

Making the Most of POLAR Intranet

The POLAR Intranet is an information source and an evolving employee tool. It is where new announcements and articles will be shared regularly, and where the most recent versions of all forms, policies, and necessary documentation will be housed.

To help you properly utilize this new tool, included below are some useful tips and instructions on ways that you can make the POLAR Intranet readily accessible.

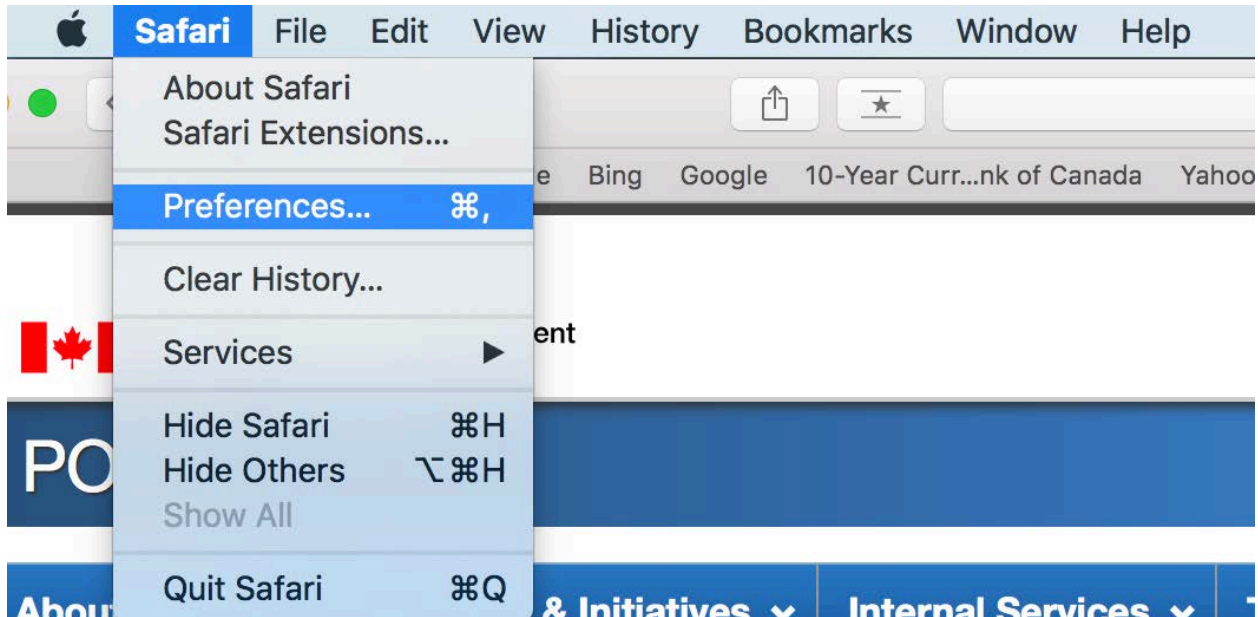
Make the POLAR Intranet your web browser homepage:

By setting the POLAR Intranet as your web browser homepage, it is easy to check in daily and keep up to date on any new announcements or activities occurring within the organization. It also allows you to quickly and easily access key tools and documents such as leave and travel forms.

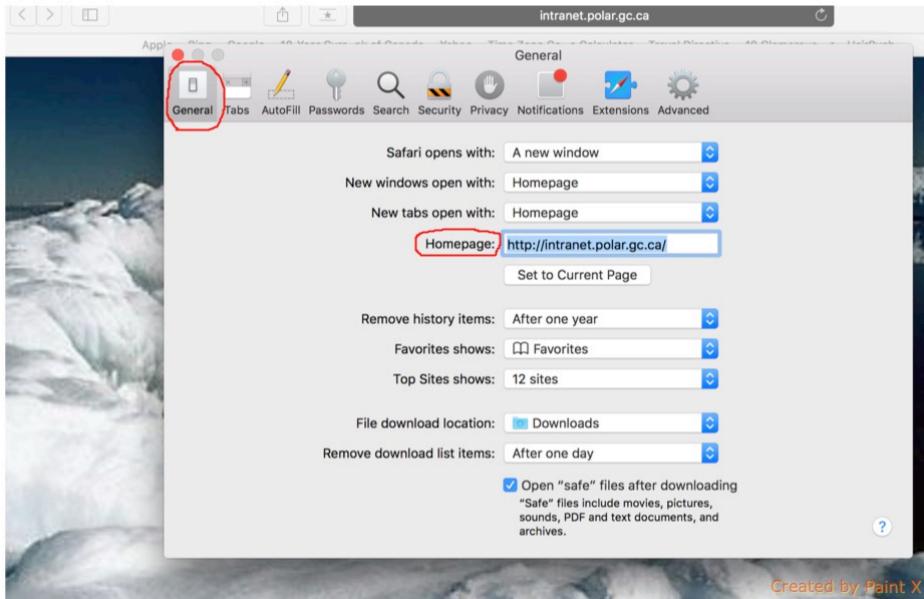
To make POLAR Intranet your homepage, simply follow the below instructions:

For MacBooks:

While in your Safari web browser, click on the 'Safari' header, found in the left corner at the top of the webpage, and then click on the 'Preferences...' Section in the drop down menu.



