ESD NE		URANCE GU	IDE	LAST REVIEWED: 20140108
How T	o Extract ZIP Files	s and Open a PS	Г	LAST UPDATED: 20161222
		PROCEDURES		
<sup>™</sup> hese procedures a compression capabi lownloaded from S <i>i</i>	re intended to assist in lity or the WinZIP progr AFE or copied from CD	the extracting of com ram. It is also assume /DVD to the user's De	pressed files u ed that the files esktop.	ising either Windows built- s have been successfully
<ol> <li>Ensure all fi multiple par DISA-12345</li> <li>Double clic</li> </ol>	les are located within th ts to allow ease of down 5.z01, DISA-12345.z02, <b>k</b> the file with the ' <b>.zip</b> '	ne same folder. <b>NOT</b> nloading. These files , etc). All multi-part fil extension.	E: Some zip fil will be labeled es MUST be ir	es may be broken into with a '.z##' extension (i.e the same location.
		▼ 4 Seam	h New folder	
		• • • • • • • • • • • • • • • • • • • •	nivew jourer	~
	New folder			
	Name	Date modified T	ype Size	
	DISA-12345.z01	1/4/2014 04:09 Z	01 File 51	1,200 KB
	UISA-12345.zip	1/4/2014 05:38 20 1/4/2014 05:40 W	/inZip File 38	3,494 KB
3. If WinZip is compressio	installed, you will see th ר): ס ד WinZip - DISA-12345.zip Unzip Edit Share Backup	ne following screen (s Tools Settings View Help	kip to step 4 if	using Windows built-in
📛 Folder	name: DISA-12345	💽 🛟 📥	Nall file	es
<sub>冒</sub> . Locatio	n: C:\Users\Torrie.Thompson\Desktop	Dive Unzip Dropbox Google S	SkyDrive Search O Select	ted Files
	ne Type	Modified 9	Size Ratio Packed Pa	th
	UUTIOOK Data File	1/4/2014 04:03 15/,9/5;	<i>57</i> 0 144,2/4,	
Calcute of the	iler 0 hider	Tatal 1 Gia 101 272/20		

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How To Extract ZIP Files and Open a PST	LAST UPDATED
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a. Click the <b>Unzip</b> icon on the toolbar:	
-	_
> - DISA-12345.zip	
Share Backup Tools Settings View Help Upg	jrad
345 View View Coogle Stylering	
s\lorrie.lhompson\Desktop\New folder of zip Diopbox Google Skybride Drive	
Type Modified Size R	atio
Outlook Data File 1/4/2014 04:03 157,975,552	9%
b. The file will start extracting:	
WinZip	
Extracting DISA-12345.pst	
Cancel	
c. Once the file is extracted, a new window will open showing the extracted of the extracte	tracted file(s):
c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extracted.	<pre>ktracted file(s):</pre>
c. Once the file is extracted, a new window will open showing the e: • Desktop • New folder • DISA-12345 • • • • • • • • • • • • • • • • • • •	<pre>ktracted file(s): </pre>
c. Once the file is extracted, a new window will open showing the e: Desktop > New folder > DISA-12345 Name Date modified Type Siz	<pre>ktracted file(s): </pre>
c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extracted of	<pre>ktracted file(s):</pre>
<ul> <li>c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extracted.</li> <li>Desktop &gt; New folder &gt; DISA-12345</li> <li>Desktop &gt; New fol</li></ul>	ctracted file(s):
<ul> <li>c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extracted.</li> <li>Desktop + New folder + DISA-12345</li> <li>Desktop + New folder + DISA-12345</li> <li>Search DISA-12345</li> <li>Search DISA-12345</li> <li>Image: Comparison of the provided of</li></ul>	<pre>ktracted file(s):</pre>
<ul> <li>c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extracted.</li> <li>Desktop + New folder + DISA-12345 • • • • • • • • • • • • • • • • • • •</li></ul>	<pre>ktracted file(s):</pre>
<ul> <li>c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extracted.</li> <li>Desktop + New folder + DISA-12345 • 4 Search DISA-12345</li> <li>Desktop + New folder + DISA-12345 • 4 Search DISA-12345</li> <li>Name Date modified Type Siz</li> <li>DisA-12345.pst 1/4/2014 04:03 Outlook Data File 1</li> <li>d. Skip to step 5.</li> <li>If using Windows built-in compression capability, you will see the follow</li> </ul>	<pre>ktracted file(s):  \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$</pre>
<ul> <li>c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extracted, a new window will open showing the extracted.</li> <li>Desktop + New folder + DISA-12345</li> <li>Desktop + New folder + DISA-12345</li> <li>Search DISA-12345</li> <li>If using Windows built-in compression capability, you will see the follow</li> </ul>	<pre>ktracted file(s):</pre>
<ul> <li>c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extracted, a new window will open showing the extracted.</li> <li>Desktop + New folder + DISA-12345</li> <li>Desktop + New folder + DISA-12345</li> <li>Search DISA-12345.pst</li> <li>If using Windows built-in compression capability, you will see the follow</li> </ul>	<pre>ktracted file(s):</pre>
<ul> <li>c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extractation of the step of t</li></ul>	<pre>ktracted file(s):</pre>
<ul> <li>c. Once the file is extracted, a new window will open showing the extracted, a new window will open showing the extracted, a new window will open showing the extracted.</li> <li>Desktop &gt; New folder &gt; DISA-12345</li> <li>If using Windows built-in compression capability, you will see the follow</li> <li>If using Windows built-in compression capability, you will see the follow</li> <li>Etle Edit View Tools Help</li> <li>Organize      Extract all files         <ul> <li>Yupe</li> <li>Compressed size</li> <li>DISA-12345.pst</li> </ul> </li> </ul>	<pre>ktracted file(s):</pre>
<ul> <li>c. Once the file is extracted, a new window will open showing the expected of the second determinant of the secon</li></ul>	<pre>ktracted file(s):  wing screen:  Password No</pre>
<ul> <li>c. Once the file is extracted, a new window will open showing the extract of the provided of the</li></ul>	wing screen:
<ul> <li>c. Once the file is extracted, a new window will open showing the expectation of the image of the image. The image of the imag</li></ul>	<pre>ktracted file(s):  wing screen:  Password No </pre>

