

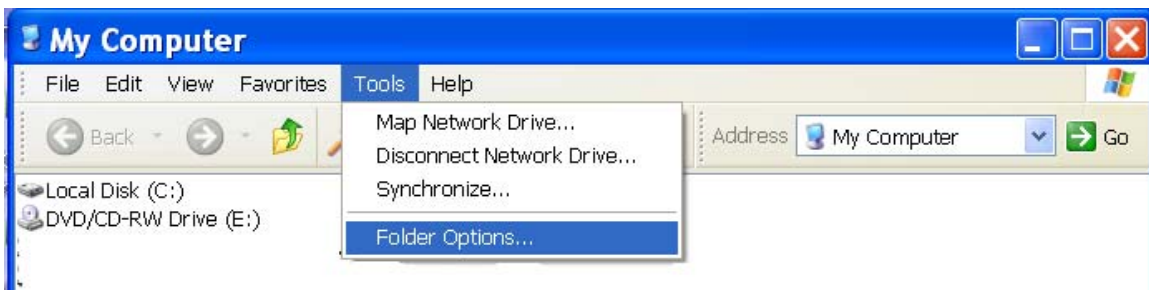
## Set Up for PeopleSoft Excel Downloads using Internet Explorer (IE) Release 7.

NOTE: This information is for Windows XP not Windows Vista.

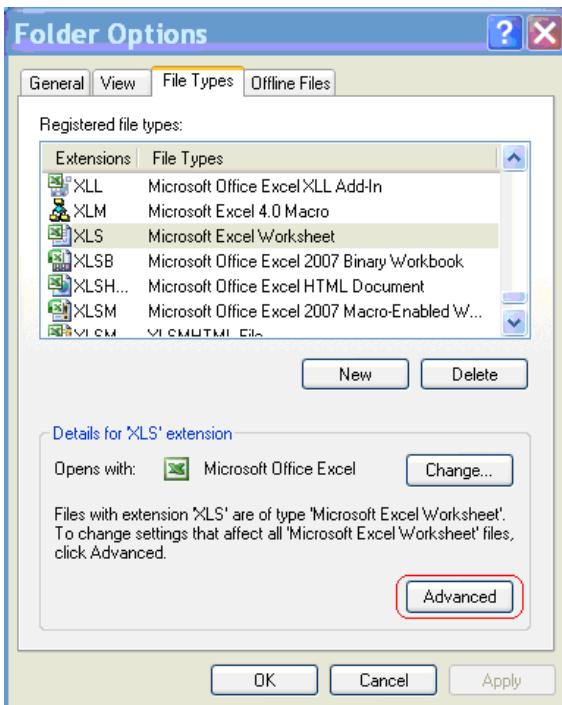


Use the Excel Download icon to download any displayed information to the local PC in an excel format.

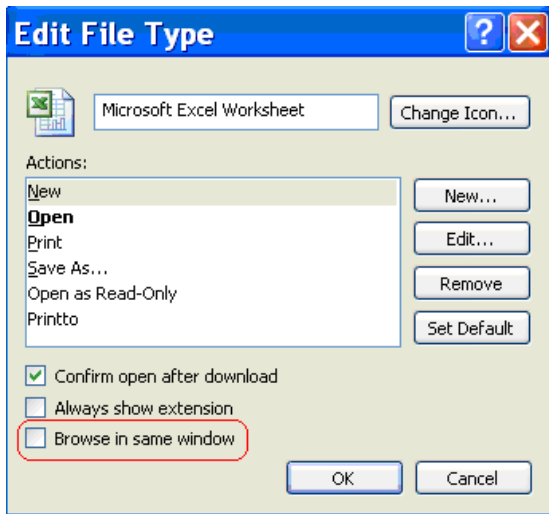
Open>> My Computer and Select>> Tools>> Folder Options



Select>> File Types >> Scroll down the list and highlight the XLS extension  
Select >> Advanced

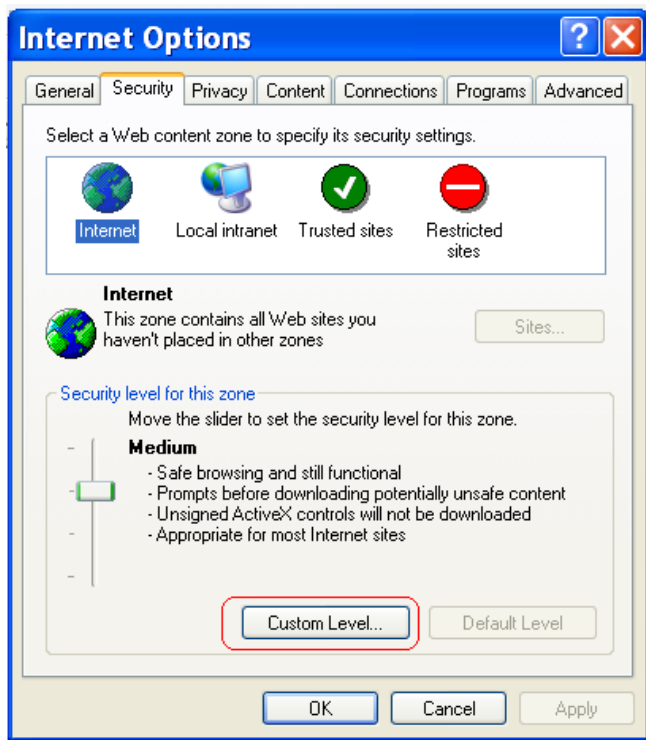


Uncheck the “Browse in same window” box Click>> OK>>OK



Open IE 7.0

Select>>Tools>>Internet Options>>Security>>Custom Level



Scroll down in menu until you see>> Downloads>>Automatic Prompting for file downloads

Change the setting to>> “Enable” and Click>> OK>>OK

