

## TeamBudget – Optimizing Chrome Browser Settings

### **Allow Pop-Ups for TeamBudget**

*(see pp. 2-4 for instructions with screenshots)*

1. Open Google Chrome
2. Click the Chrome menu () on the browser toolbar.
3. Select **Settings**
4. Click on **Show advanced settings...**
5. Scroll down to the Privacy section and click on **Content Settings**
6. Scroll down to the Pop-ups section and click on **Manage Exceptions**
7. In the box below “Hostname pattern” type: <https://www4.multco.us>
8. Make sure “Allow” is selected under “Behavior” and click **Done**

### **Add Extension to Automatically Open New Windows and Pop-Ups As New Tabs in Current Window – optional setting**

*(see pp. 5-6 for instructions with screenshots)*

1. Open Google Chrome
2. Go to this link: <https://chrome.google.com/webstore/detail/one-window/papnlmnbdhckngcblfjjaelgceffobn?hl=en>
3. Click on the button that says: **+ FREE**
4. Click **Add** in the resulting pop-up
5. Close Chrome and reopen it

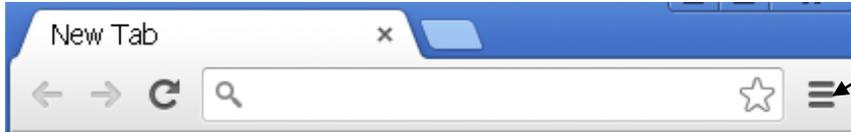
### **Disable Extension to Automatically Open New Windows and Pop-Ups As New Tabs in Current Window**

*(see pp. 7-8 for instructions with screenshots)*

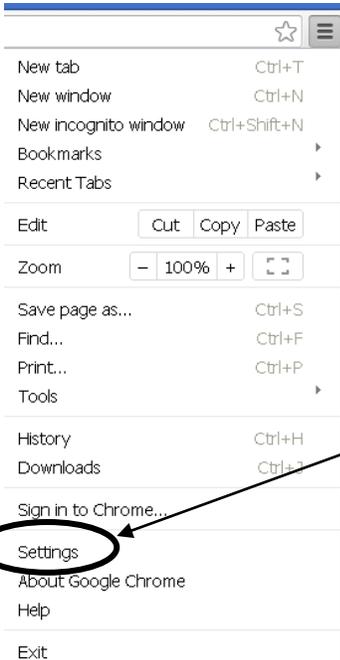
1. Click the Chrome menu () on the browser toolbar.
2. Select **Tools**
3. Click on **Extensions**
4. Find the “One Window” extension, and click the checkmark in the box next to “Enabled” (*i.e.* un-check the box).

## Allow Pop-Ups for TeamBudget:

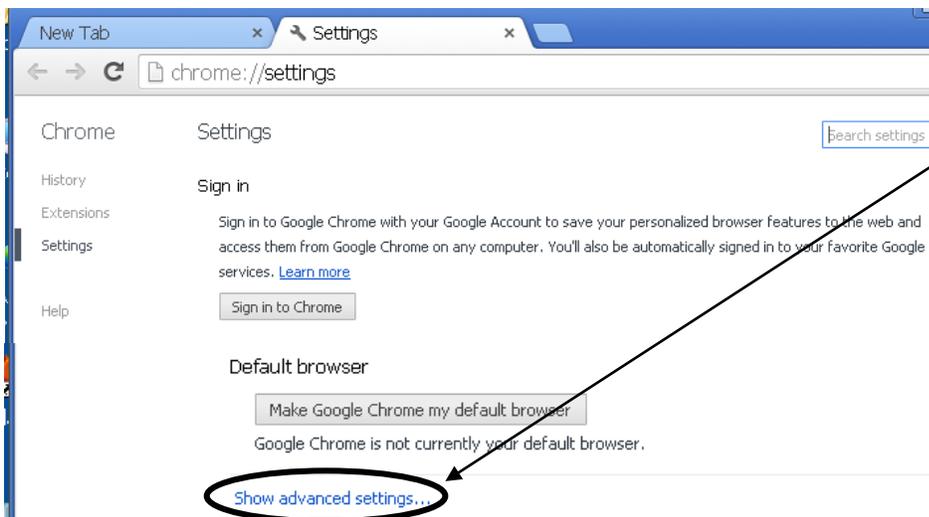
**Open Google Chrome** (doubleclick on the  icon on your desktop)



