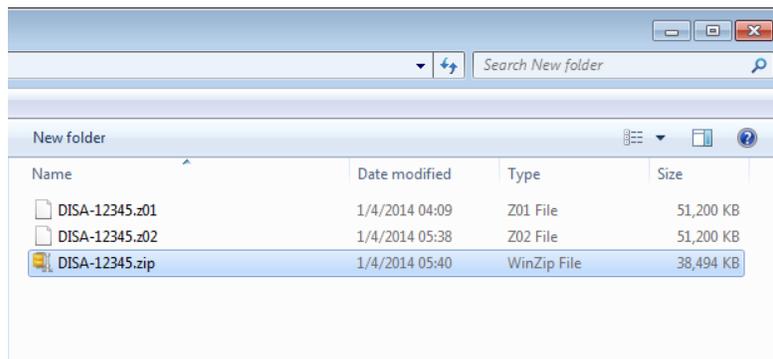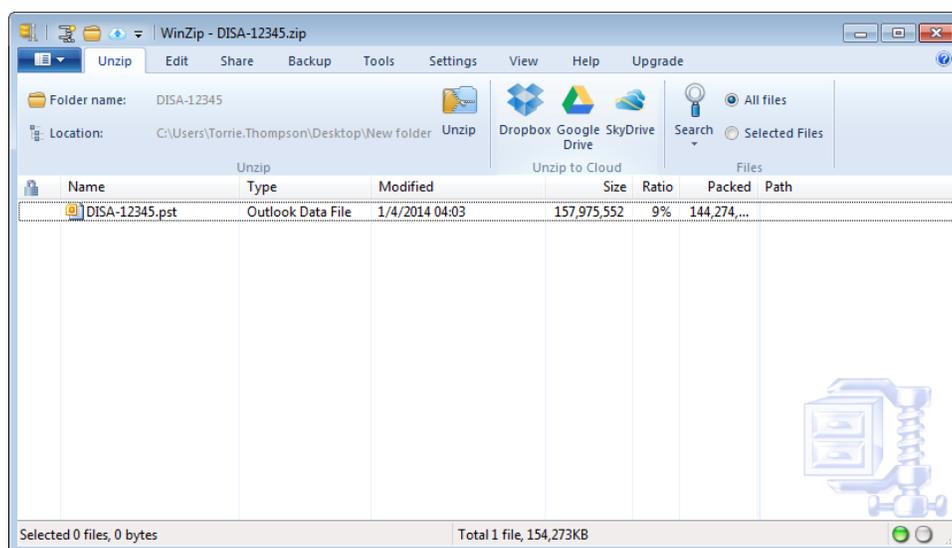| ESD NETWORK ASSURANCE GUIDE	LAST REVIEWED: **20140108**
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PROCEDURES

These procedures are intended to assist in the extracting of compressed files using either Windows built-in compression capability or the WinZIP program. It is also assumed that the files have been successfully downloaded from SAFE or copied from CD/DVD to the user's Desktop.

1. Ensure all files are located within the same folder. **NOTE:** Some zip files may be broken into multiple parts to allow ease of downloading. These files will be labeled with a '.z##' extension (i.e. DISA-12345.z01, DISA-12345.z02, etc). All multi-part files MUST be in the same location.

2. **Double click** the file with the **'.zip'** extension.

