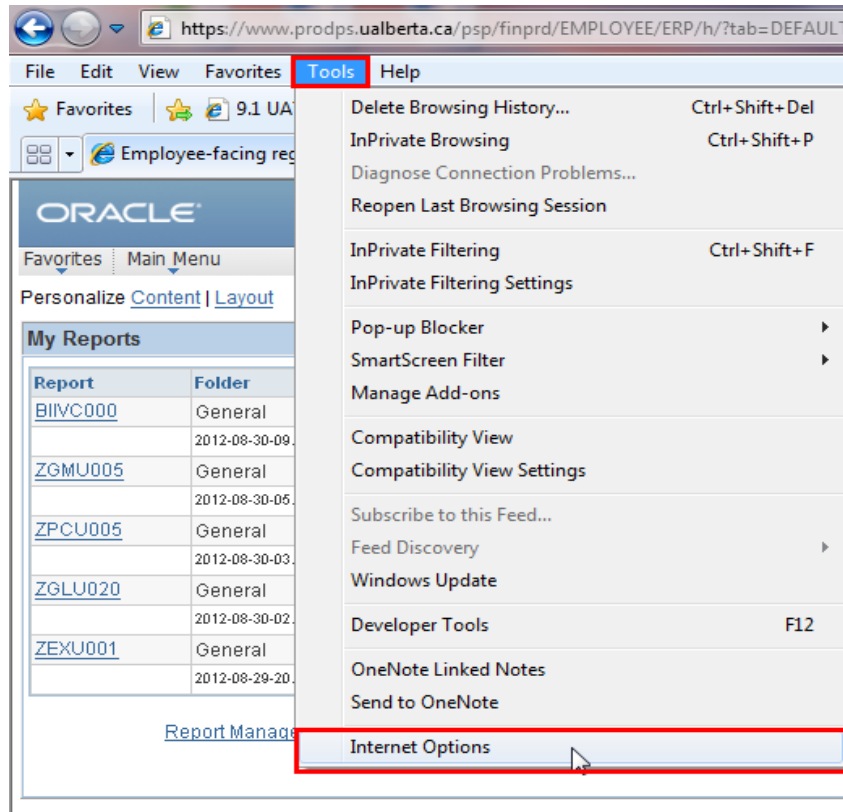
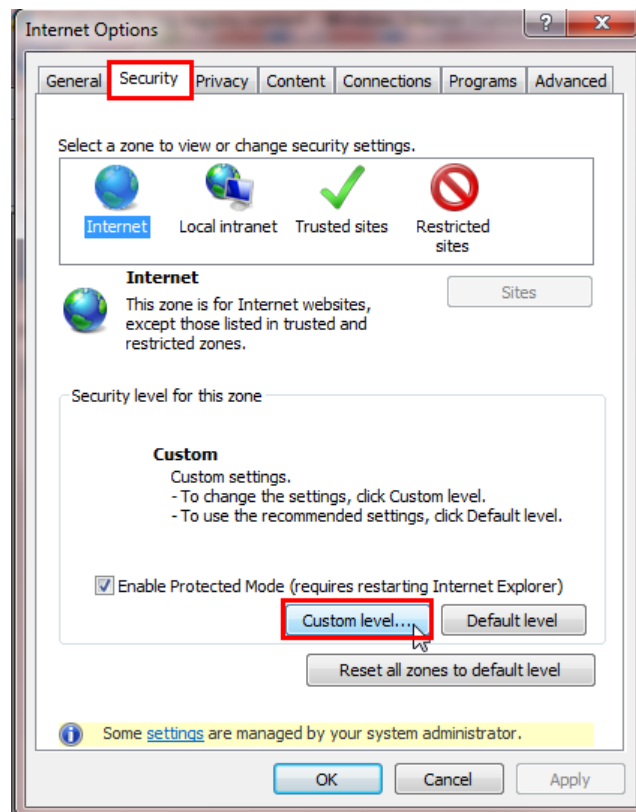


