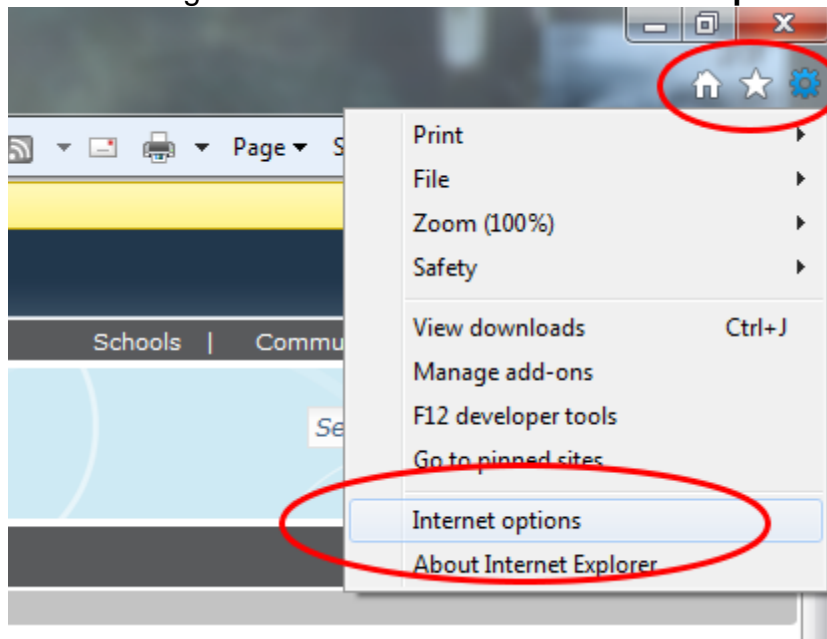


Important Note:

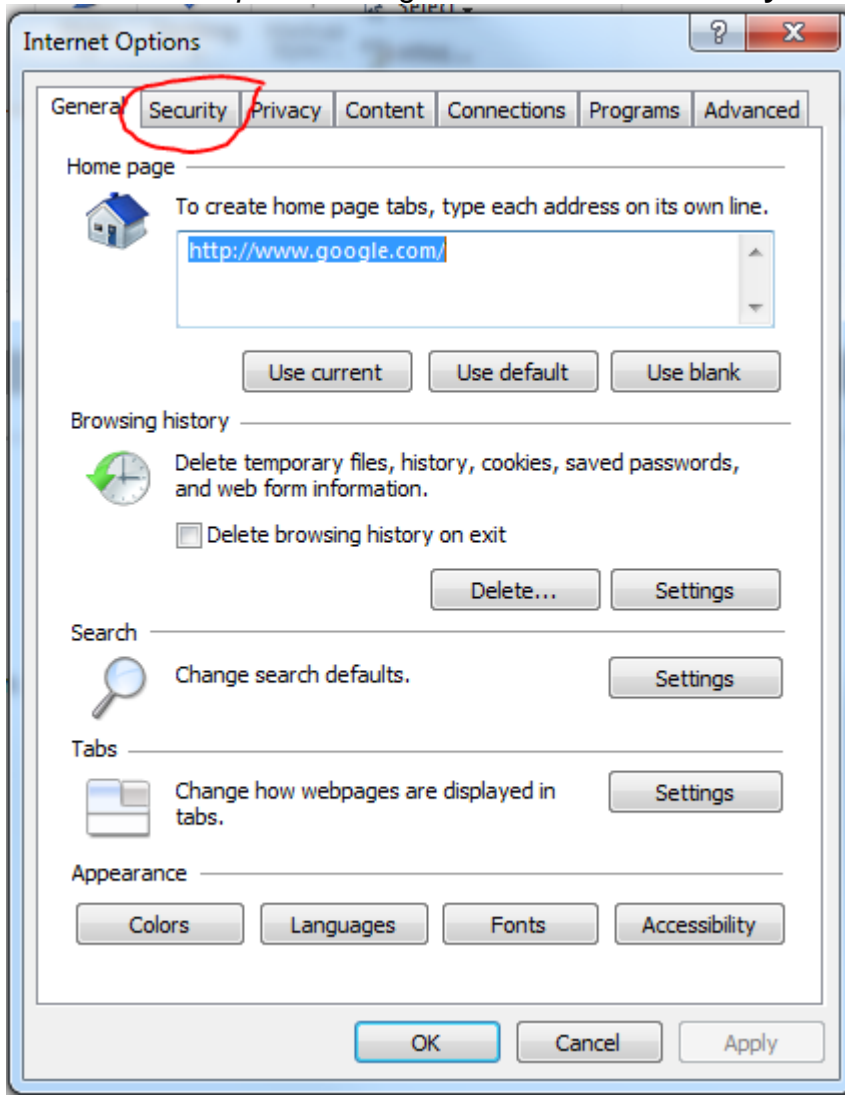
Before proceeding with the instructions below to verify that your computer is using Internet Explorer version 10. Internet Explorer 10 may be running on Windows Vista, Windows 7 and Windows 8 computers. [Click here to learn how to check your version on Internet Explorer.](#)