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a. Click on 'Extract all files':			
<ul> <li>b. Click Extract:</li> <li> <b>Select a Destination and Extract Files</b> </li> <li> <b>Select a Destination and Extract Files</b> </li> <li> <b>Select Tome Theory conducts of Meer Folder</b> </li> <li> <b>Select Tome Theory conducts of Meer Folder</b> </li> <li> <b>Select Tome Theory conducts of Meer Folder</b> </li> <li> <b>Select Tome Theory conducts of Meer Folder</b> </li> <li> <b>Select Tome Theory conducts of Meer Folder</b> </li> <li> <b>Select Tome Theory conducts of Meer Folder</b> </li> <li> <b>NOTE: Windows built-in compression capability will often error if the com size. If you see the following error message, you will need to download W is seen, continue with step 4c.     </b></li> </ul>	pressed file is over 4GB in /inZip. If no error message		
Copy Folder There is not enough space on OSDisk. You need an additional 5.99 PB these files. OSDisk Space free: 167 GB Total size: 298 GB Try Again Cance	el		

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c. The file will star	t extracting:		
	Copying 1 item (150 MB) Copying 1 item (150 MB) from DISA-12345\DISA-1234 Discovered 1 item (150 MB)	45. to <b>DISA-12345</b> \DISA-12	2345)
d. Once the file is	extracted, a new window v	will open showing th	e extracted file(s):
Name	^ Date	modified Tune	
DISA-12345.ps	t 1/4/2	014 04:03 Outlook Da	ita File 154.273 KB
5. To open the extract	ed PST file, Open Outlook	iew McAfee E-mail Scan n Calendar n a calendar file in Outlook (.ics, .	Open – Open Outlook Data File DISA Columbus OH ESD I Adobe PDF vcs).
Print Help	Oper Oper Impo	n Outlook Data File n an Outlook data file (.pst). ort ort files, settings, and RSS Feeds ir	nto Outlook.
Exit	Oper Oper	r User's Folder n a folder shared by another user.	

