



Configuring Internet Explorer to Log In to Sharepoint Automatically

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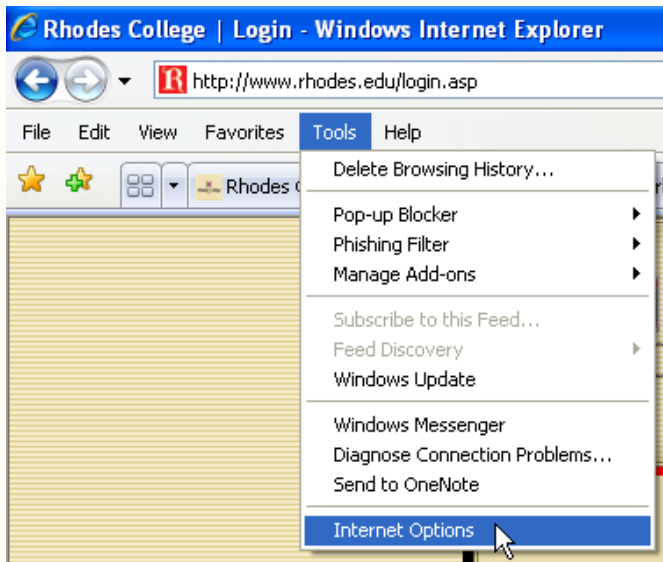
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Sharepoint is a great tool, but it can prompt you many times for a user name and password, particularly when opening shared documents. Users find this particularly aggravating!

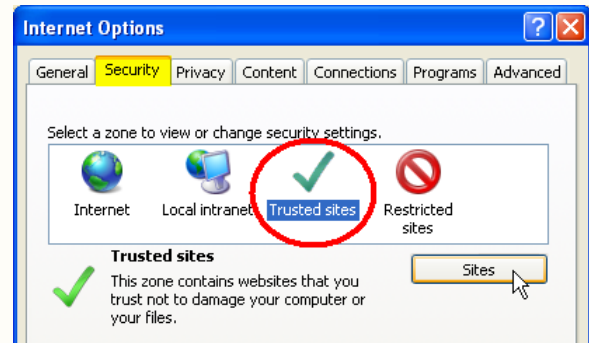
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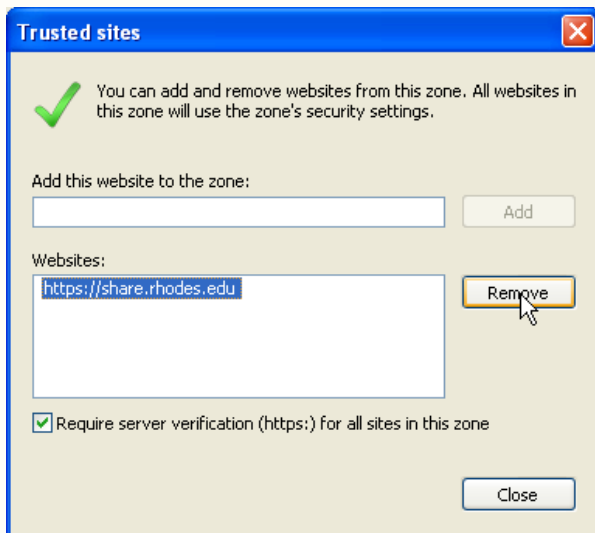
It is possible to configure Internet Explorer so that it will automatically log you into Sharepoint when you visit it and you will not be prompted for your user name and password every time you open a document. **NOTE: These instructions apply only to faculty and staff using their office PCs!**



- 1) In Internet Explorer, select **Tools > Internet Options**.
- 2) In the Internet Options window, select the **Security** tab, then select **Trusted Sites** and click the **Sites** button.

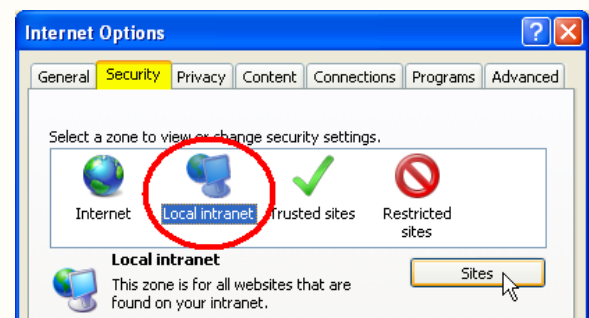


- 3) If share.rhodes.edu is already listed as a trusted site, select it and click the **Remove** button.

