



## Downloading Microsoft Office 2007 Email Attachments

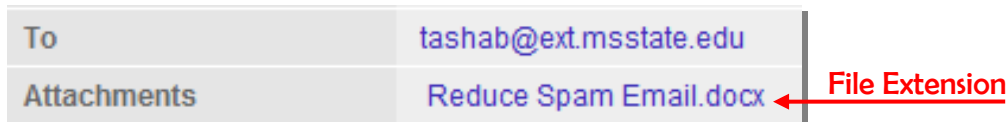
If you are attempting to download a Microsoft Office 2007 file (i.e. Word, Excel, PowerPoint, etc.) from Extension Webmail and it is downloading as a zip file, you will need to follow the instructions below to successfully download the file.

Step 1: Open Extension email by double left-clicking the MSU-ES Email icon on the desktop.

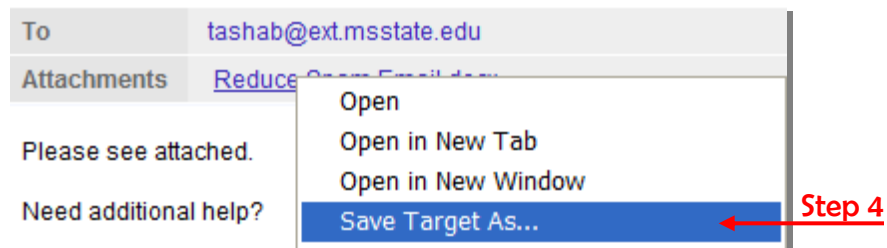
Step 2: Enter your Extension username and Extension password. Left-click Log In.

Step 3: Open an email that has an attachment with a file extension of .docx, .xlsx, or .pptx. The file extension appears at the end of the file name.

**Example:** Looking at the example below, the file name is Reduce Spam Email and the file extension is docx.

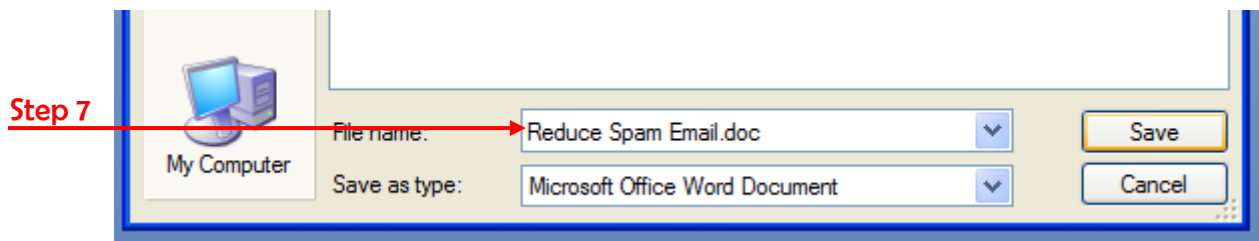


Step 4: Right-click on the attachment. Left-click Save Target As.



Step 6: Select the Save In location (i.e. My Documents).

Step 7: Type a file name. Behind the file name, type the file extension identified in step 3 without the letter X. For our example, the new name will be **Reduce Spam Email.doc**.



Step 8: Left-click Save. When the download complete window appears, left-click Open.

Still can't fix it? Email the CAS Resource Center at [fixit@ext.msstate.edu](mailto:fixit@ext.msstate.edu).

