

## Website Security by Zones

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Prior to starting this procedure, you may want to download this file or print it out.

- 1) Close ALL Internet Explorer browser windows [Best Practice] \*<sup>1</sup>.
- 2) Launch your Internet Explorer
- 3) Launch the website in question and browse toward your objective page until you reach the page where you can not go further.
- 4) Drop Down [Tools] -> Click [Internet Options] Select the [Security] tab
- 5) In "Select a zone to view or change security settings", select [Trusted sites]
- 6) Click the [Sites] button
- 7) In the next window (Trusted Sites) the current page URL should be in the "Add this site to the zone:"
- 8) Before you click the [Add] button, review the "http / https" setting in this window. This must reflect what the URL in the Address bar before it is [Add]ed. \*<sup>2</sup>.
- 9) Follow the Internet Explorer screen / prompts (if any)
- 10) Click the following buttons [Add] -> [Close] -> [OK]
- 11) Close ALL Internet Explorer browser windows [Best Practice] \*<sup>1</sup>.
- 12) Launch Internet Explorer and browse to the website.

You should be good-to-go

Additional Notes:

- 1) \*<sup>1</sup> a [Best Practice] - may not be necessary, but has been found to be a good procedure.
- 2) \*<sup>2</sup> the information in the Address bar will include [http / https], the domain name and the path to the target document. Typically, Internet Explorer will truncate the information it needs to allow correction to the page when you click [Add]. Usually you will not need to edit this information manually.

Typically, all that is needed is the FQDN [Fully Qualified Domain Name] and will look like - <https://www.DomainName.com> - Need Help, please contact your **VTS** engineer.

security issues can be complex. If you would like to continue the conversation oriented toward your individual business or personal needs, please contact your **VTS** engineer.

- 3) From time to time some of the more active cleanup programs may remove this Zone Information. Personally, I think some of the more diligent developers do this to help eliminate the contamination of this list. Additionally, leaving sites in this list that are no longer needed or wanted is another security risk.

Developers just don't seem to document this probably because it may be perceived as an inconvenience. It would be a good thing to allow cleaning programs or to manually look at the list at least a couple of times a year. Personally, I do this at least once a month.

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