
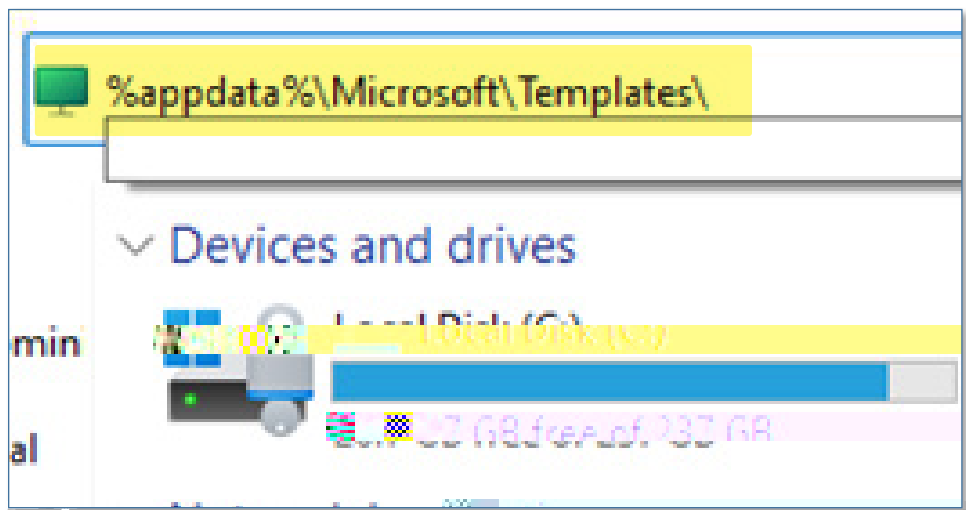


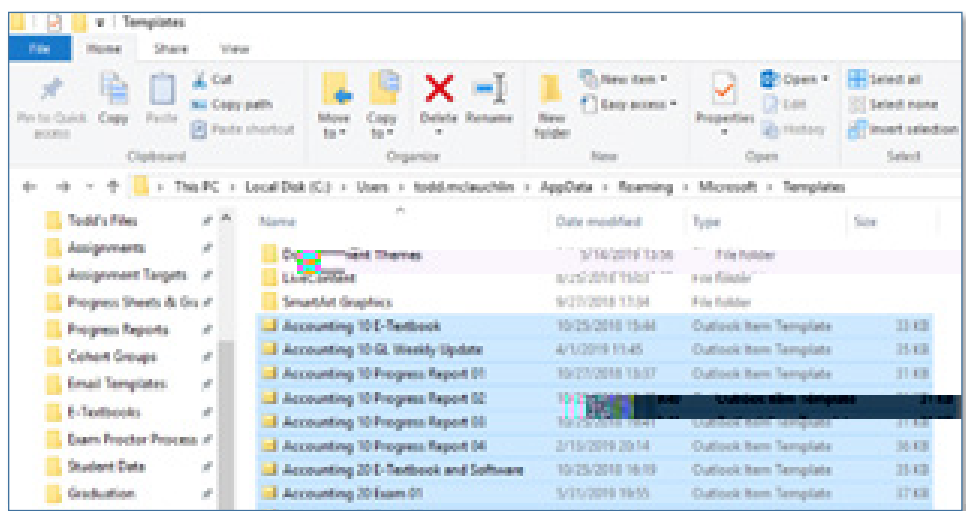
EVMS TECH INTEGRATION: BACK UP AND RESTORE OFFICE TEMPLATES

How to back up Office templates

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



4. 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 files you copied from the previous step.



How to restore Office templates

1. Open the backup location where the Office templates were stored.
2. Click **CTRL+A**, then