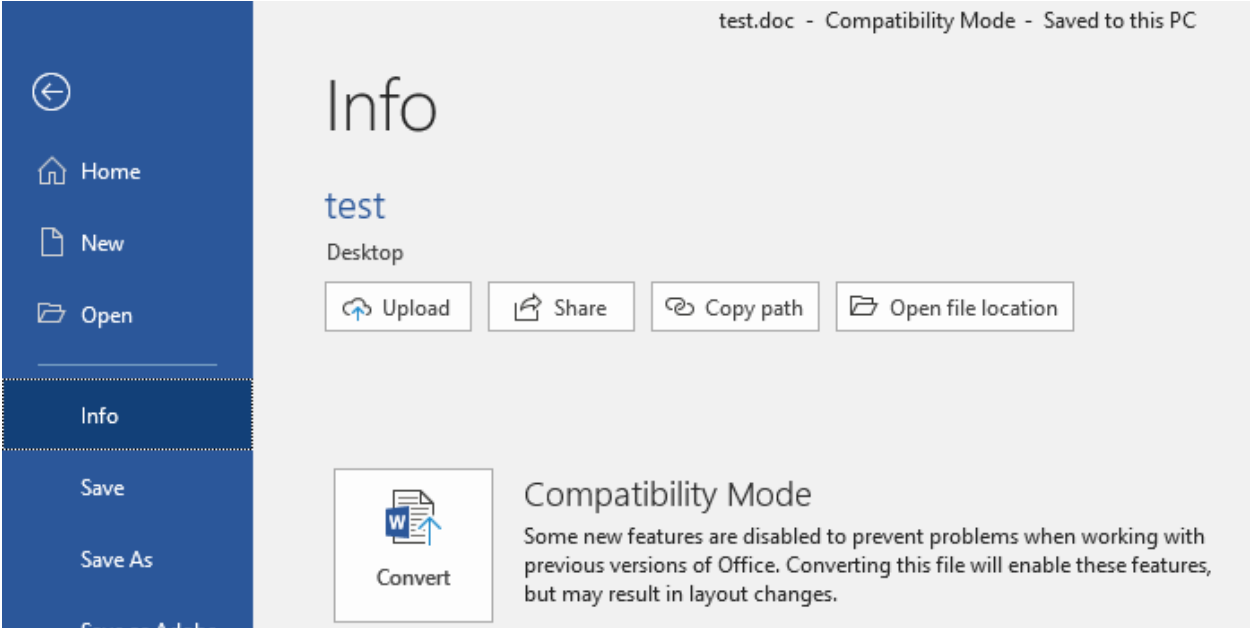


Prairie Spirit Email Attachment Guide

In an attempt to limit the number of malicious emails entering our system, older Microsoft Office file types will no longer be allowed entry into the Prairie Spirit email domain, specifically doc, xls and ppt. We encourage users to take steps to upgrade their Office documents, spreadsheets and presentations to use the new modern formats of docx, xlsx and pptx.

To convert your file to the modern format, follow these steps in Word, Excel or PowerPoint:

1. Open the file in Word, Excel or PowerPoint.
2. Click the File tab. Click the Convert button as shown below. Click OK when prompted.



3. To complete the conversion, save your file. This will create a new copy of the file in the modern format.

If you require assistance, please contact the Prairie Spirit Help Desk.

Phone	Email
(306) 683-2931	help@spiritsd.ca