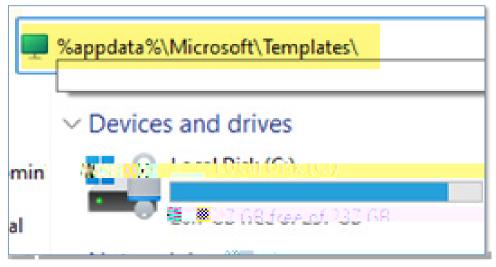
## EVMS TECH INTEGRATION:

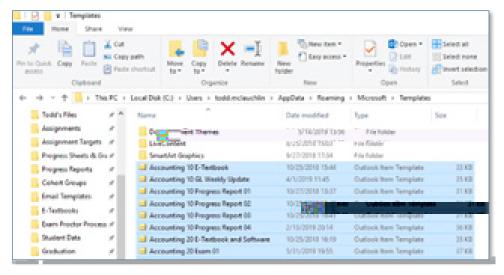
## BACK UP AND RESTORE OFFICE TEMPLATES

## How to back up Of ce templates

- 1. Close Outlook if it is currently open.
- 2. Open **File Explorer** in Windows.
- Type in the following address in the address bar, and hit Enter:
   %appdata%\Microsoft\Templates\



In the window that opens, you will find a copy of all templates you created in Microsoft
Outlook. Click CTRL+A to select all template files, then click CTRL+C 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 click CTRL+V to paste all the template f les you copied from the previous step.

## How to restore Of $\,$ ce templates

- 1. Open the backup location where the Of ce templates were stored.
- 2. Click CTRL+A, then