3. If WinZip is installed, you will see the following screen (skip to step 4 if using Windows built-in compression):
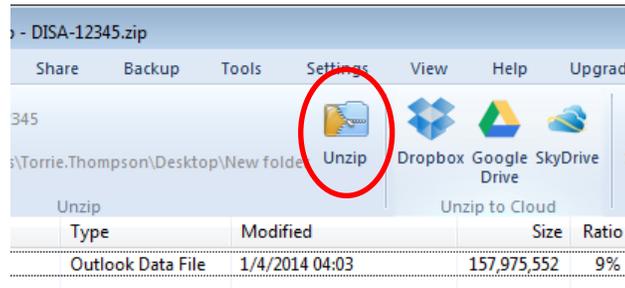
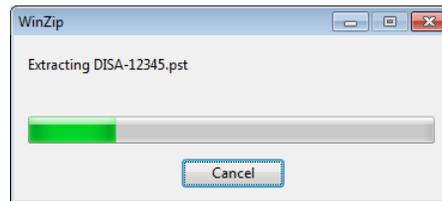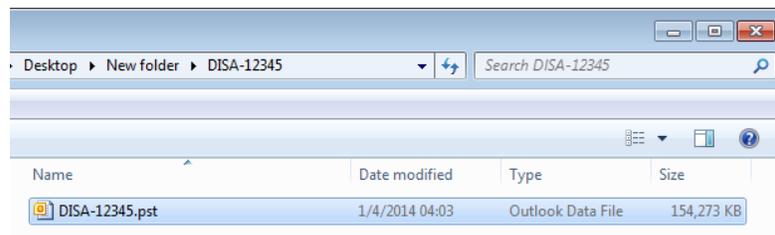| ESD NETWORK ASSURANCE GUIDE	LAST REVIEWED: **20140108**
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a. Click the **Unzip** icon on the toolbar:
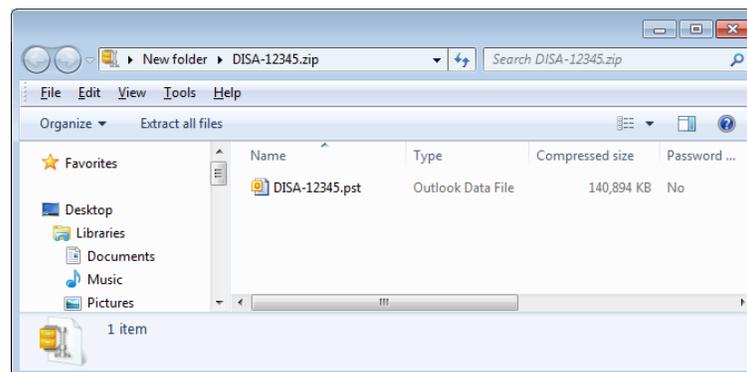

b. The file will start extracting:

c. Once the file is extracted, a new window will open showing the extracted file(s):

d. **Skip to step 5**.

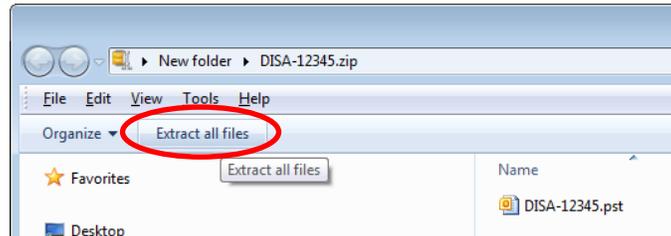4. If using Windows built-in compression capability, you will see the following screen:

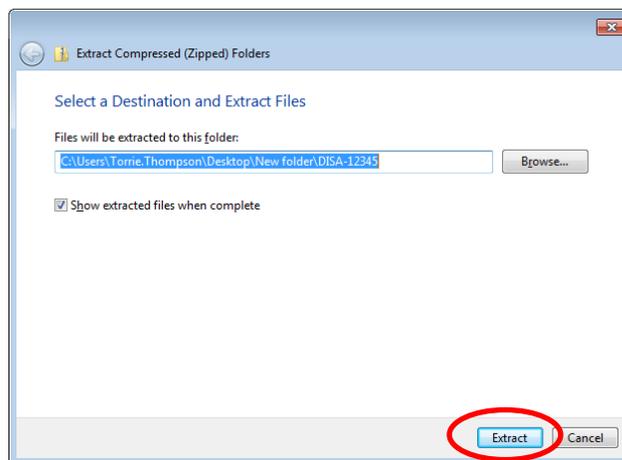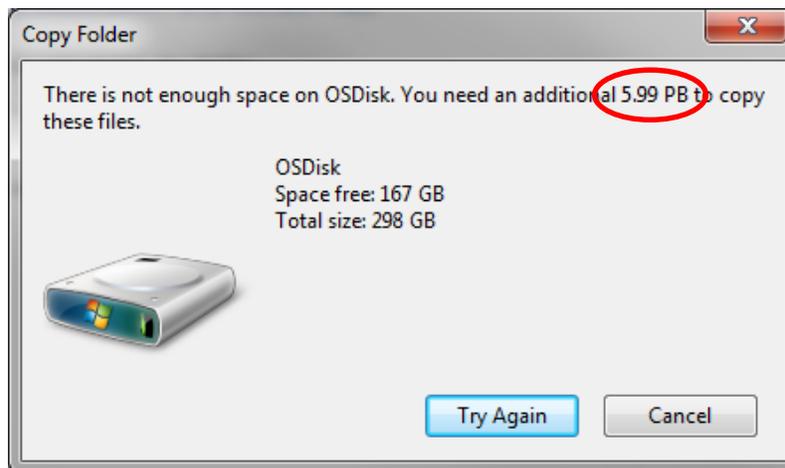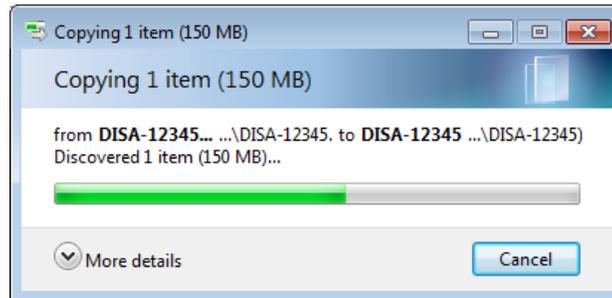| ESD NETWORK ASSURANCE GUIDE	LAST REVIEWED: 20140108
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a. Click on '**Extract all files**':
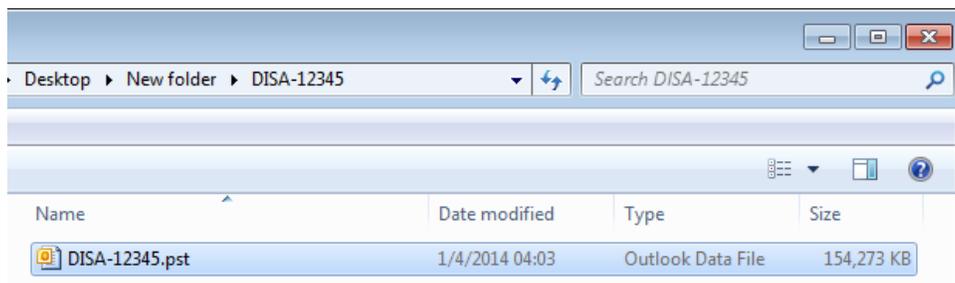

b. Click **Extract**:

NOTE: Windows built-in compression capability will often error if the compressed file is over 4GB in size. If you see the following error message, you will need to download WinZip. If no error message is seen, continue with step 4c.
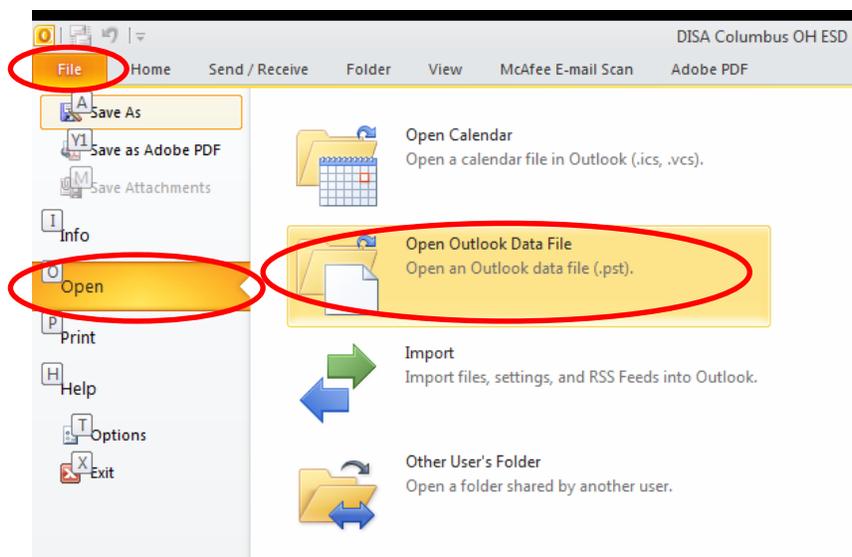
   c.   The file will start extracting:

   d.   Once the file is extracted, a new window will open showing the extracted file(s):