# Opening Non-“.pdf” Attachments Settings And Downloads to Excel

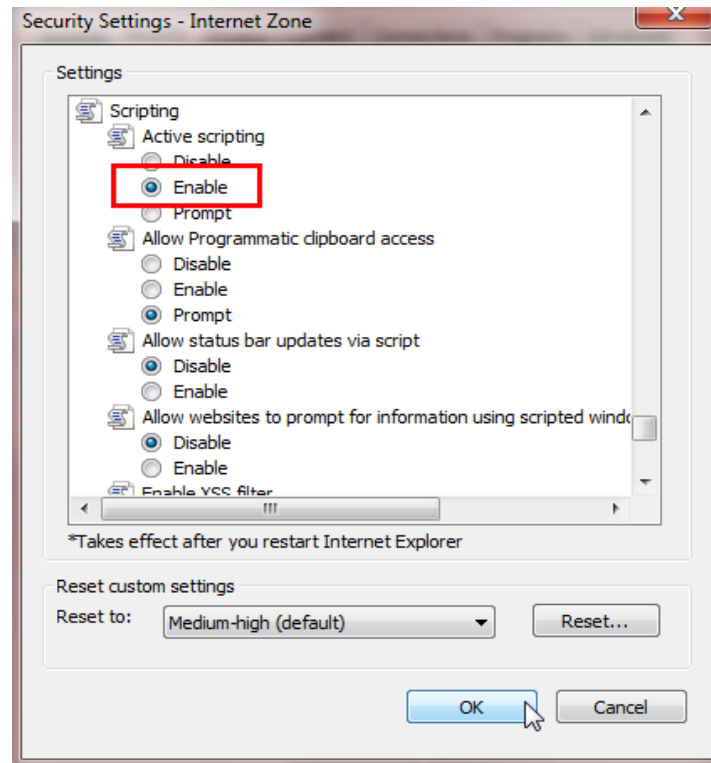
1. Open Peoplesoft in Internet Explorer. Go to Tools and open Internet Options.



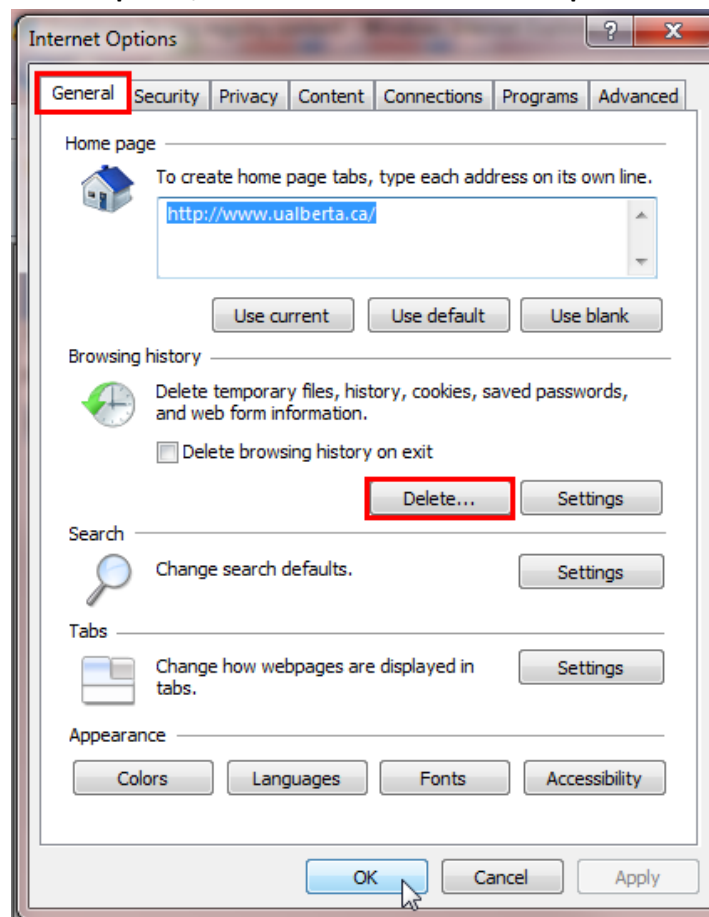
2. Under Internet Options, select the Security Tab and select Custom Level button.



