

Devices

How do I set the Staff Intranet as my browser start-up page?

The Staff Intranet is setup to automatically open on login for staff managed PCs (these have the University name and crest on their backing screen). If you have a un-managed device (including an Apple Mac), we ask that you set the Staff Intranet to open every time you open your preferred browser. Please choose the appropriate instructions below.

For **Chrome**:

- Open Chrome
- In the top-right of the screen, click on the icon that looks like three vertical dots
- Click on **Settings**
- Scroll down to **On start-up**
- Choose **Open a specific page or set of pages**
- Click **Add a new page** and type <https://staff.swansea.ac.uk>

For **Firefox**:

- Open Firefox
- In the top-right of the screen, click on the icon that looks like three horizontal lines
- Click on **Options**
- Choose **Show your home page** under the heading **When Firefox starts**
- Type <https://staff.swansea.ac.uk> into the **Home Page** box

For **Safari**:

- Open Safari
- Choose **Preferences** from the **Safari** menu
- Click on **General**
- Type <https://staff.swansea.ac.uk> into the **Homepage** box
- Ensure that **New windows open with** and **New tabs open with** are both set to **Homepage**

For **Edge**:

- Open Edge
- In the top-right of the screen, click on the icon that looks like three horizontal dots
- Click on **Settings**
- Under **Open with** choose **A specific page or pages**
- Type <https://staff.swansea.ac.uk> into the **Enter a web address** box

For **Internet Explorer**

- Open Internet Explorer
- Click on the **Tools** button
- Click on **Internet Options**
- Select **Start with home page** under the **Startup** option
- Type <https://staff.swansea.ac.uk> into the **Home page** box

Unique solution ID: #2283

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Last update: 2019-03-20 14:37