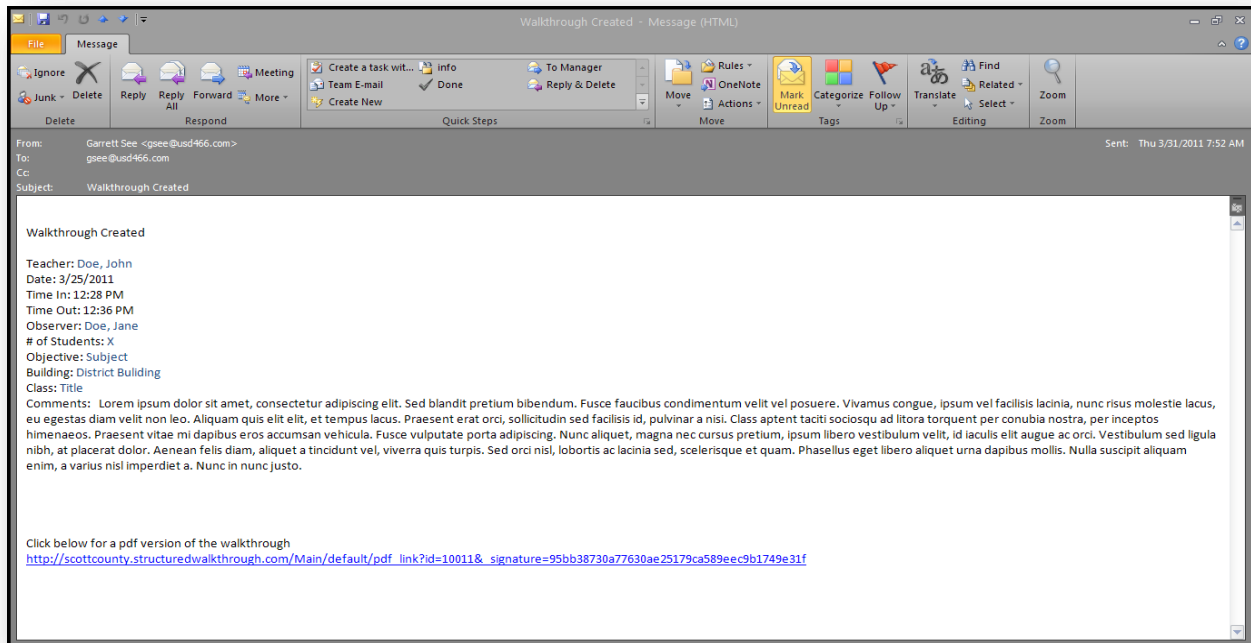


How to Open the Structured Walkthrough from Outlook 2010

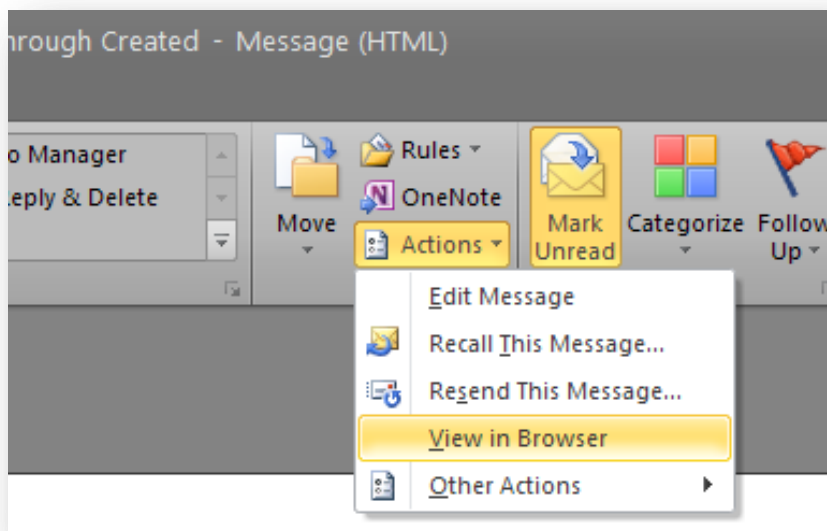
A quick guide

In this guide we will discover how to open the emails with the report from the Structered Walkthrough system. To get started, first make sure that @structuredwalkthrough.com is in your white list at www.wbsnet.org in your spam settings, if you need help with that see the guide titled Spam Filter, found [here](#). After you have completed those steps you should then also ensure that you have your junk mail settings in Outlook configured correctly. If you need help with that you can refer to the guide entitled Junk Mail Options which can be found [here](#). Once you have made sure that address is in your safe sender list in Outlook and inside your white list in your email spam settings we can continue onto opening the email.