Step-By-Step Instructions

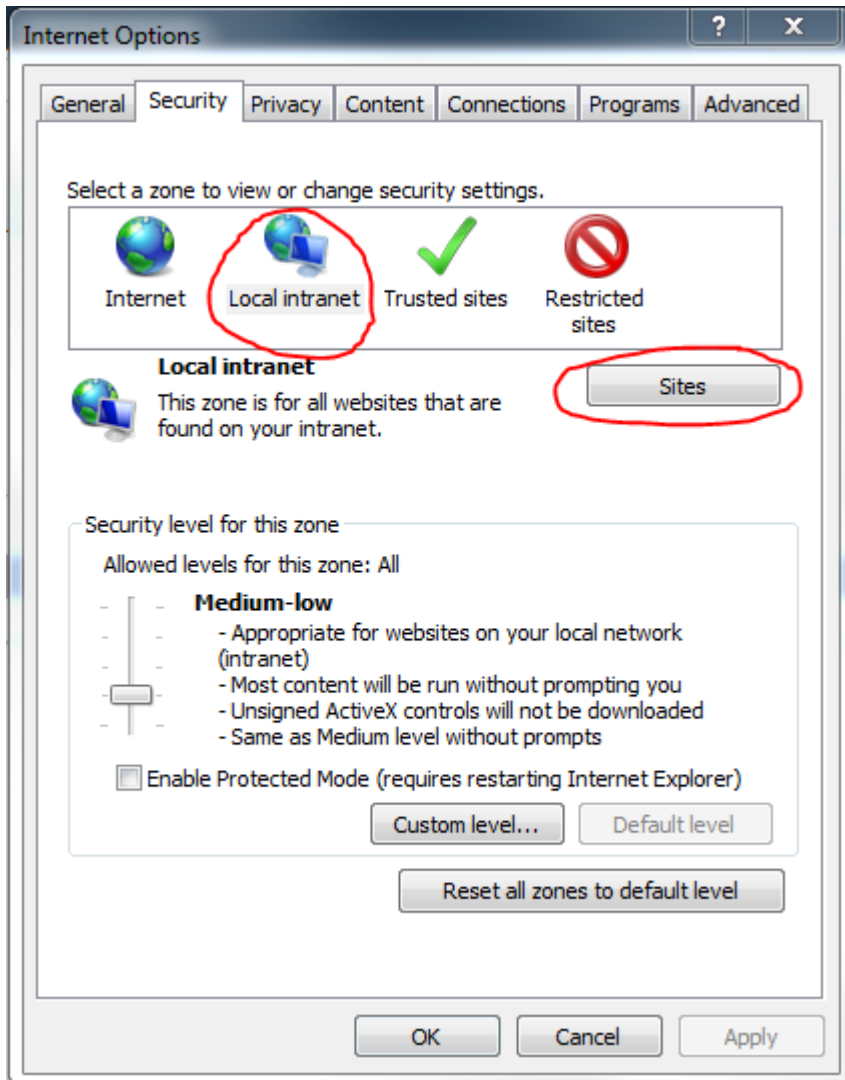
1. Open Internet Explorer.
2. Click on the gear menu icon and choose **internet options**.



