

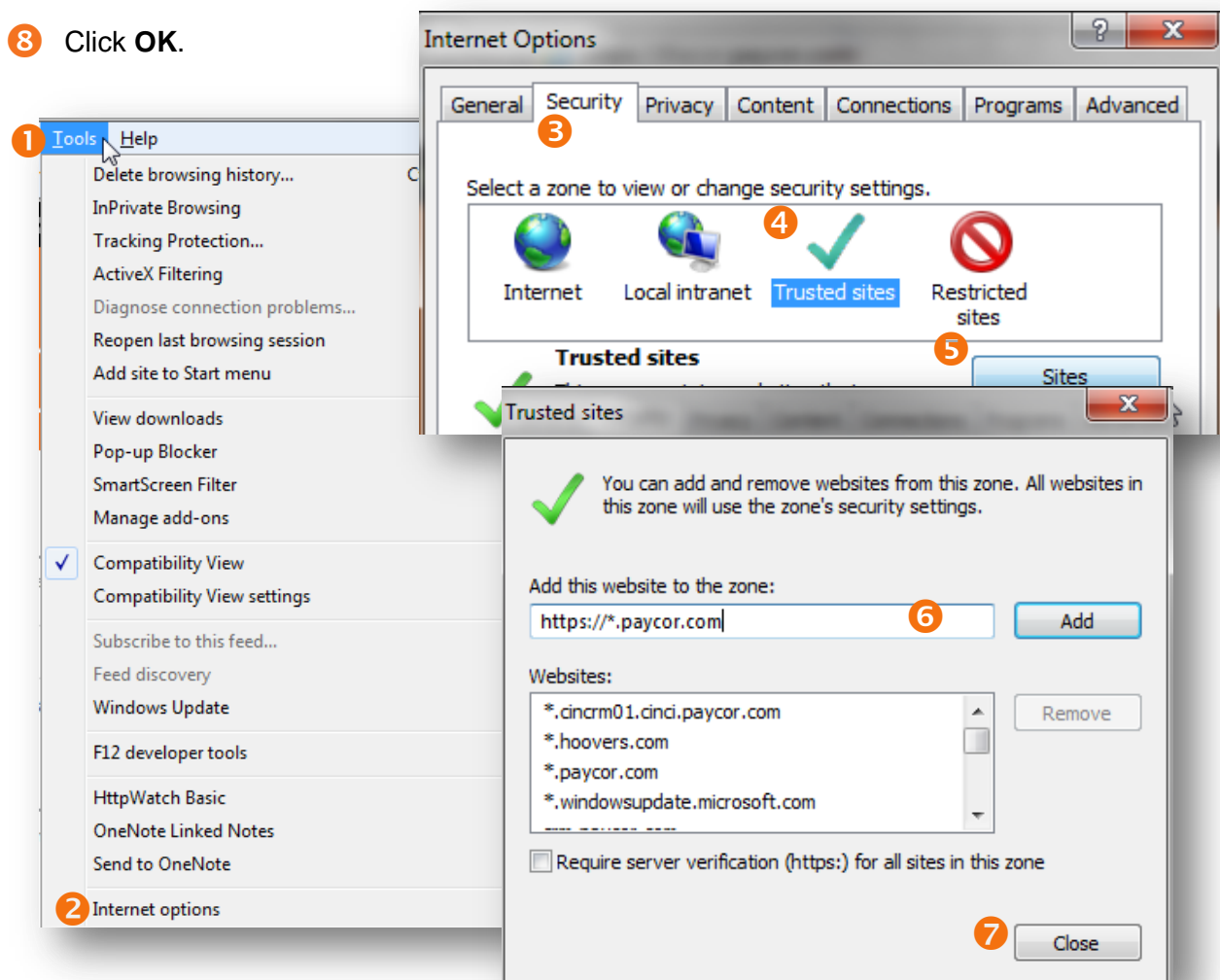
## General Setup for Internet Explorer

These recommendations are for anyone using [www.paycor.com](http://www.paycor.com).

### Internet Explorer – Adding Paycor to Trusted Sites

Follow the steps below to do this task.

