
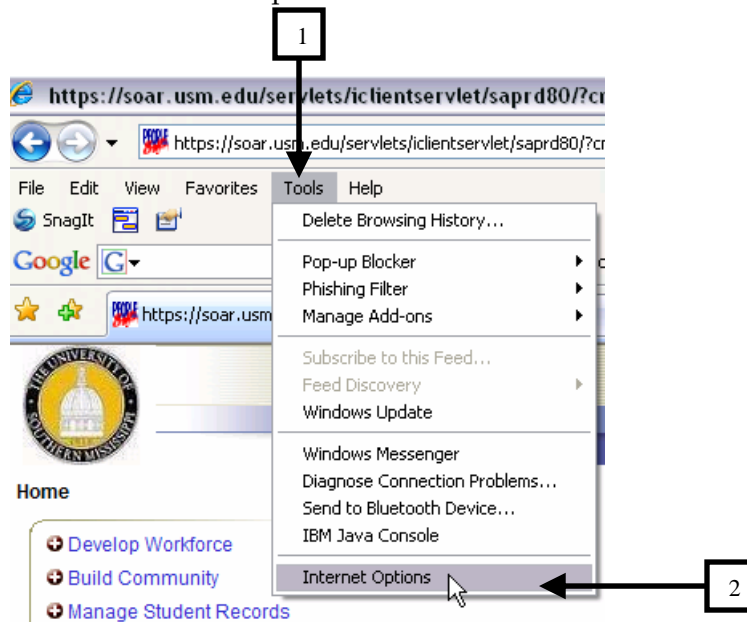




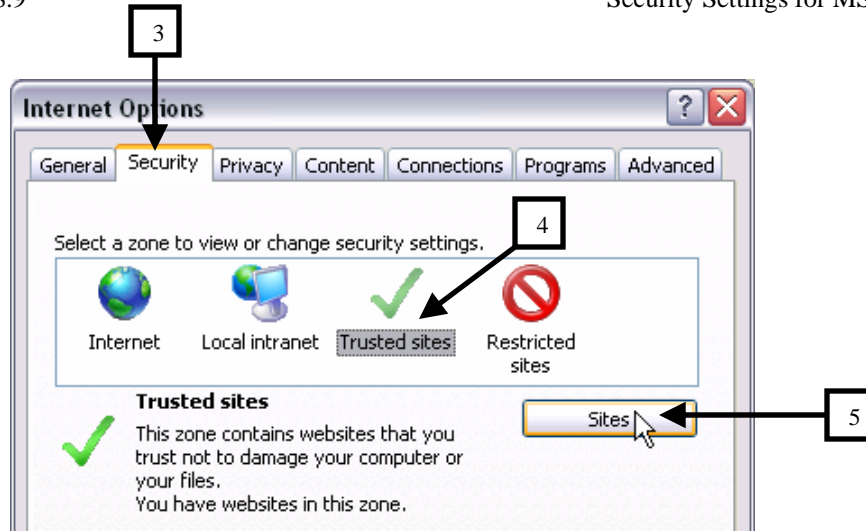
Faculty and Staff – Having issues downloading to MS Excel??

There are some internet security options that may block a document from downloading a SOAR document to MS Excel. This documentation will outline what you need to do in order for this download process to properly operate.

1. While on the page that has the  icon, click on the **Tools** option on the top of the internet page.
2. Choose “Internet Options” from the Tools menu.



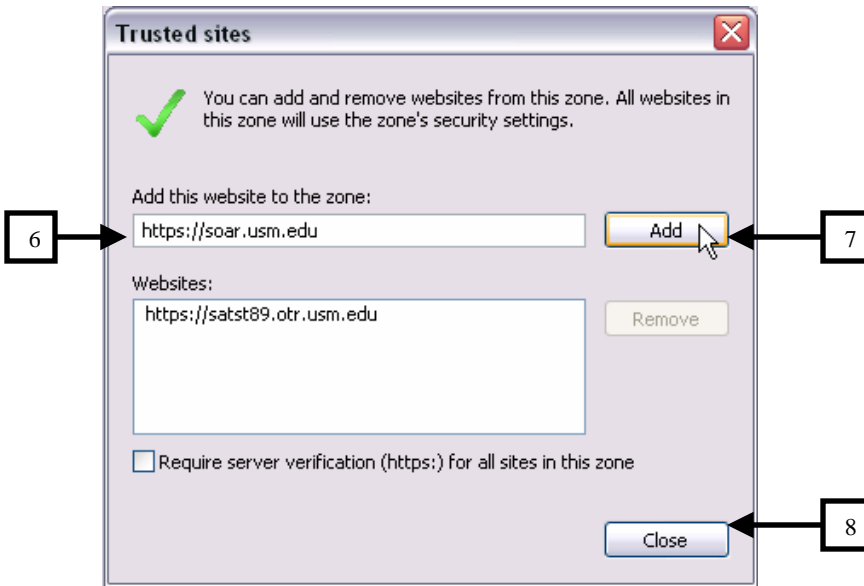
3. Click on the Security tab.
4. Click on the  Trusted sites option.
5. Click on the  button.



6. The SOAR URL will appear in the first field. If not, you need to navigate to SOAR and re-do steps 1-5 so the correct URL will be in box.

7. Click on the button.

8. Click on the button.



9. In the [Security level for this zone](#) box at the bottom of the page, move the meter to **Medium-low or Low** for the SOAR URL.

10. Click on the button at the bottom.

11. Click on the button.