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Browse to the location of the extracted PST file (Desktop\New	Folder\DISA-12345), <b>Select</b> the
ile to be opened, and click <b>OK</b> :	
Open Outlook Data File	
Search	DISA-12345 🔎
Organize 🔻 New folder	i≡ <b>-</b> □ 0
Control Panel     Name	Date modified Type
Recycle Bin     DISA-12345.pst	1/4/2014 04:03 Outloo
J TO DO_	
20131224	
MultipartZIP	
Self-Extracting	
New folder	
DISA-12345	
IDISA-12345.zip	
File name: DISA-12345.pst	Data File (*.pst)
Too <u>l</u> s <b>~</b>	Cancel
n <b>left-hand side</b> of your Outlook window, you will now see a	folder with the file name of the
PST you opened (DISA-12345):	
OI     Image: Second (Decision)     DisA-12345	Microsoft Outlook
Home Send / Receive Folder View McAfee E-mail Scan	Adobe PDF
I I I I I I I I I I I I I I I I I I I	o Manager V
New New E-mail Items • & Junk • Delete Reply Reply Forward More • All	eam E-mail 🔻 🔊
New Delete Respond	Quick Steps 🛛
Favorites     Search DISA-12345 (Ctrl+E)	
▲ torrie.j.thompson.civ@mail.mil !② □ ◎ From Subje	ct
🔯 Inbox	There are no ite
C Sent Items	
Deleted Items (11)	
Junk E-Mail [1]	
RSS Feeds	
Gearch Folders      Gategorized Mail	
Gregorito null	
DISA-12345	

	t ZIP Files a	nd Open a F	ŶST		LAST <b>20</b>	UPD 1612	ATED: 222
c. <b>Expand</b> this folder	to see the con	tents of the PS	Γ file:				
IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	a Foldar View	Inbox - I	DISA-12345 - Microsof	ft Outlo	ook		
New New E-mail Items * New Delete	ete Reply Reply All	Forward The More +	Move to: ? To Manager Team E-mail Quick Steps	4 <b>• •</b>	Move 🕶 Move 🕶 Move	i Un Cat ♥ Fol	read/ Rea tegorize 👻 llow Up 👻 Tags
Favorites	•	Search Inbox (Ctrl+E)					
🧓 Junk E-Mail [1]	Â	!(☆) 🗅 🔘 From	Subject		Received	*	Size
Search Folders		<ul> <li>▲ Date: Today</li> <li>☑ () Thomps</li> <li>☑ () Thomps</li> </ul>	Message 3 Message 4		Sat 1/4/2014 Sat 1/4/2014	4 03:09 4 03:09	12 MB 13 MB
DISA-12345 Deleted Items Drafts Inbox (8) Search Folders Sent Items	Ξ	<ul> <li>Momps</li> <li>Inomps</li> <li>Inomps</li></ul>	Re: Message 2 Message 5 Re: Message 1 Fw: Message 1 Message 6		Sat 1/4/2014 Sat 1/4/2014 Sat 1/4/2014 Sat 1/4/2014 Sat 1/4/2014	4 03:09 4 03:09 4 03:07 4 03:07 4 03:07 4 03:07	8 KB 11 MB 16 MB 9 MB 10 MB
To close the extracted	PST file, right	<b>click</b> on the fol Open in New <u>Win</u> Open File Location	der name and s	selec	t 'Close D	DISA-1	12345'
To close the extracted	PST file, right	click on the fol Open in New <u>Wind</u> Open File Location Close "DISA-12345 Lew Folder	der name and s	selec	t 'Close D	DISA-1	12345'
To close the extracted	PST file, right	click on the fol Open in New <u>Wind</u> Open File Location Close "DISA-12345 Lew Folder	der name and s	selec	t 'Close D	DISA-1	12345'
To close the extracted	PST file, right	click on the fol Open in New <u>Wine</u> Open File Location Close "DISA-12345 New Folder Chow in <u>F</u> avorites	der name and s	selec	et 'Close D	DISA-1	12345'
To close the extracted	PST file, right	click on the fol Open in New Win Open File Location Lose "DISA-12345 Lew Folder Show in <u>F</u> avorites Folder <u>P</u> ermissions Data File Propert <u>i</u> e	der name and s	selec	et 'Close D	DISA-1	12345
To close the extracted	PST file, right	click on the fol Open in New Wine Open File Location Lose "DISA-12345 Lew Folder Show in <u>F</u> avorites Folder <u>P</u> ermissions Data File Propert <u>i</u> e	der name and s	Selec	t 'Close D	DISA-1	12345'
To close the extracted	PST file, right	click on the fol Open in New Wine Open File Location Close "DISA-12345 Lew Folder Show in Eavorites Folder Permissions Data File Properties	der name and s	Selec	ook comple	DISA-1	12345'