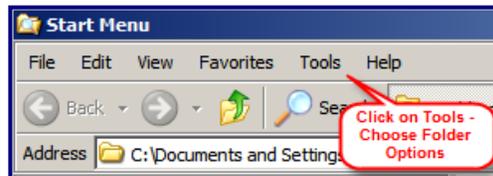
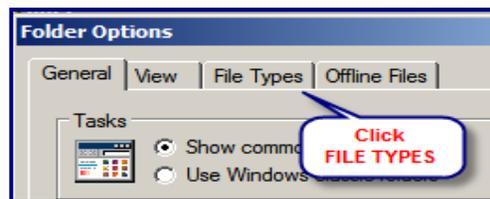


**CONFIGURING YOUR SYSTEM FOR EXCEL**  
(If an Excel File Will Not Open From a  
PeopleSoft Screen)

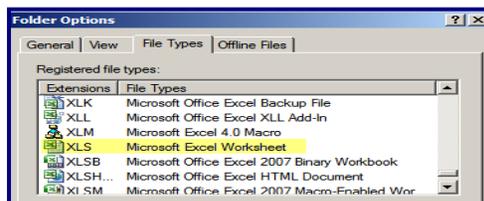
1. *Right click* on “**START**” button in lower left corner of screen.
2. Click “**EXPLORE**”.
3. At top of screen, click on “**TOOLS**”.



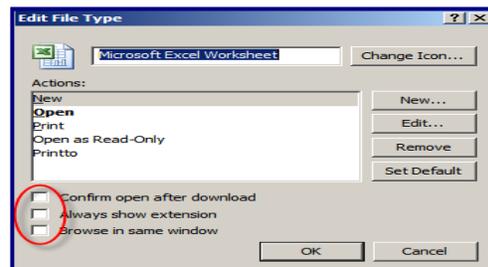
4. Click on “**FOLDER OPTIONS**” in drop down menu.
5. Click on “**FILE TYPES**” tab.



6. Scroll down to “**XLS Microsoft Excel Worksheet**”.  
(or "XLSX" if using 2007 version of Excel)



7. Click on “**ADVANCED**” at bottom right in window. Make sure the following items are unchecked:
  - Confirm open after download
  - Browse in same window



8. Click on “**OK**”. Click on “**Close**”.