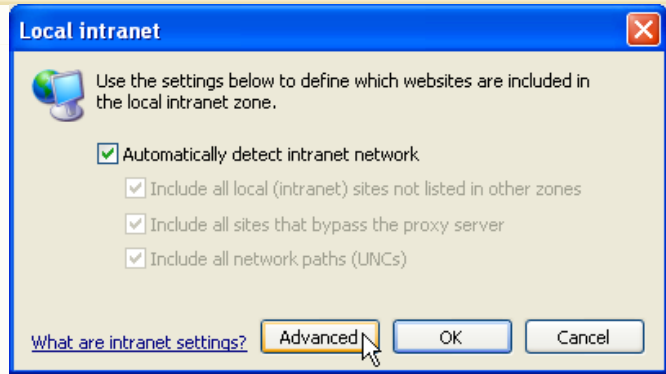
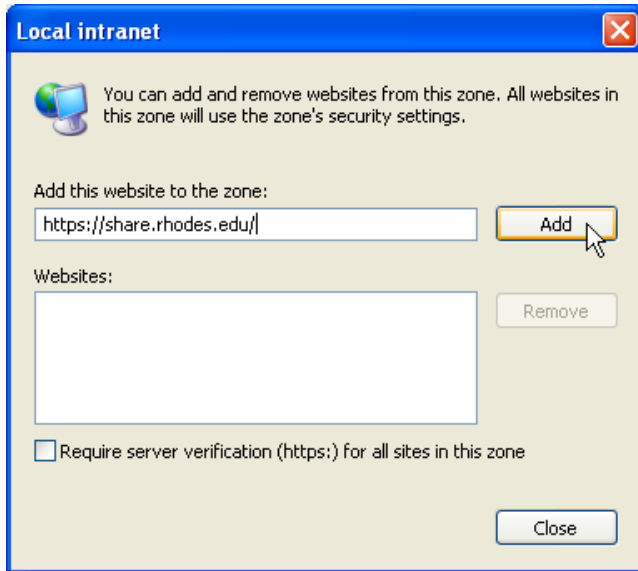


Then click the **Close** button.

- 4) Back in the Internet Options window, under the **Security** tab, select **Local Intranet** and click the **Sites** button.



- 5) In the Local Intranet window, click the **Advanced** button.

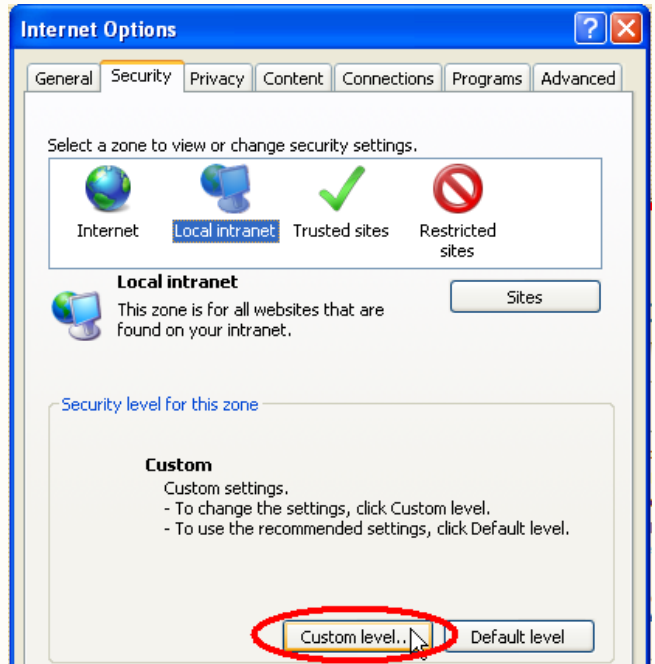
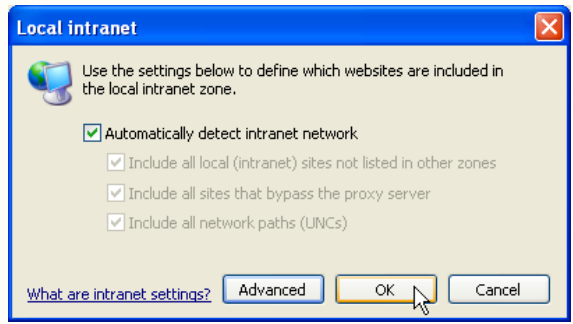


- 6) Then add **https://share.rhodes.edu/** to the Local Intranet Zone.

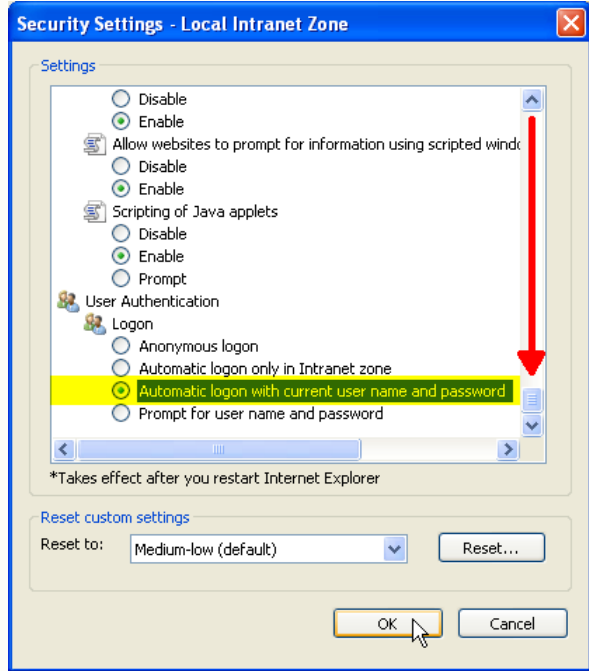
Click the **Add** button.

Then click the **Close** button.

- 7) Back in the first Local Intranet window, click the **OK** button.



- 8) Back in the Internet Options window, click the **Custom Level** button.



- 9) Scroll to the bottom of the Security Settings window and select **"Automatic logon with current user name and password."** Then click the **OK** button.

- 10) Click **Yes** in the Warning pop-up to change settings for the zone. Then click **OK** to close the Internet Options window. You're done!