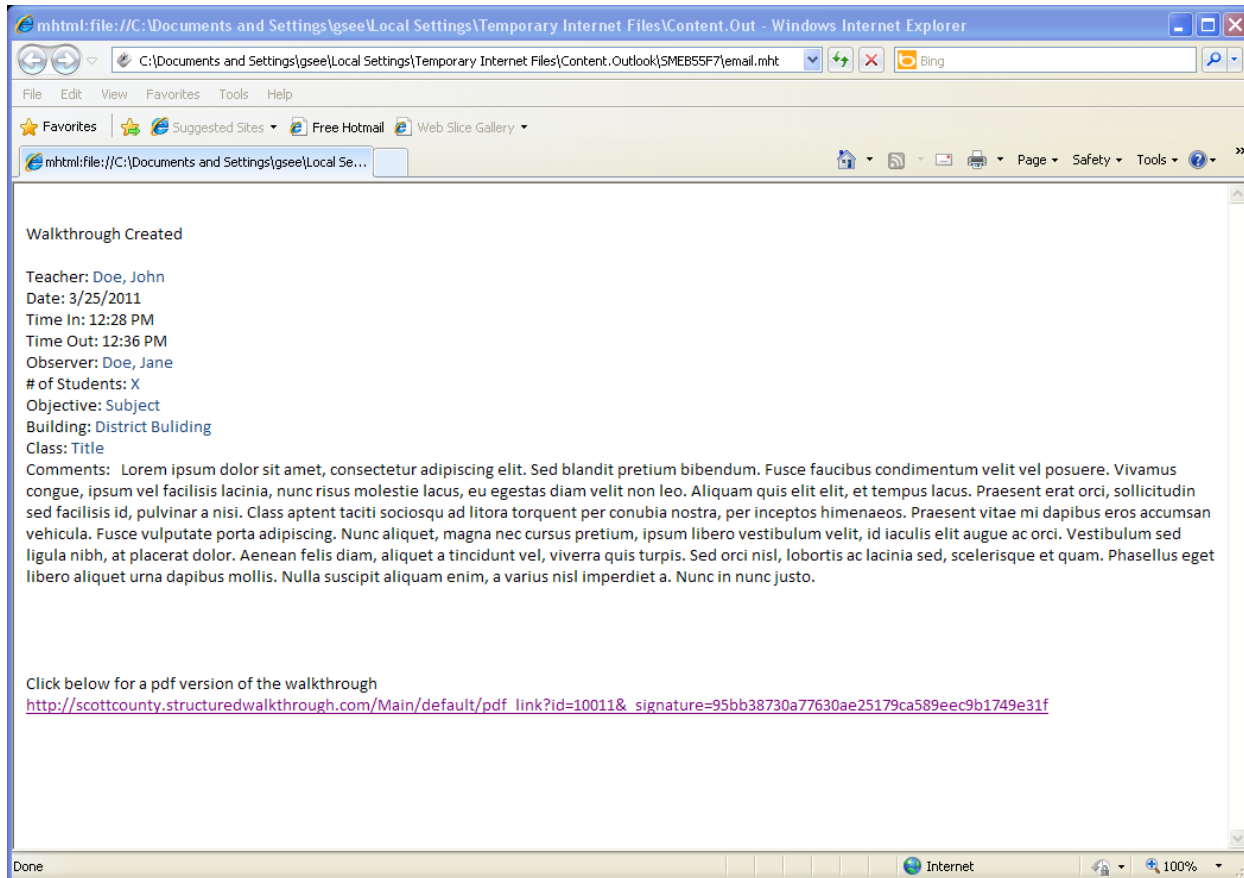
Once your administrator has completed their survey you will get an email that will look like the one pictured below. At this point it is important to note you cannot do this from the preview pane of Outlook, you must open the message by double clicking it. Once you double click you will get a window similar to this:



The first thing you will want to do is look at your ribbon bar and find the button labeled **Actions**. It's in the third box from the left, and it is the bottom of the buttons inside of that box. Click the drop down arrow and select "View in Browser".



After you click that it will open Internet Explorer 8 and you will see the email inside of the browser.



Once you see that loaded, click on the link at the bottom of the page. It will process a moment then bring up a File Download box. At this point you can either click open and view your report in Adobe Reader or you can click Save and save a copy for your report on your computer for your own records. That box will look like the screen shot to the left. This concludes this guide.