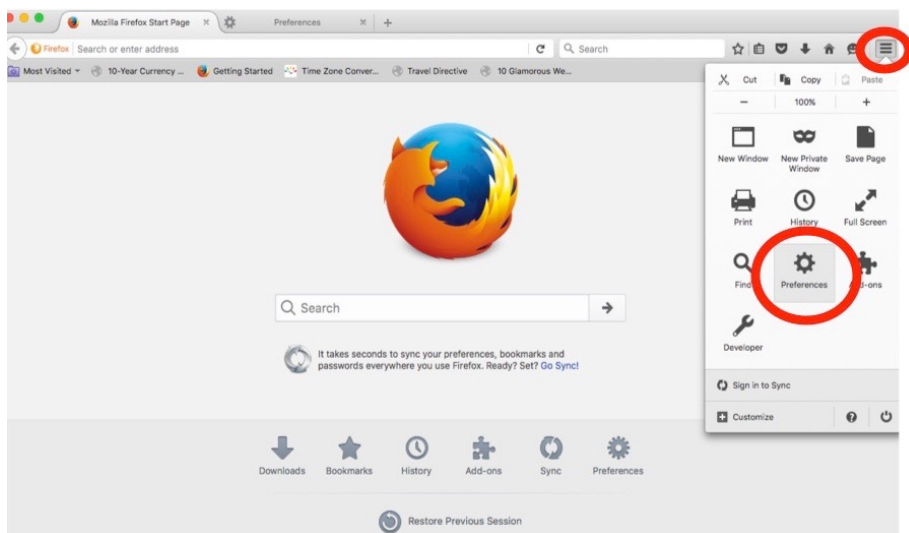
Under the 'General' section, insert the POLAR Intranet web address, <http://intranet.polar.gc.ca/>, into the Homepage field.



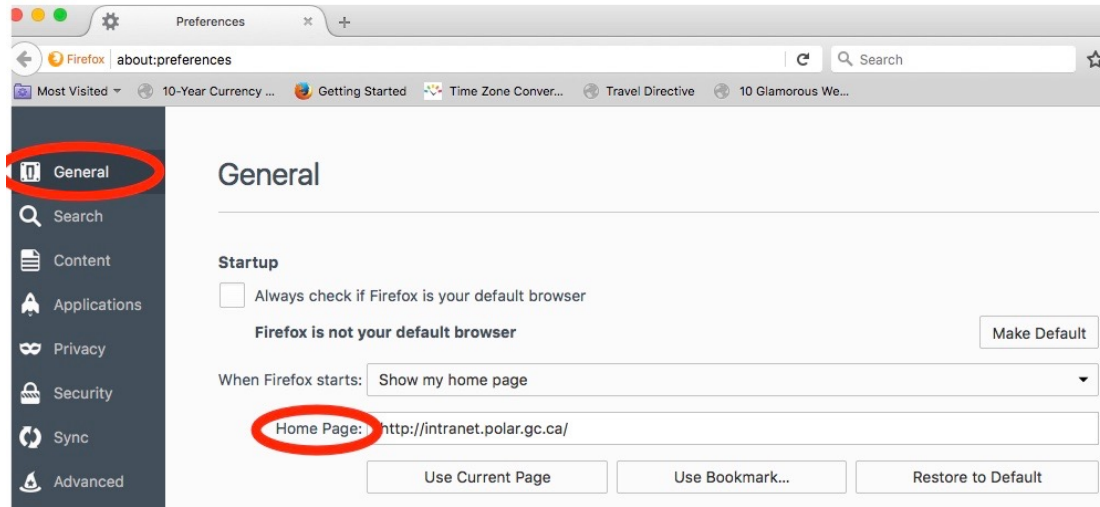
Once the above steps have been completed, simply close the window and your homepage will be set to the POLAR intranet page.

For Firefox Web Browser:

While in the Firefox web browser, open the 'Menu' icon (as seen here ☰) in the top right corner, and then click on 'Preferences'.




