

Installing Office 2007 Viewer

If you receive an attachment that was created using Office 2007, and you cannot open it, you will need to download Office 2007 Viewer on your computer. This file is stored at the following location: S:\Software\Office 2007 Viewer. Follow the steps below for installing it.

1. After you double-click on the Office 2007 Viewer icon, the first screen to appear will be the Compatibility Pack for the 2007 Office System (see Figure 1 below). **Place a check mark** in the box located in the lower left-hand corner that says “Click here to accept the Microsoft Software License Terms” and click on **Continue**.

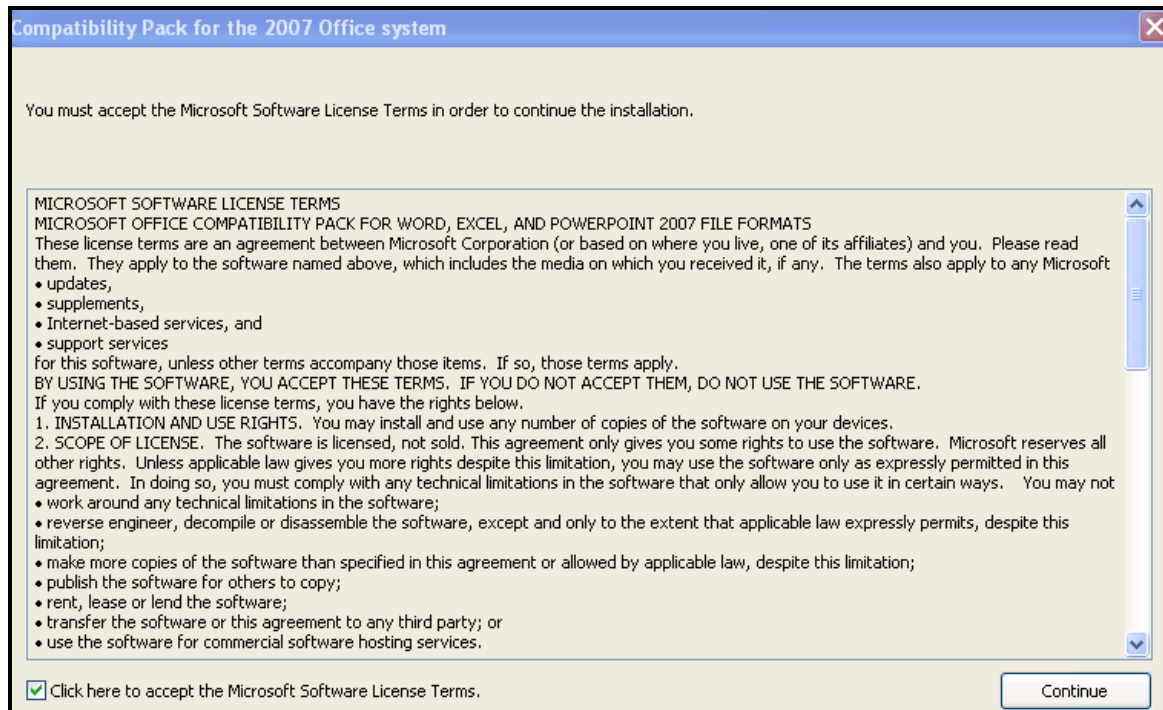


Figure 1

2. Wait a few minutes while the file is extracted.
3. Figure 2 below will appear stating that the installation is complete. Click on **OK**.

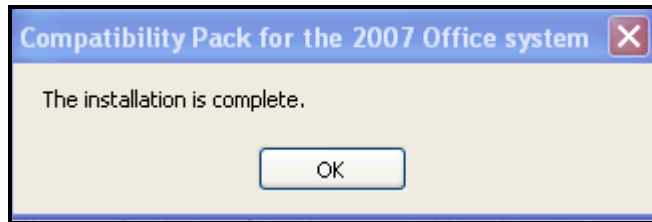


Figure 2

The download is also available at <http://www.microsoft.com/downloads>. Select the option for Microsoft office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats.