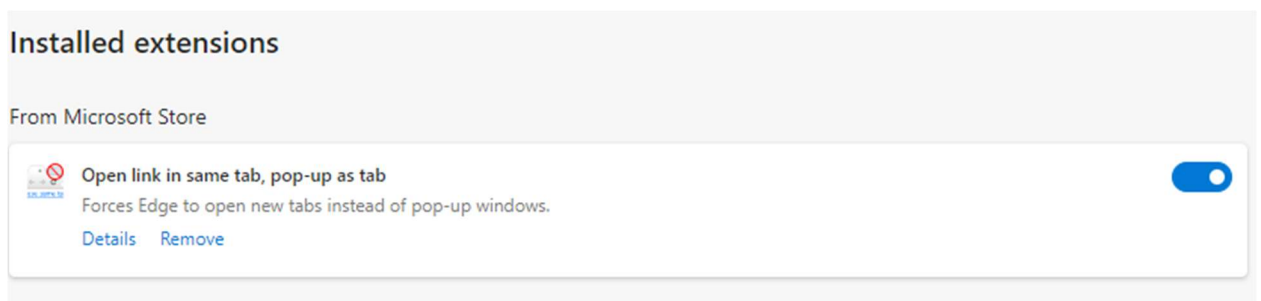# Helpful Hint #1 – Opening Links in Same Tab versus New Window
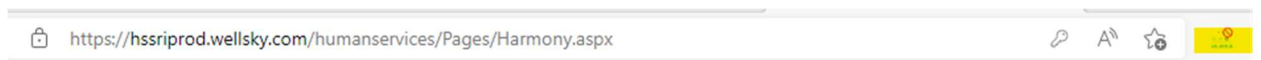
WellSky Human Services

7/15/22

A. When on a record that you intend on opening, hold down CTRL and Click on the record – *Results: Record opens as a Tab in the Window versus a New Window*

B. For more universal operations, add a Microsoft Extension called Open link in same tab, pop-up as tab

In Edge, if you click on the 3 dots and then click on Extensions, you can search for it and then add the extension.

You will have this icon in your address bar.

There has been a glitch where it won't automatically work. You must remember every day to click on the icon in your address bar, uncheck the first option, and then re-check it, and then it will work.