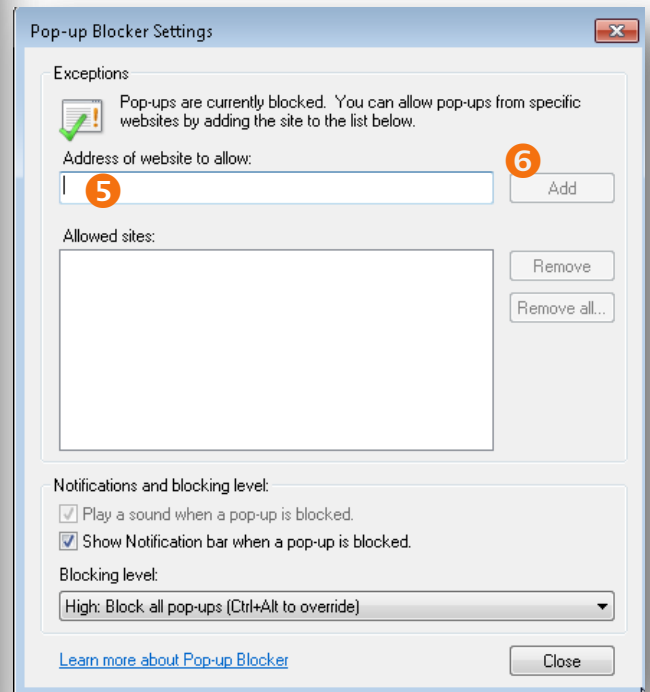
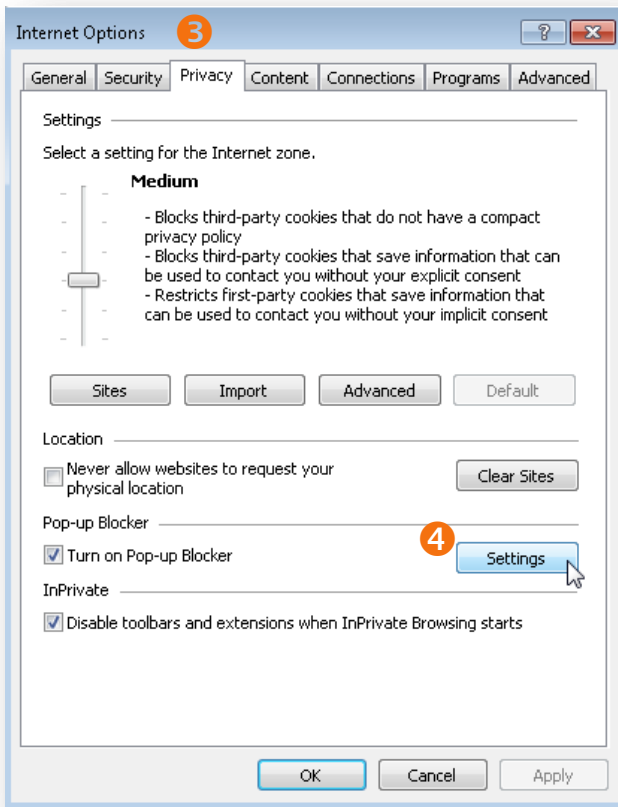
- 1 Click on the **Gear** icon, or the **Tools** menu at the top.  
**Note:** If you do not see the File, Edit, View, Favorites, Tools, Help menu options: push the **ALT** button on the keyboard.
- 2 Click on **Internet Options**.
- 3 Click on the **Security** tab.
- 4 Click on the **Trusted sites** icon.
- 5 Click on the **Sites** button below it.
- 6 Type [https://\\*.paycor.com](https://*.paycor.com) in the *Add this website to the zone:* box.  
Click **Add**.
- 7 Click **Close**.
- 8 Click **OK**.



## Internet Explorer – Adding Pop-up Blocker Exception

Follow the steps below to do this task.

- 1 Click on the **Gear** icon, or the **Tools** menu at the top.  
**Note:** If you do not see the File, Edit, View, Favorites, Tools, Help menu options: push the **ALT** button on the keyboard.
- 2 Click on **Internet Options** (See above for screenshot).
- 3 Click on the **Privacy** tab.
- 4 Click on the **Settings** button in the Pop-up Blocker section. (If it's grayed out, that means there is no check mark in the Turn on Pop-up Blocker and you can ignore adding an exception. If you do ever turn this on, then you will need to add \*.paycor.com)
- 5 Type \*.paycor.com into the *Address of website to allow:* box.  
Click **Add**.
- 6 Click **Close**.
- 7 Click **OK**.



## Internet Explorer – Compatibility Mode must be Off

Internet Explorer Compatibility Mode and Internet Explorer 10 Metro mode are not supported.

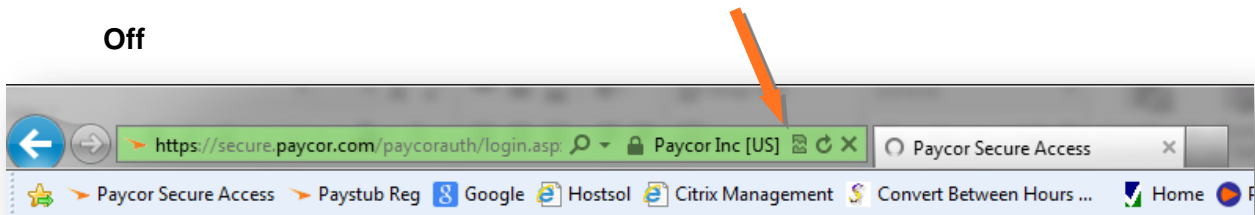
Follow the steps below to do this task:

- 1 In the address bar at the top of Internet Explorer there will be a torn piece of paper icon, if it is blue click this once to turn off compatibility mode.

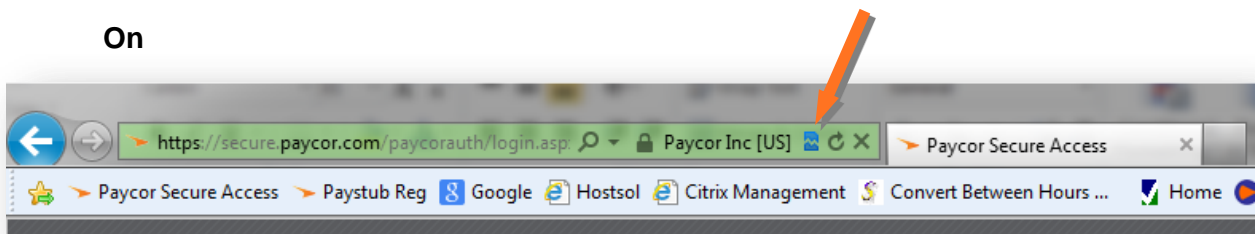
- 2
 

Color	Indicates
Gray	Off (necessary setting for Paycor applications)
Blue	On

Off



On



Note: When launching any WebEx sessions, you may need to turn on compatibility mode in order for it to launch properly. Once an attendee clicks the link from the e-mail invitation, or after they manually type in [paycorsupport.webex.com](http://paycorsupport.webex.com) they will need to click the compatibility mode icon to make sure it is blue.