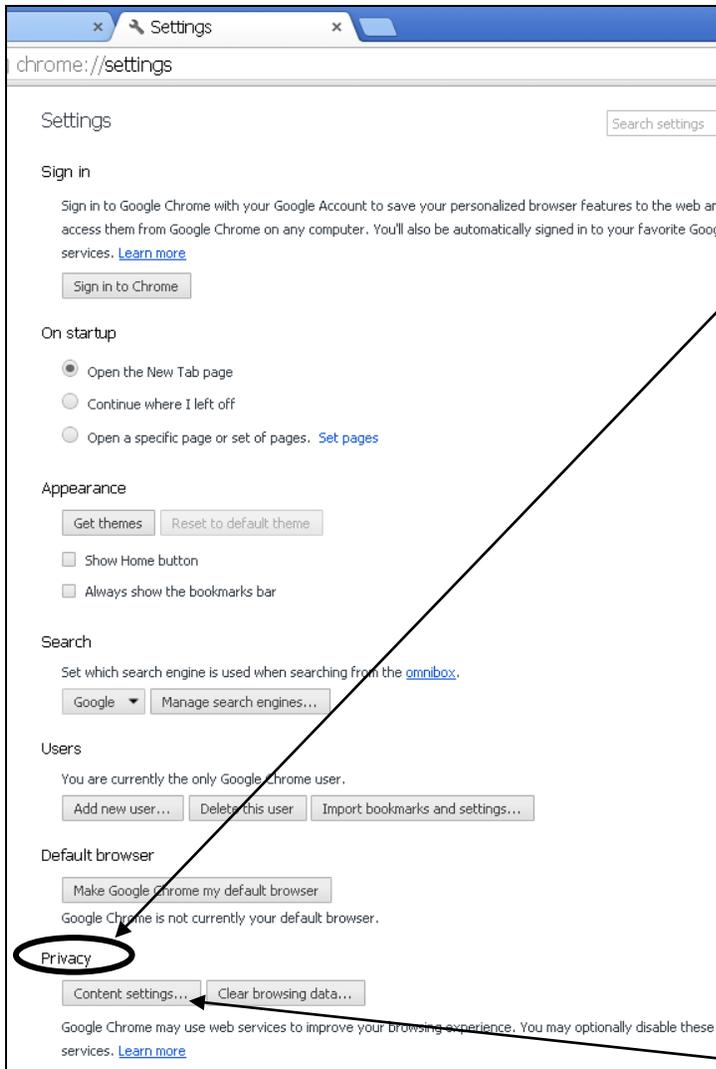
Step 1: Click the Chrome menu (☰) on the browser toolbar.



Step 2: Click on "Settings" in the dropdown menu.

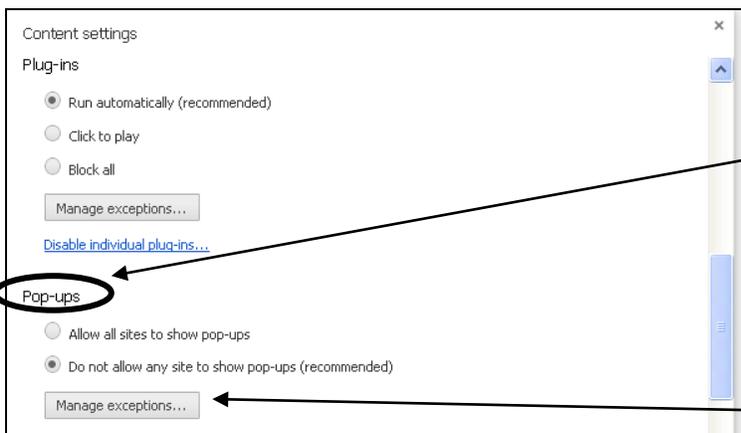


Step 3: Click on "Show advanced settings" at the bottom of the screen. (*Note: content has been deleted from the middle of this screen shot.*)



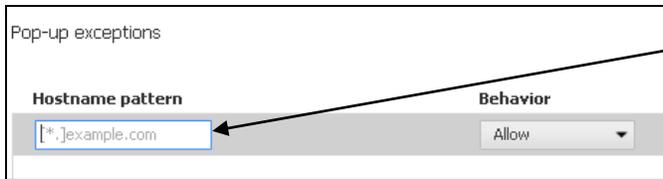
Step 4: Scroll down to the "Privacy" section.

Step 5: Click on "Content settings..."



Step 6: In the resulting window, scroll down to the "Pop-ups" section.

Step 7: Click on "Manage Exceptions..."