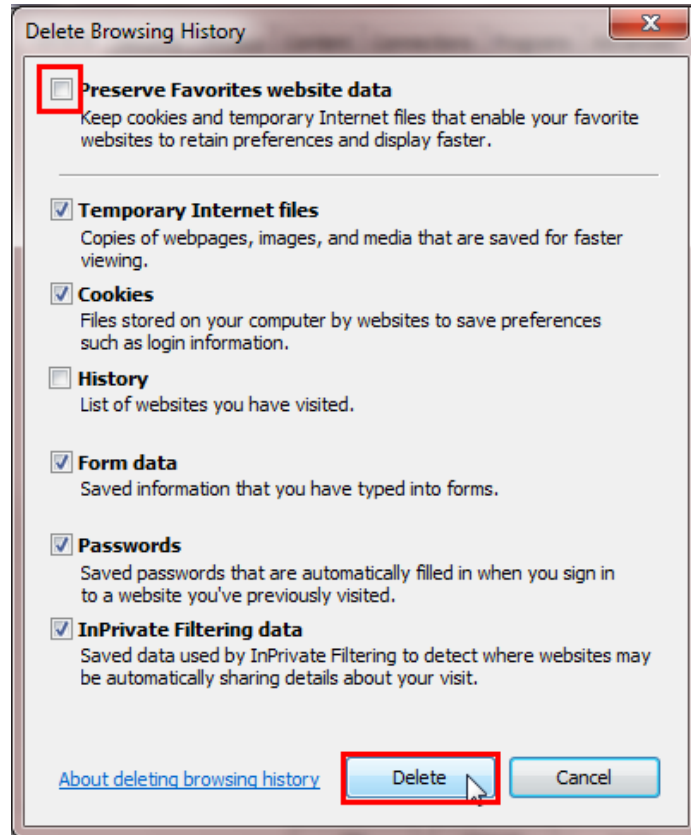
3. On the window that pops-up find the “Scripting” section in the list and make sure the Button in on as in the picture. And OK.



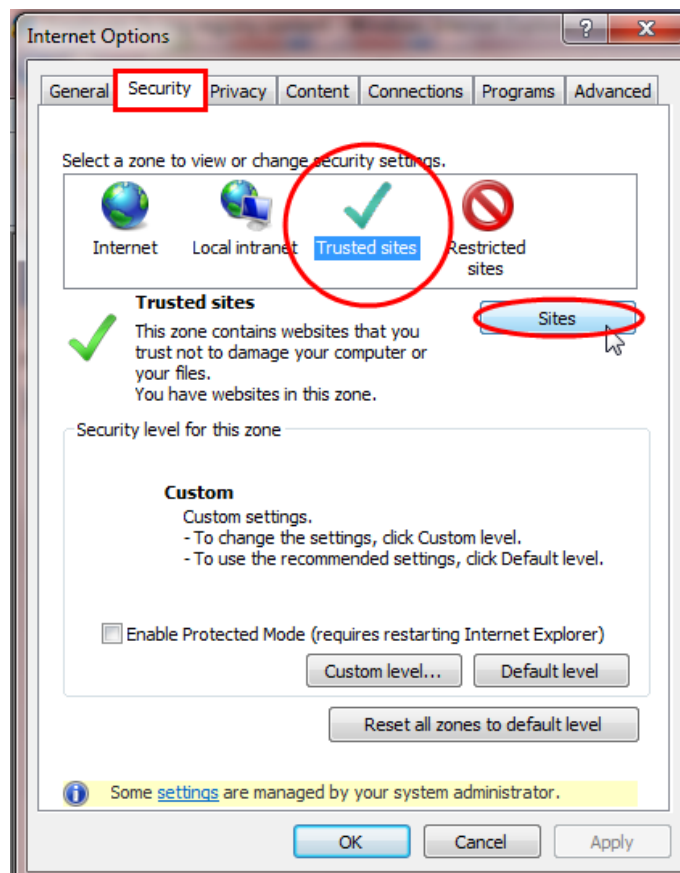
4. On the General Tab of Internet Options, select the Delete button as in picture.



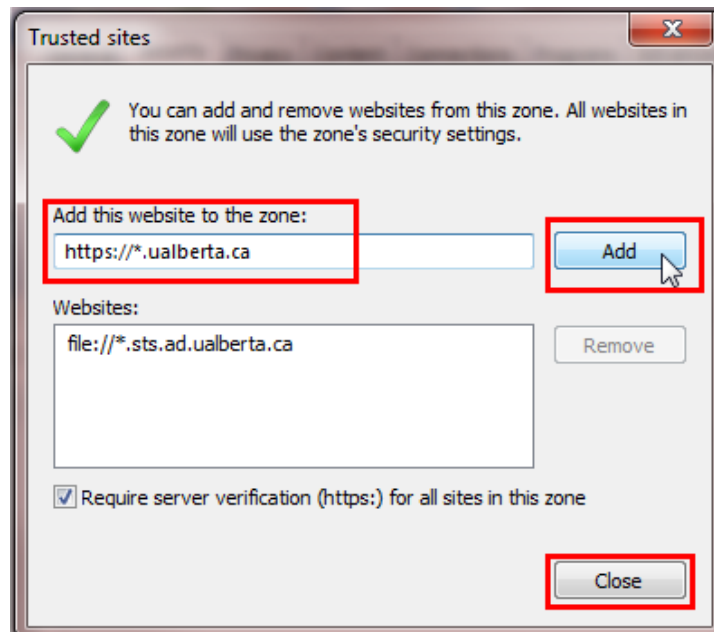
5. Ensure the check boxes are clicked as in the picture and then press delete



