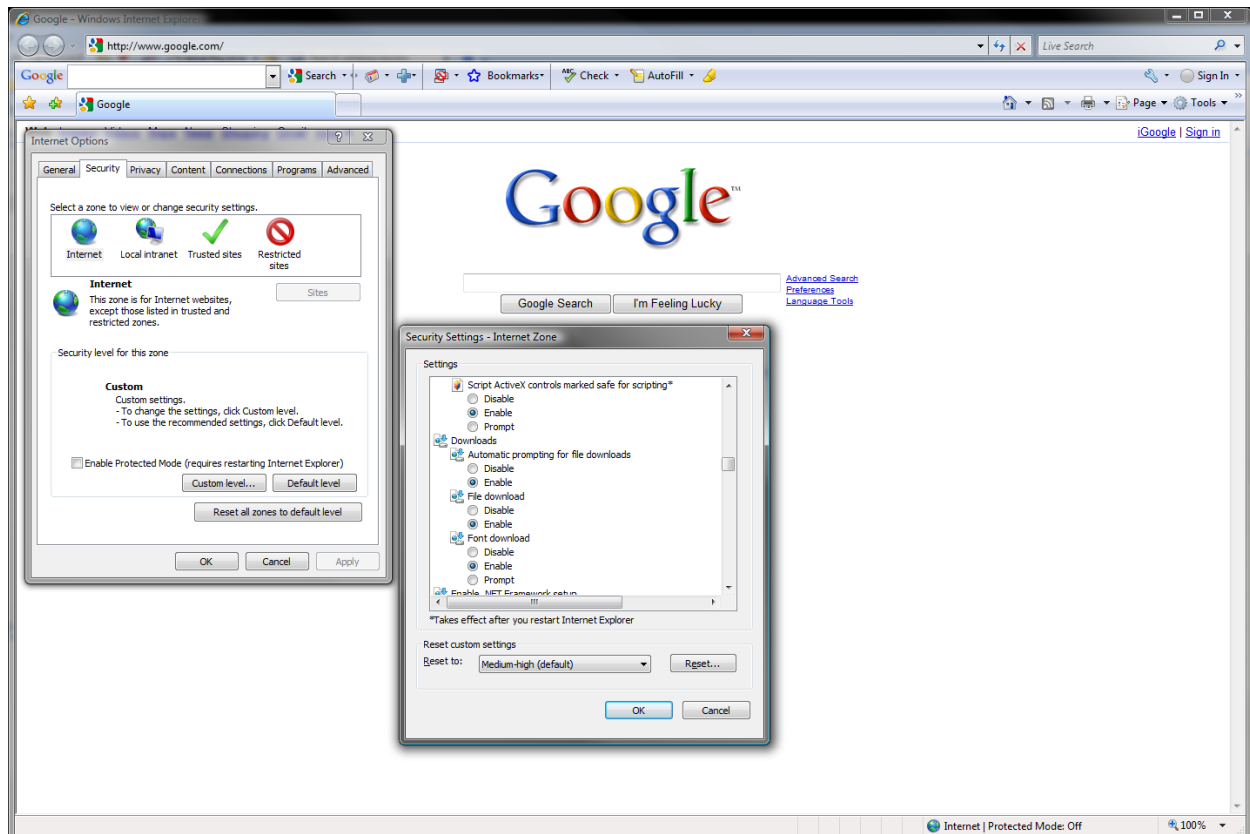


Desktop Reference Guide: Enable IE Download

Please follow these steps to enable Internet Explorer to download a document from PeopleSoft. This will also allow you to view an uploaded document in workflow.

1. Open Internet Explorer → navigate to **Tools** on the menu bar → Select **Internet Options**
2. On the **Security** tab → select **Internet**, then click **Custom Level**
3. Scroll down to the section called “**Downloads**” and change the Automatic prompting for file downloads to “**Enable**”:



Click **OK** → **Apply** → **OK**

Close Internet Explorer and then go back into PeopleSoft