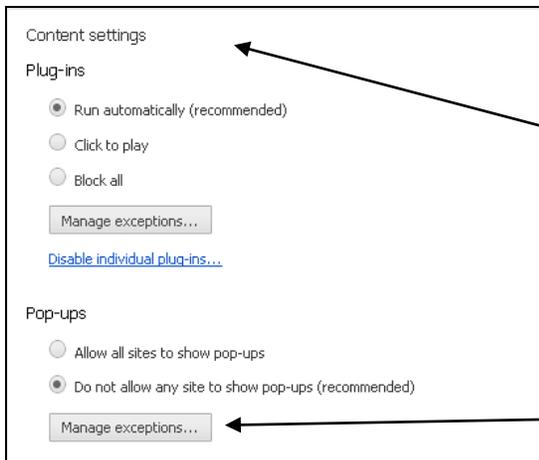
Step 8: In the box below "Hostname pattern," type: **https://www4.multco.us**



Step 9: The result should look like this.

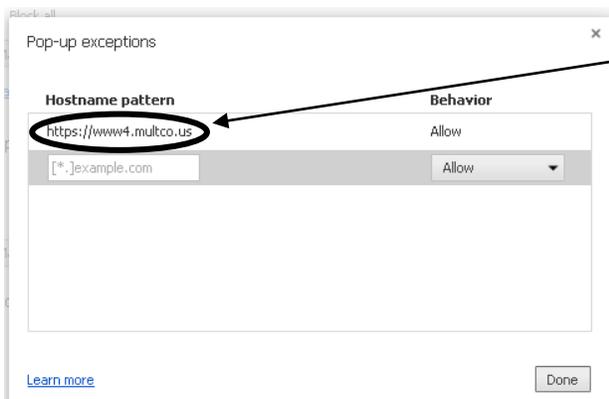
Step 10: Make sure "Allow" is selected under "Behavior."

Step 11: Click "Done."



Step 12: You'll end up back at the "Content settings" screen.

Step 13: If you click on "Manage exceptions..." under "Pop-ups," you will now see the website in your allowed list.



## Add Extension to Automatically Open New Windows and Pop-Ups As New Tabs in Current Window:

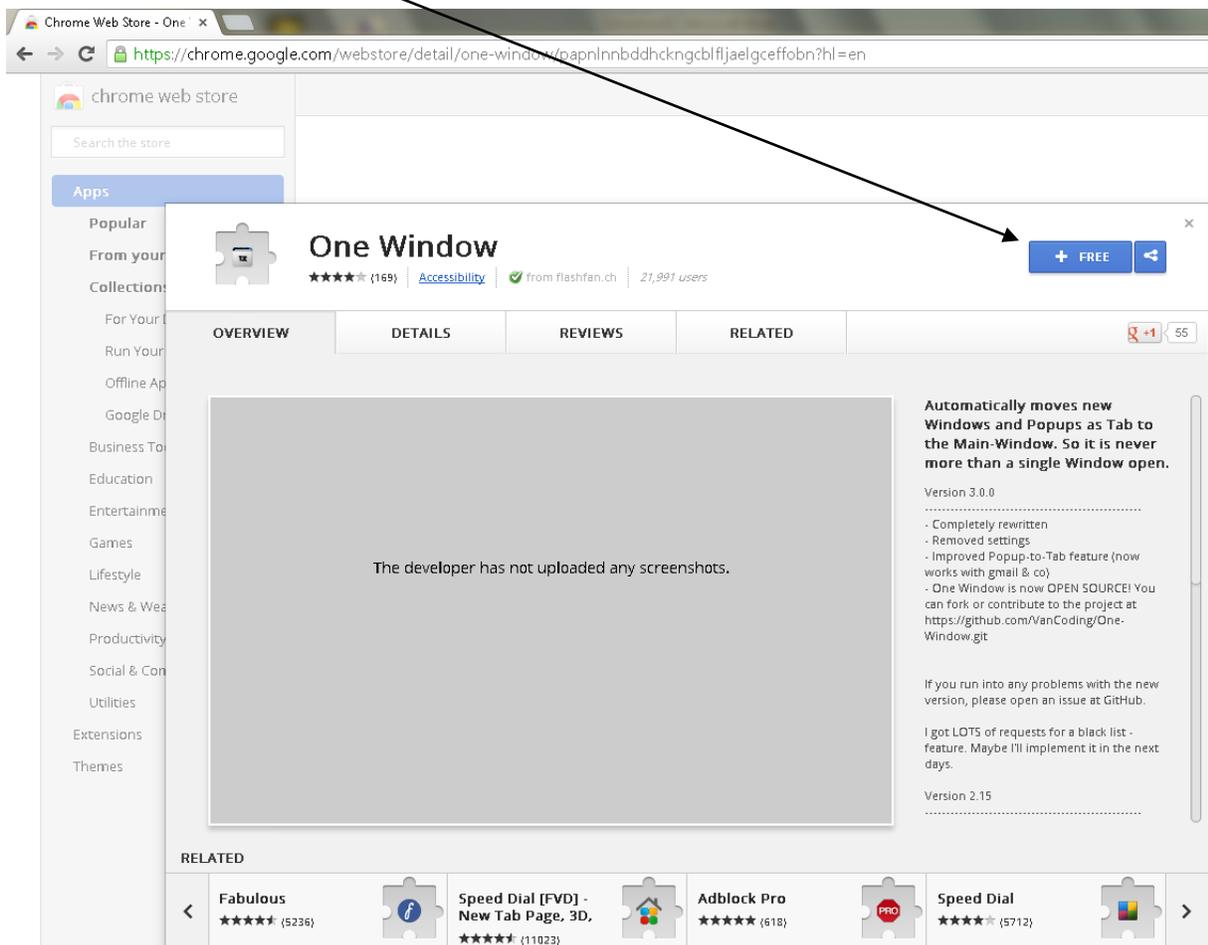
Please note – this is an **optional** setting. If you prefer new windows and pop-ups to appear as separate windows, do not add this extension.

