If you are working on a PC and are having troubles opening the Oft file please try this:

Associate .OTF Files and Attachments with Microsoft Outlook

To make .otf files and attachments open in Microsoft Outlook:

- Open the *Start* menu.
- Type "default programs" (not including the quotation marks) in the *Start Search* field.
- Click *Default Programs*.
- Follow the *Associate a file type or protocol with a program* link.
- Highlight *.otf* in the list.
- Click *Change program...*.
- Select *Microsoft Outlook*.
  - o If *Microsoft Outlook* is not in the *Recommended Programs* list, click *Browse*, type "outlook.exe" under *File name:* and click *Open*.
- Click *OK*.
- Click *Close*.