If you are having problems opening attachments using the Web Outlook access, do the following.

Log into your email

On the Internet Explorer tool bar, click on Tools Click on Internet Options Click on the Security Tab Click on Trusted Sites Click on Sites



The email address should appear in the "add this website to the zone" field. Click the "ADD" button

rusted sites	×
You can add and remove websites from this zone will use the zone's security se	n this zone. All websites in ttings.
Add this website to the zone:	
https://exchange.ci.durham.nc.us	Add
<u>W</u> ebsites:	
http://durham-intranet	Remove
Require server verification (https:) for all sit	es in this zone
	Close

That web address should then appear in the "Websites" window.

Close the window and click OK to exit out of the Internet Options window.

You should now be able to save the Microsoft Office 2007 documents to your computer, then open them from there.