

**If this is the first time you have used this computer to log in to GoFileRoom, please follow these steps (you will only have to follow these steps on this computer once):**

1. Click on "Tools" on the menu bar
2. Click on "Pop-up Blocker" in the drop down menu
3. Click on "Pop-up Blocker Settings"
4. In the "Address of website to allow:" box, enter: \*.gofileroom.com
5. Click on the "Add" button
6. Click on "Close"
  
7. Click on "Tools" on the menu bar
8. Click on "Internet Options"
9. Click on the "Security" tab
10. Click on the "Trusted sites" icon
11. Click on the "Sites" button
12. In the "Add this website to the zone:" box enter: <https://www.gofileroom.com>
13. Click on the "Add" button
14. Click on "OK" and then "OK" again
  
15. Close Internet Explorer
16. Open Internet Explorer
17. Go to: <http://www.gofileroom.com>
18. Before logging in, click on "Check Browser"
19. Verify that everything is enabled (marked "Yes").
  - You will be prompted to install software if something is not enabled. Please follow the default options when going through the install.
20. Once everything is enabled enter your username and password to log in to GoFileRoom