5.   To open the extracted PST file, Open Outlook and click on **File – Open – Open Outlook Data File**:
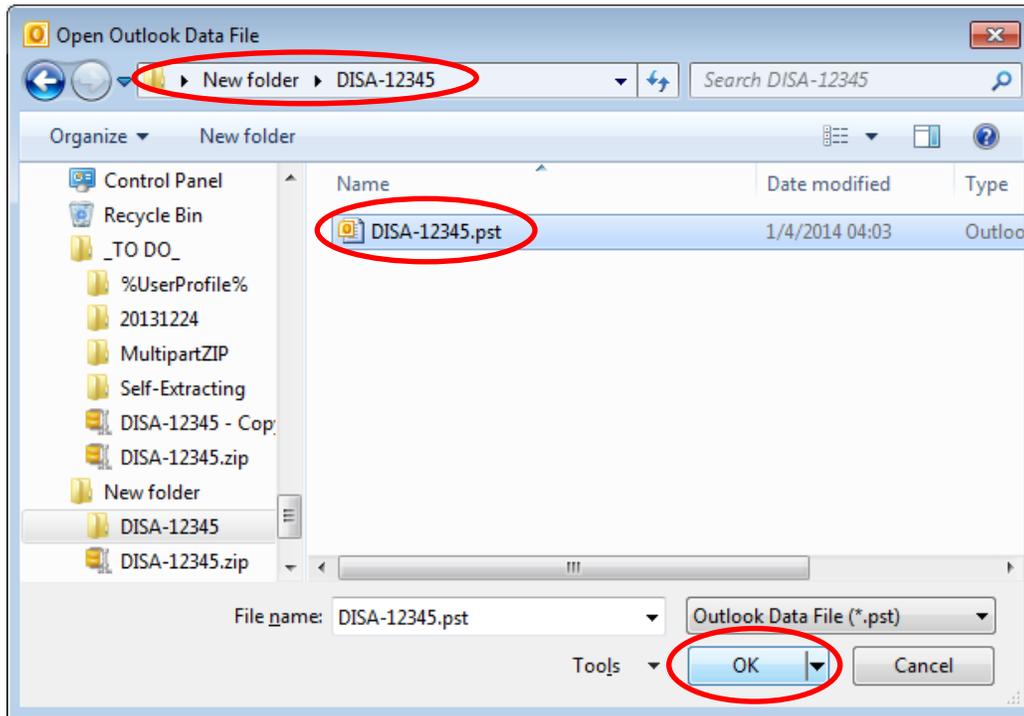
a. **Browse** to the location of the extracted PST file (Desktop\New Folder\DISA-12345), **Select** the file to be opened, and click **OK**:

b. On **left-hand side** of your Outlook window, you will now see a folder with the file name of the PST you opened (DISA-12345):
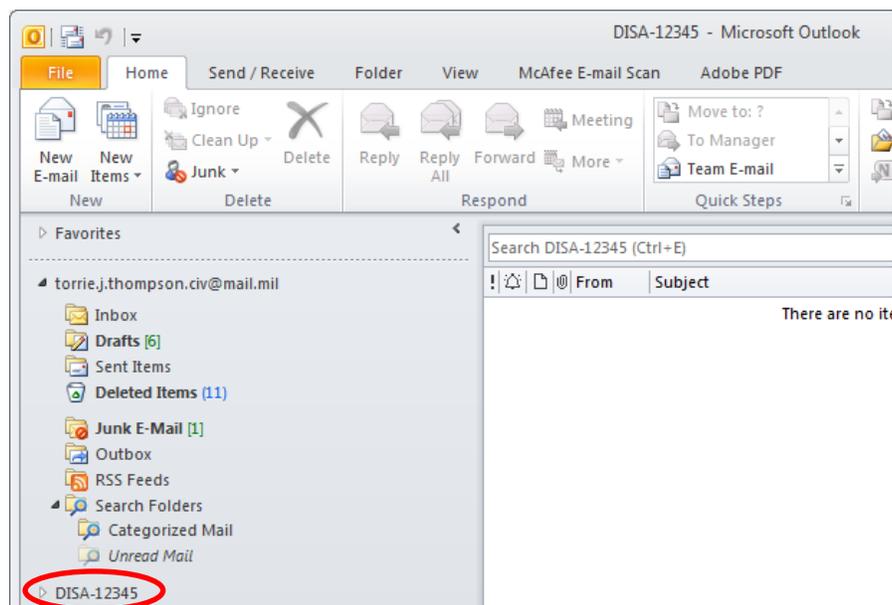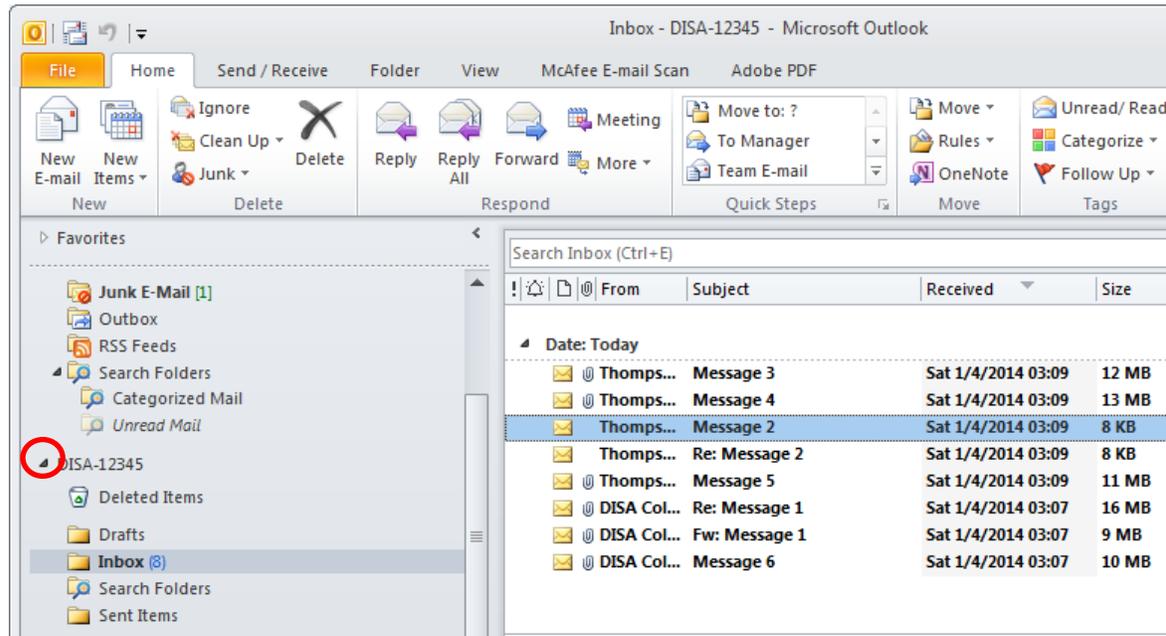
c. **Expand** this folder to see the contents of the PST file:

6. To close the extracted PST file, **right click** on the folder name and select '**Close DISA-12345**':
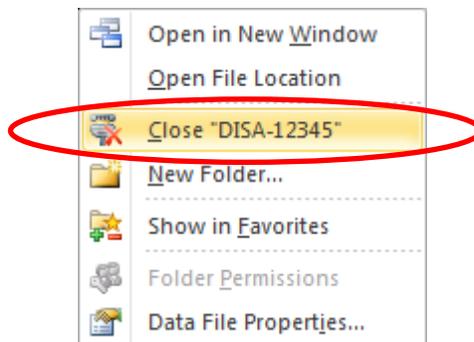
   NOTE: The PST file will not be completely closed until you exit Outlook completely.

7. Close any windows which may still be open from the extraction process.

   NOTE: Contact your local IT support if you experience any difficulties after following these instructions.