

Overview

Many email systems will **not** accept file attachments if the file extension is **.zip** or **.exe** because these types of files can be unsafe when sent from an unknown sender. Often times, however, it is necessary for business purposes to send legitimate emails with **.zip/.exe** attachments.

To prevent these legitimate emails from being automatically discarded by the receiving email system, the sender may add an additional extension to the file name, such as **.txt**. Adding the additional extension allows the email to be delivered.

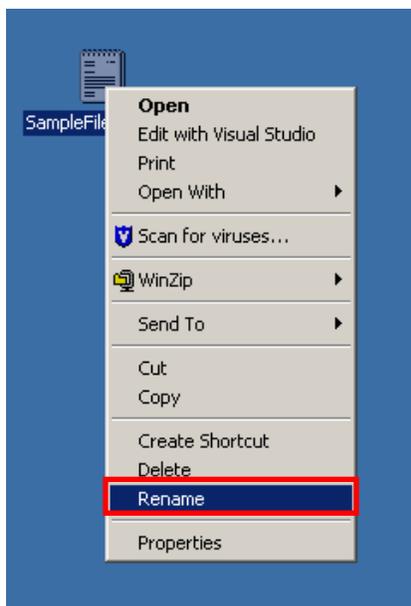
Once the email with the file attachment is received and saved locally, the additional extension must be removed so the file can be used by the appropriate program. Instructions for changing the file extension back to its original form are shown below.

Scenario Background

For the purpose of this document, assume that the email attachment file, named **SampleFile.exe.txt**, was received and saved to the Desktop. This is an executable WinZip file that will automatically extract the contents (zipped files) to a designated location. Take note of the additional file extension of **.txt**, which must be removed for the file to work properly.

Renaming a Saved Attachment

1. Navigate to the location where the attachment was saved from the email
2. Right-click on the file to open the Shortcut Menu and select **Rename**

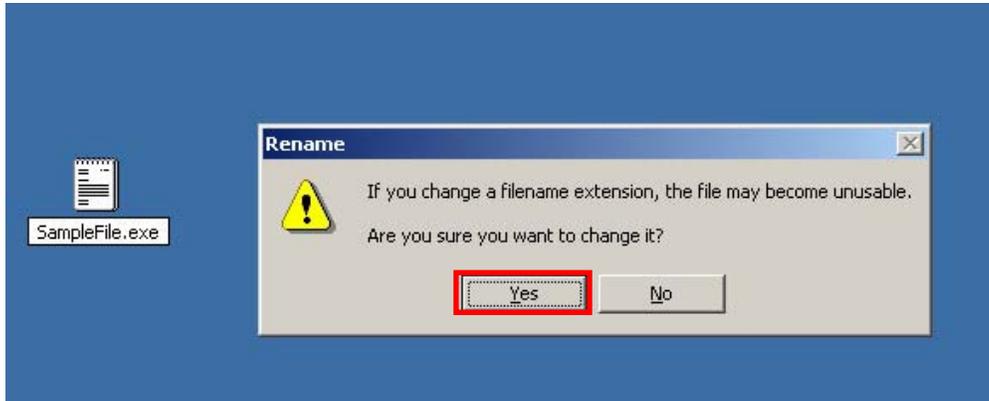


When "Rename" is selected from the Shortcut Menu, the Menu disappears and the entire file name is highlighted/selected



3. Left-click (single click) inside the file name field and move the cursor all the way to the **right** of the entire file name
4. Use the **Backspace** to remove the extra extension of **.txt** from the name
5. Press **Enter** to indicate that file name editing is complete

- Click **Yes** in the Rename pop-up window that appears



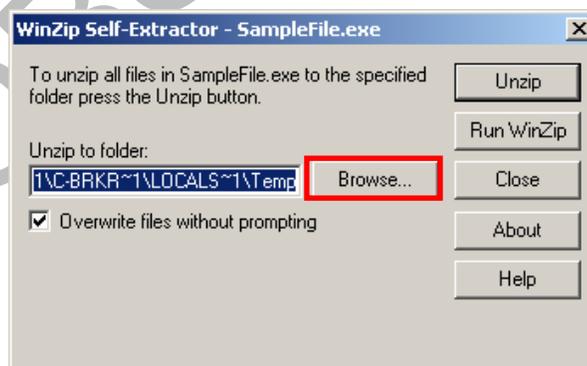
Clicking **Yes** will confirm the change and return the file to its original name and icon



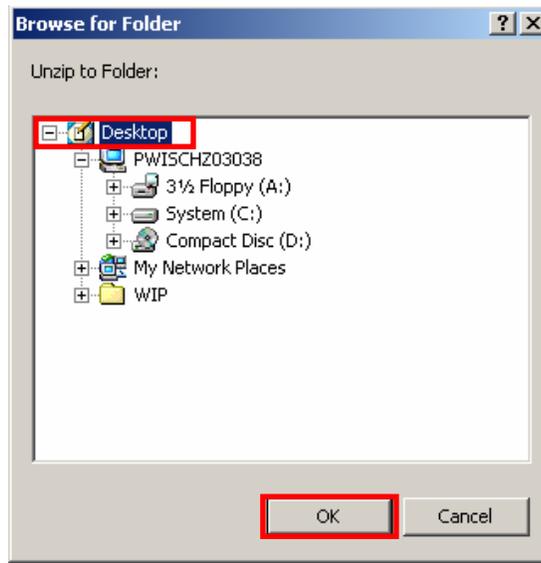
The self-extracting executable WinZip file is now ready for use

Using a Self-Extracting WinZip File

- Double-click on the executable WinZip file
- Click **Browse** in the WinZip Self-Extractor – SampleFile.exe pop-up window that appears



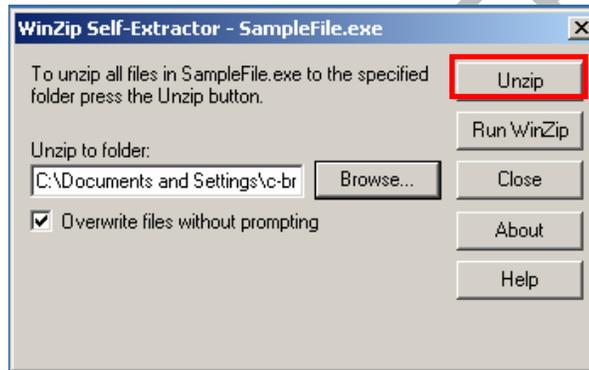
- In the Browse for Folder pop-up window, select (click) the location where the contents/files should be saved then click **OK**



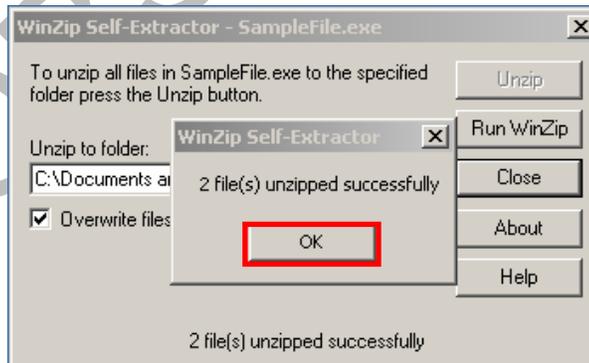
For this example, the files will be extracted to the Desktop

- Click **Unzip** in the WinZip Self-Extractor – SampleFile.exe pop-up window

The designated “Unzip to folder:” location is now shown in the Browse field



- Click **OK** in the WinZip Self-Extractor success confirmation pop-up window



- Close any other pop-up windows that may still be open

Your individual, extracted files are now ready for use