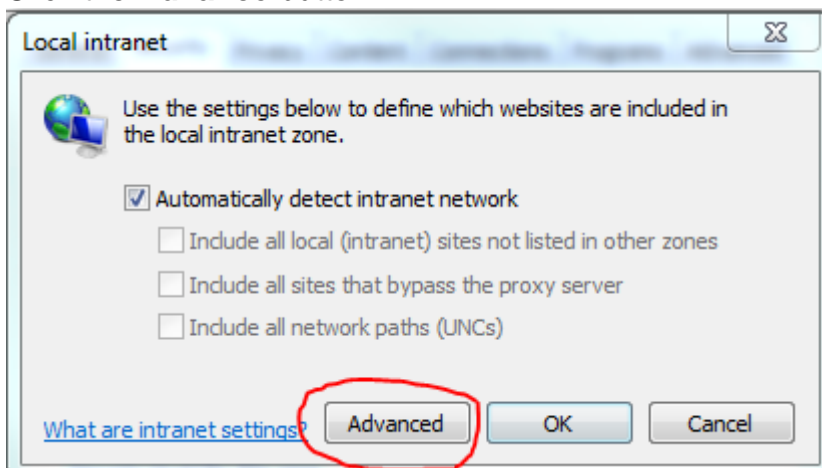
3. In the *Internet Options* dialog box click on the **Security** tab.



4. Click on the **Local intranet** zone and then click on the **Sites** button.

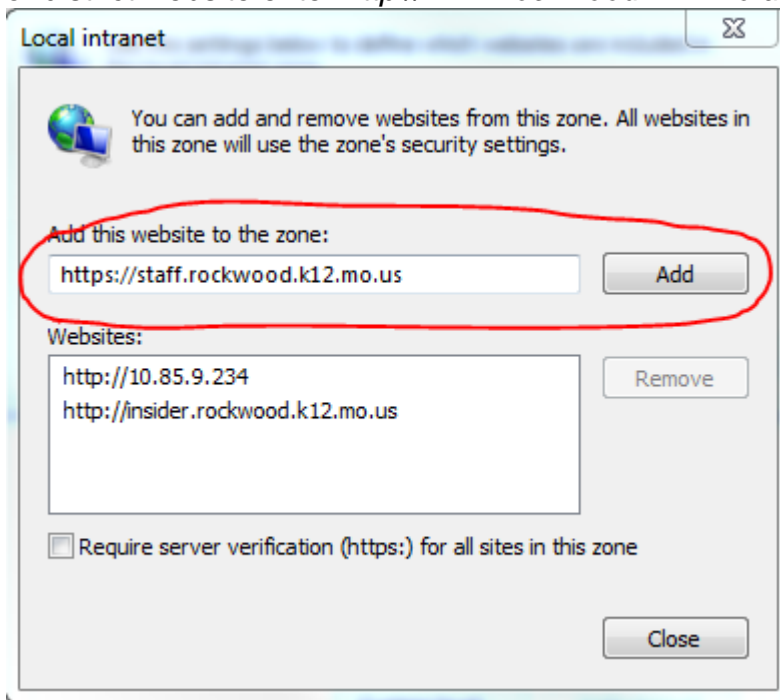


5. Click the **Advance** button.



6. In the **Add this site to the Zone** textbox enter the SharePoint's website address that you are trying to access* and the click **Add** button.

* If you are having issues with your teacher website enter *https://staff.rockwood.k12.mo.us*. If you are having problems with the Insider enter *http://insider.rockwood.k12.mo.us*. If you are having issues with your school or district website enter *http://www.rockwood.k12.mo.us*.



7. Click the **Close** button on the dialog box.
8. Click the **OK** button to close the Local intranet dialog box.
9. Click the **OK** button to close the Internet Options dialog box.
10. Close all Internet Explorer windows.