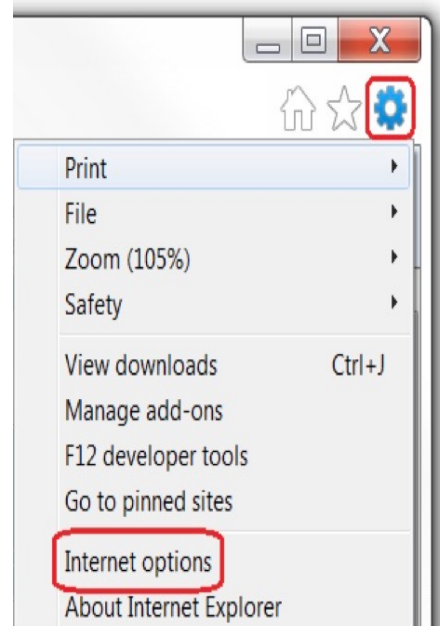
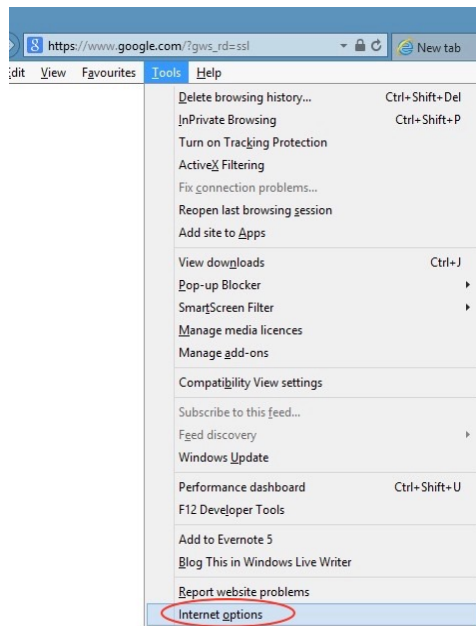
Under the 'General' section, insert the POLAR Intranet web address, <http://intranet.polar.gc.ca/>, into the Homepage field.



Once the web address is entered, simply close the page and your homepage will be updated.

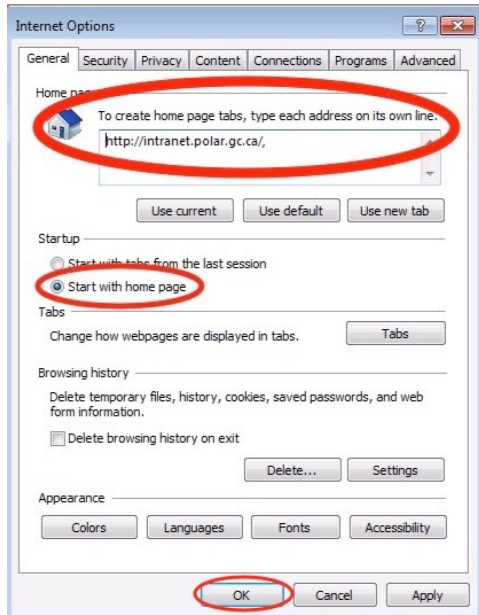
For Internet Explorer Web Browser:

While in the Internet Explorer web browser, click on the 'Tools' header or the **gear icon**  (varies depending on the version of Internet Explorer you are using), and then click on "Internet Options" in the dropdown menu.



Under the **'General'** section, insert the POLAR intranet web address, <http://intranet.polar.gc.ca/>, into the home page text box.

Be sure to also click the **'Start with home page'** option found below under Startup.



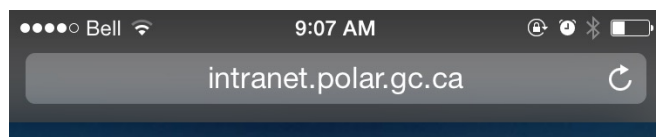
Once completed, click OK, and your homepage will be set to the POLAR intranet.

Create a shortcut on your iPhone screen

You can quickly add a website shortcut to your iPhone home screen. This allows you to easily access a website such as the POLAR Intranet from you iPhone.

For instructions on how to create a website shortcut on your iPhone, please see the instructions below:

Open Safari on your iPhone and type in the POLAR Intranet website address: <http://intranet.polar.gc.ca/>.



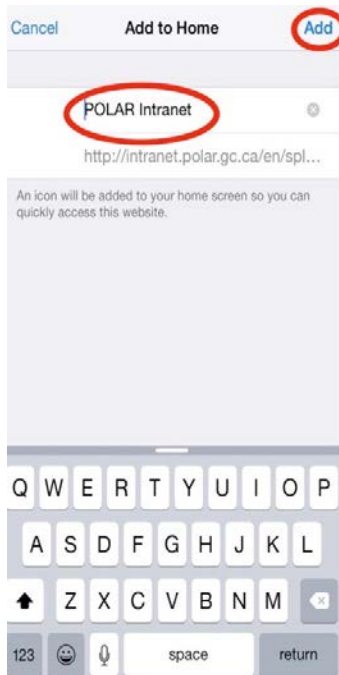
Once you are on the webpage, tap the **Share Button** (as seen here ) at the bottom of your screen.



This will open a new menu, which will include an **Add to Home Screen** option. Tap this icon.



It will then bring you to a page titled **Add to Home**. Here, you can edit the title of the shortcut—a short title such as “POLAR Intranet” is suggested. Tap the **Add** button at the top right corner of the page to add the shortcut to your home screen.



Once the above steps have been completed, a shortcut will appear on your iPhone's home screen. Clicking on this shortcut will bring you directly to the webpage.

