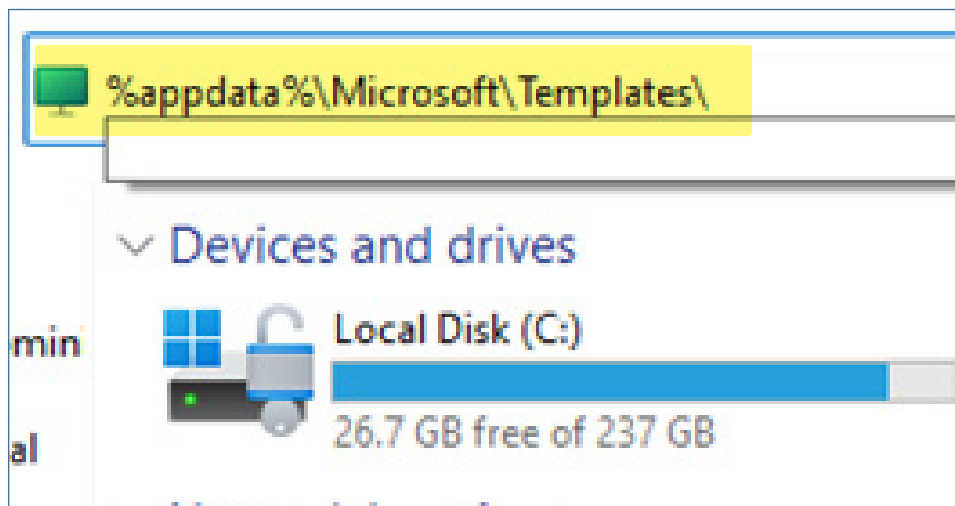# EVMS TECH INTEGRATION:
BACK UP AND RESTORE OFFICE TEMPLATES

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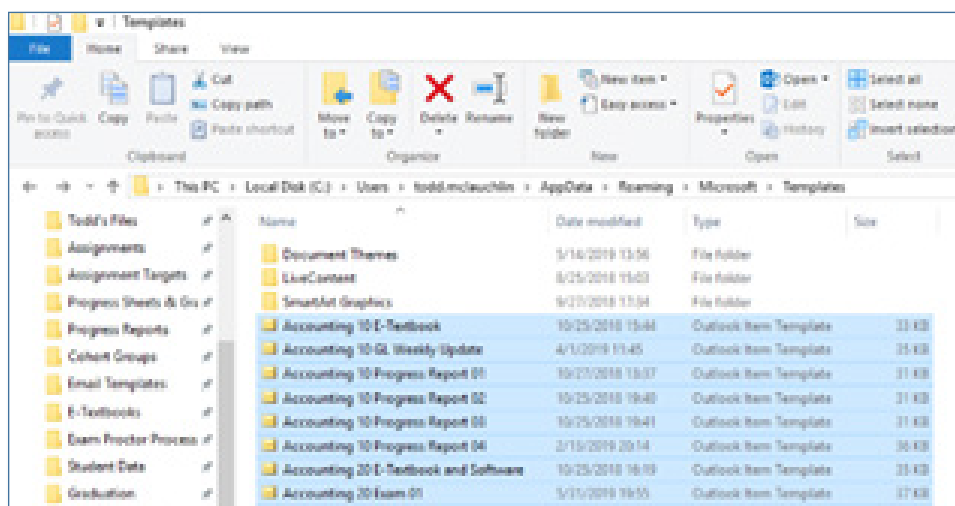
5. Open your backup location (OneDrive, Network share, etc) and create a new folder called "Templates." Open this folder and click **CTRL+V** to paste all the template files you copied from the previous step.

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How to restore Office templates

1. Open the backup location where the Office templates were stored.
2. Click **CTRL+A**, then **CTRL+C** to copy all stored templates to your clipboard.
3. Open **File Explorer** in Windows.
4. Type in the following address in the address bar, and hit **Enter**:
   %appdata%\Microsoft\Templates
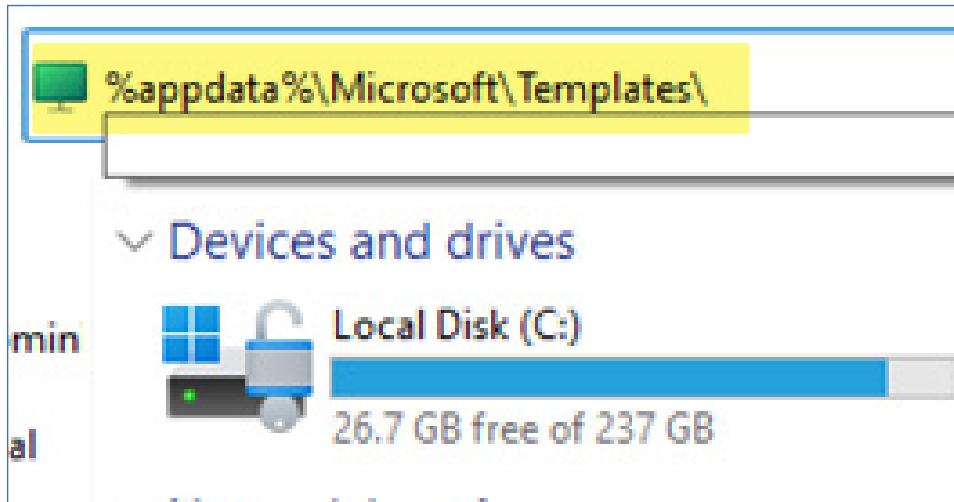
5. In the open Templates folder, click **CTRL+V** to paste your template files in that location.
6. Open Outlook and check that your templates have been restored.