block all pop-ups—including pop-ups on Local intranet or Trusted sites—you'll have to change the blocking level.