1. **Open Google Chrome** (doubleclick on the  icon on your desktop)

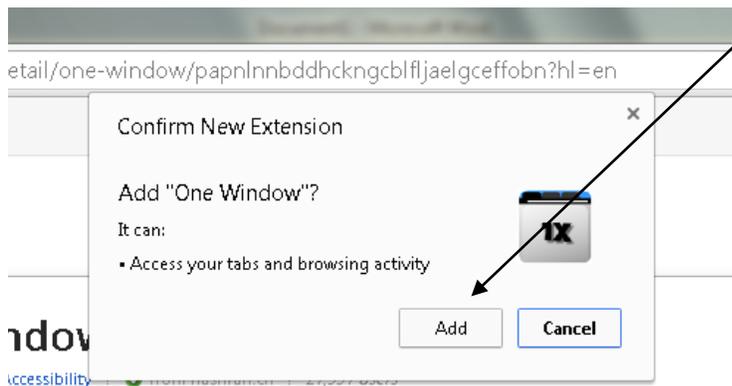
2. **Go to this link:**

<https://chrome.google.com/webstore/detail/one-window/papnlnnbdhckngcbflfjjaelgceffobn?hl=en>

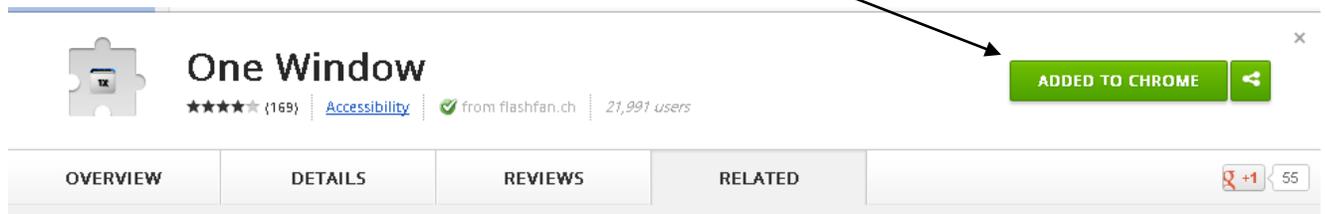
3. **You'll see the following window open. Click on the button that says "+ FREE."**



**4. Click on “Add” in the resulting pop-up:**



**5. After a few moments, the “+ FREE” button you click will change to say “ADDED TO CHROME.” This means you have successfully added the extension.**