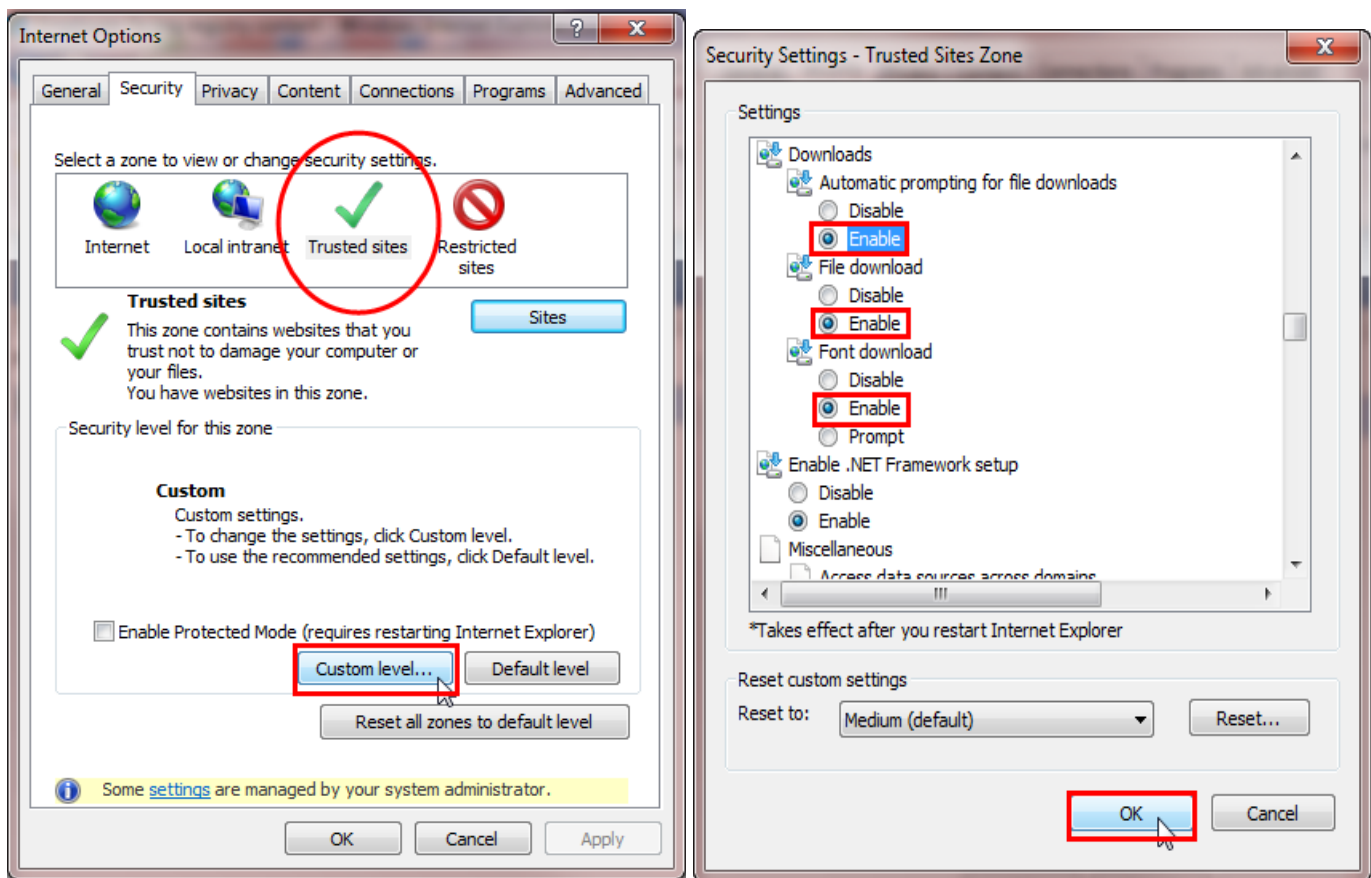
6. On the Security Tab of Internet Options, click on the Trusted sites, and then click on the Sites button.



7. Type in the following: *https://\*.ualberta.ca* into the box and click Add. If it's already in the list do not do this step. Close.



8. While in Internet Options, Trusted Sites, click on the Custom Level button and check Download settings are as follows:



9. OK and then Apply.