How to extract password protected ZIP files

Please follow below steps to extract the files, if you received a zip file attachment that is password-protected.
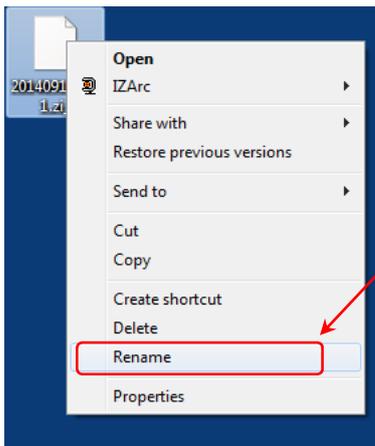
Copy and paste the zip file in your Desktop (or any location).

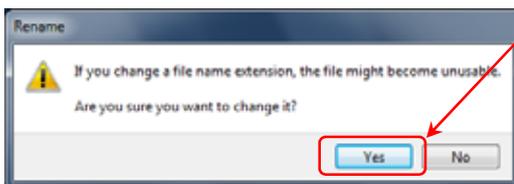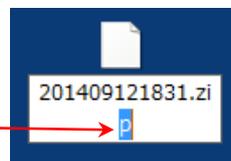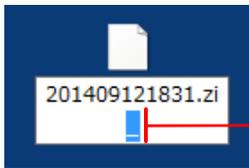The file name of attached ZIP file is generated by mail system as below
   YearDateTime.zi_
      Example: 201409121831.zi_

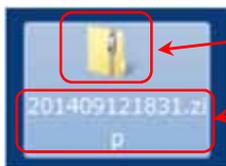Right click of the ZIP file and select "Rename" as shown in below picture.

Note: the extension file name .zi_
is generated company mail system.
To open it you have to rename its extension
into .zip.

File name is shown as highlight, then change the character "_"(underscore)
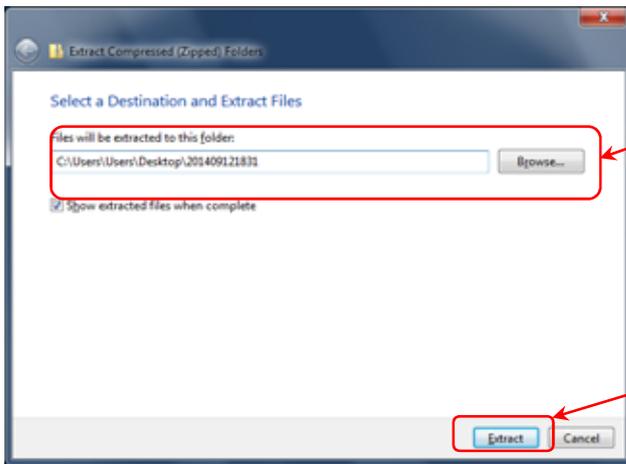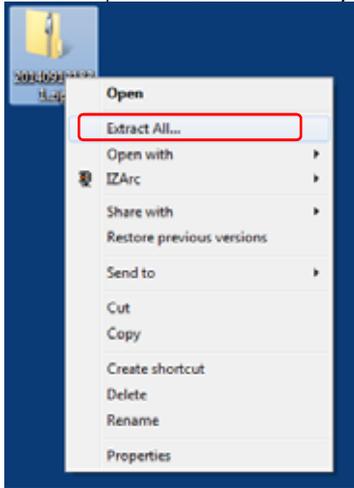to small letter "p".

Press [Yes] on dialogue box.

Check file extention is changed to [zip]
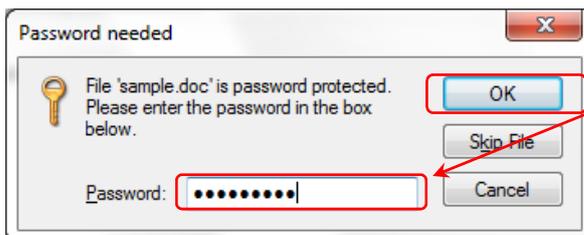and also file icon is changed as zip file.

Then right click the renamed ZIP file and select [Extract All...]
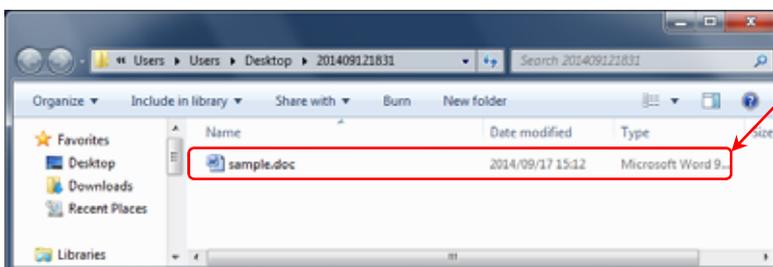in the menu, and save to any location.

Select any location for extracted files.
Default location is same as zip file.

Press [Extract] if you selected the folder for save.

Since the zip is password protected, please copy the password sent separately
by the same Sender.

Input password
Press "OK" after input password.

If the password is correct files are extracted to the folder where is selected on procedure   .

Then view as usual (using the required Application like words, or excel).