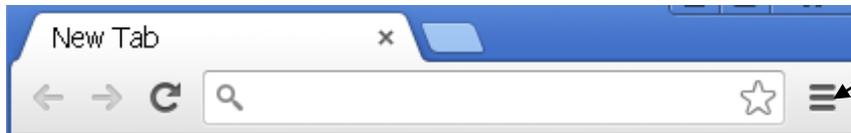


**6. Close Chrome and reopen it. Now pop-up windows should open as new tabs in your current window.**

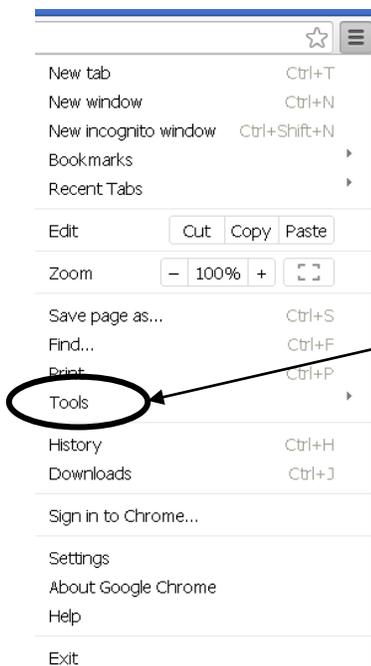
***NOTE: If you want to stop this function, see instructions on next page for disabling the extension.***

## Disable Extension to Automatically Open Windows and Pop-Ups As New Tabs in Current Window:

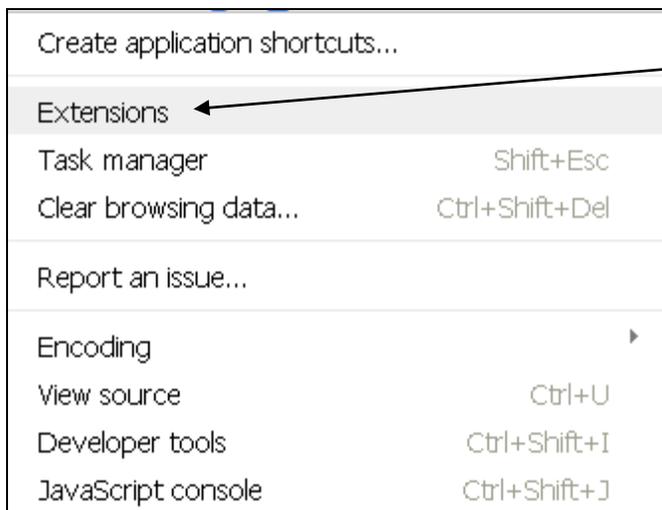
*If you want to disable the extension – either temporarily while you use other programs, or permanently if you decide you do not wish to use it for TeamBudget – please follow the instructions below.*



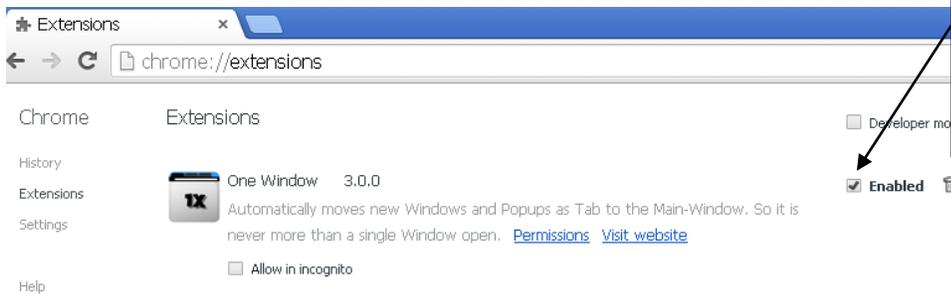
Step 1: Click the Chrome menu (☰) on the browser toolbar.



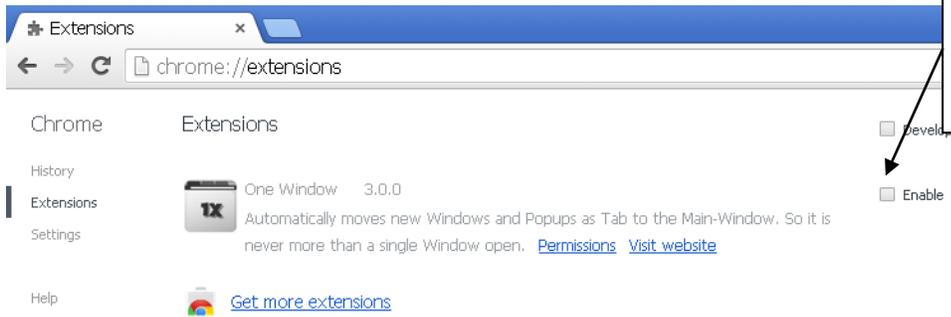
Step 2: Click on "Tools" in the dropdown menu.



Step 3: Click on "Extensions" in the subsequent menu.



Step 4: Click the checkmark in the box next to "Enabled" (this will disable the extension).



Note: To restart the extension, follow steps 1-3 above and click the blank box next to "Enable."