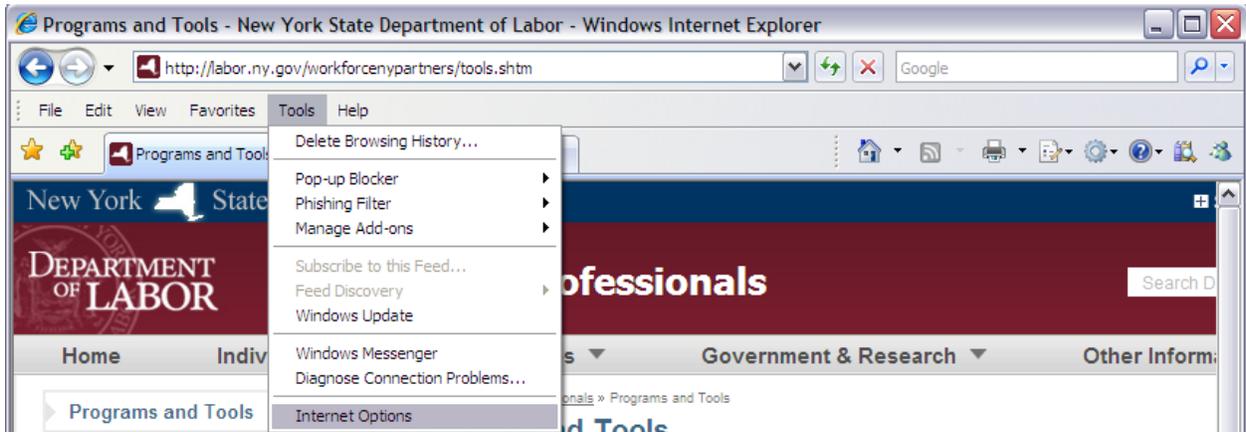


Correspondence: Active X Pop Up Window OSOS Guide

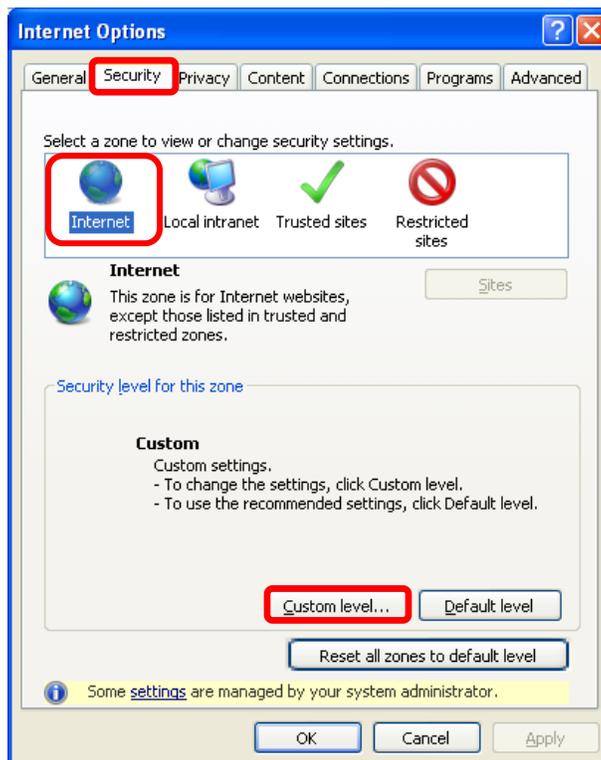
ACTIVE X POP UP WINDOW

If you receive an Active X message when you attempt to conduct your first mail merge using the OSOS correspondence feature, follow the directions below to reset your security features.

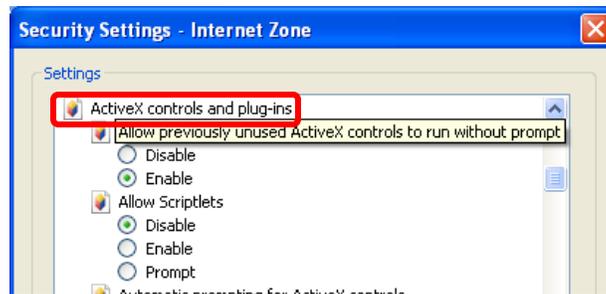
To locate the ActiveX settings, open up Internet Explorer, click on **Tools**, then **Internet Options**.



Select the **Security** tab. You will need to click each icon separately and scroll through the ActiveX settings to confirm that the same ActiveX settings are found in the Internet, Local intranet (only available to NYS DOL employees) and Trusted sites zones. Click to highlight the Internet icon then click **Custom level...** button.



