

## ***Force Internet Explorer to Open a New Browser Window from an Office Link***

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When you click a link in an Office document, Internet Explorer (IE) responds in one of two ways:

- IE opens the Web page in a new window.
- IE opens the Web page in the currently open browser window.

Usurping the current browser window is often a nuisance. Fortunately, you can change that behaviour, but not through Office. If you want IE to open a new window when you click a link in an Office document, do the following:

1. Open IE.
2. From the Tools menu, choose Internet Options.
3. Click the Advanced tab.
4. Uncheck Reuse Windows For Launching Shortcuts in the Browsing section.
5. Click Apply and then click OK.

After changing this setting in IE, it will open a new window when you click a link. The above setting is necessary only if Tabbed Browsing is disabled. If you want to force a new tabbed window, do the following:

1. Open IE.
2. From the Tools menu, choose Internet Options.
3. Click the General tab.
4. In the Tabs section, click Settings.
5. In the Open Links From Other Programs In section, click A New Tab In The Current Window.
6. Click OK.

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