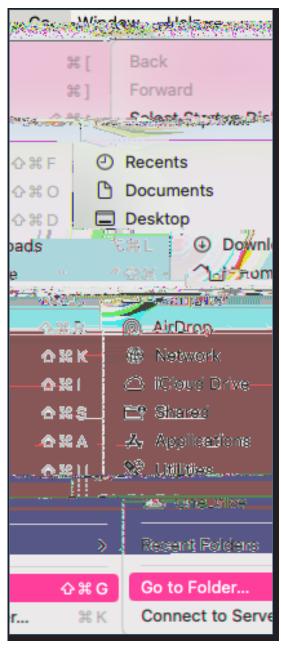
## EVMS TECH INTEGRATION: BACK UP AND RESTORE OFFICE TEMPLATES (MAC)

1. Close any MicrosP



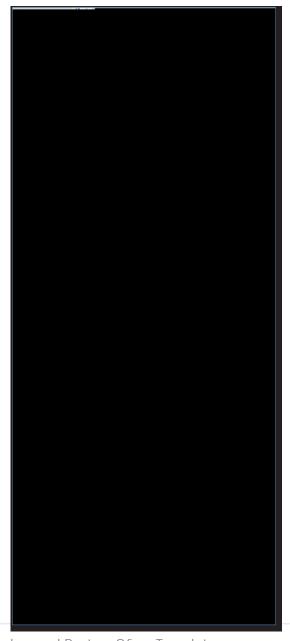
3. Enter ~/Library/Group Containers/UBF8T346G9.Of ce/User Content.localized/Templates/

•	

4. In the window that opens, you will find a copy of all templates you created in Microsoft
Of ce. Press to select all template files, then to copy them to
your clipboard.



- 5. Open your backup location (OneDrive, Network share, etc) and create a new folder called "Templates." Open this folder and press to paste all the template f les you copied from the previous step.
- 1. Open the backup location where the Of ce templates were stored.
- 2. Press , then to copy all stored templates to your clipboard.
- 3. From the desktop, select **Go** at the top menu bar, and click



4.	Enter ~/Library/Group	Containers/UBF8T346G9.Of	ce/User Content.localized/Templates/
----	-----------------------	--------------------------	--------------------------------------

•	

- 5. In the opened Templates folder, press location.
- to paste your template  ${\sf fles}$  in that
- 6. Open Of ce apps and check that your templates have been restored.