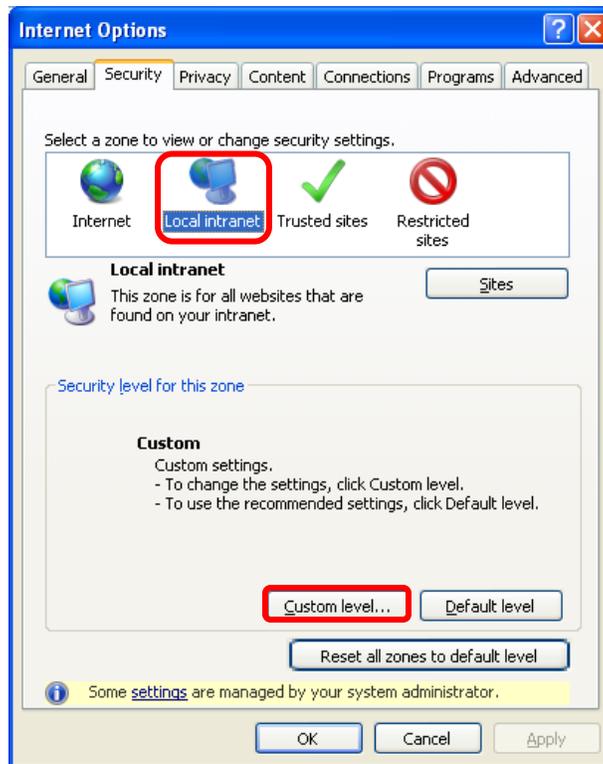
Scroll down the window until you come to the ActiveX controls and plug-ins.



Change the settings to match these:

Allow previously unused ActiveX controls to run without prompt	Enable
Allow Scriptlets	Disable
Automatic prompting for ActiveX controls	Disable
Binary and script behaviors	Enable
Display video and animation on a webpage that does not use...	Disable
Download signed ActiveX controls	Prompt
Download unsigned ActiveX controls	Disable
Initialize and script ActiveX controls not marked as safe for...	Disable
Run ActiveX controls and plug-ins	Enable
Script ActiveX controls marked safe for scripting*	Enable

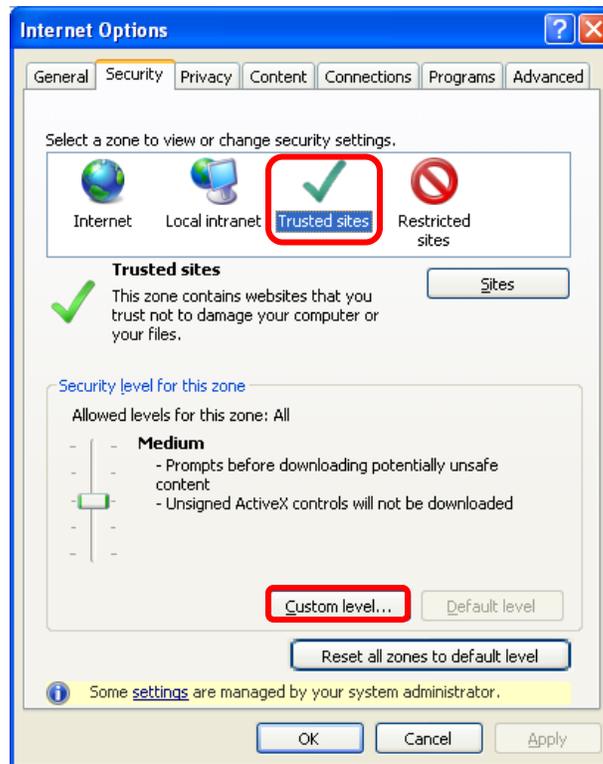
Click to highlight the Local Intranet icon then click **Custom level...** button.



Scroll down the window until you come to the ActiveX controls and plug-ins. Make sure the settings are as follows:

Allow previously unused ActiveX controls to run without prompt	Enable
Allow Scriptlets	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviors	Enable
Display video and animation on a webpage that does not use....	Disable
Download signed ActiveX controls	Prompt
Download unsigned ActiveX controls	Disable
Initialize and script ActiveX controls not marked as safe for...	Enable
Run ActiveX controls and plug-ins	Enable
Script ActiveX controls marked safe for scripting*	Enable

Click to highlight the Trusted sites icon then click **Custom level...** button.



Scroll down the window until you come to the ActiveX controls and plug-ins. Make sure the settings are as follows:

Allow previously unused ActiveX controls to run without prompt	Enable
Allow Scriptlets	Disable
Automatic prompting for ActiveX controls	Disable
Binary and script behaviors	Enable
Display video and animation on a webpage that does not use....	Disable
Download signed ActiveX controls	Prompt
Download unsigned ActiveX controls	Disable
Initialize and script ActiveX controls not marked as safe for...	Disable
Run ActiveX controls and plug-ins	Enable
Script ActiveX controls marked safe for scripting*	Enable



RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov