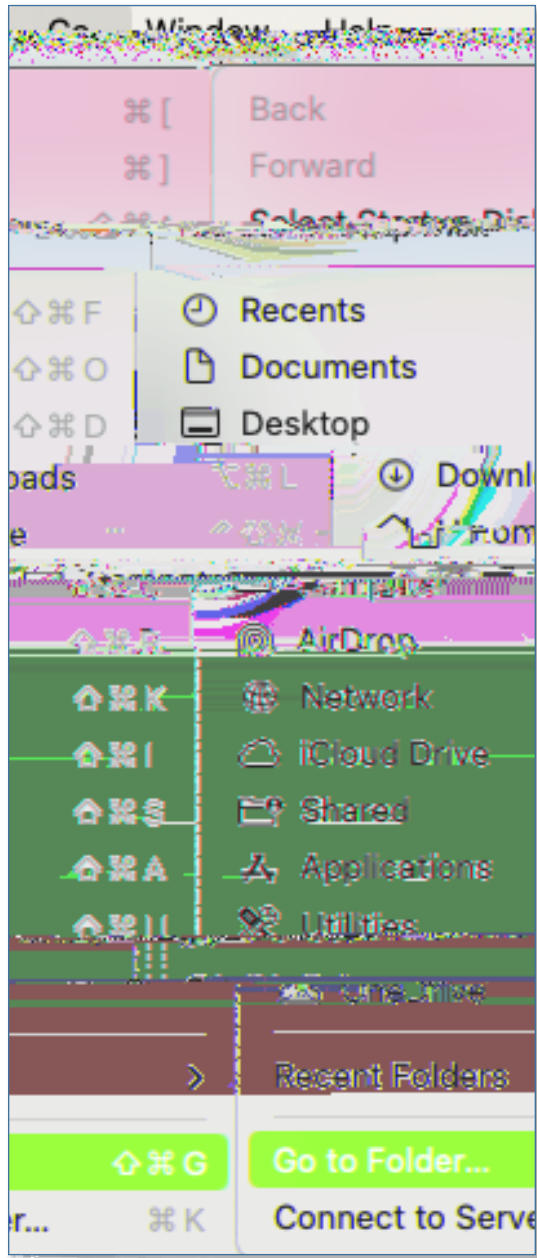


# EVMS TECH INTEGRATION: BACK UP AND RESTORE OFFICE TEMPLATES (MAC)

1. Close any MicrosP



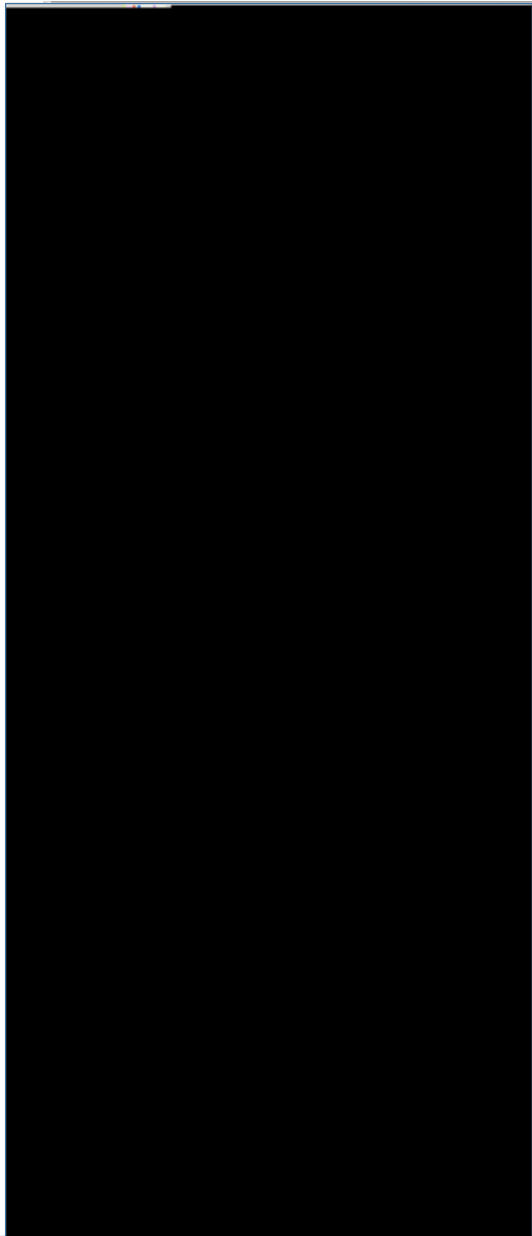
3. Enter `~/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates/`

- In the window that opens, you will find a copy of all templates you created in Microsoft Office. Press **Command+A** to select all template files, then **Command+C** to copy them to your clipboard.

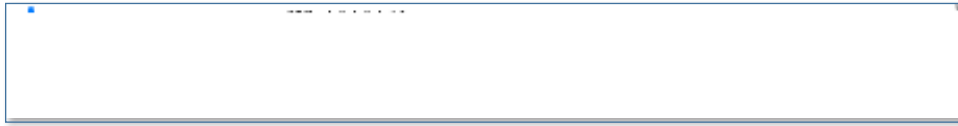


- Open your backup location (OneDrive, Network share, etc) and create a new folder called "Templates." Open this folder and press **Command+A** to paste all the template files you copied from the previous step.

- Open the backup location where the Office templates were stored.
- Press **Command+A**, then **Command+C** to copy all stored templates to your clipboard.
- From the desktop, select **Go** at the top menu bar, and click **Templates**.



4. Enter `~/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates/`



5. In the opened Templates folder, press `⌘+V` to paste your template files in that location.
6. Open Office apps and check that your templates have been restored.