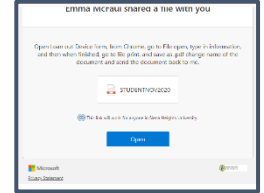
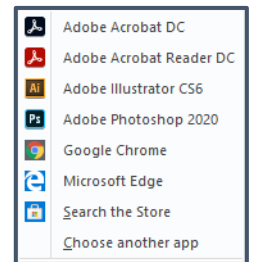


## Google Chrome and fill in procedures Mac Computer

1. Open your **Google Chrome browser**, and type in <https://office.com> and log on your [sienaheights.edu](https://sienaheights.edu) e-mail, and then click on your exchange e-mail icon.
2. Upon receiving your **SharePoint** e-mail message, click on the **Blue Open button**, on the **Microsoft SharePoint** menu, and then click on the option to download the file to your download location on your **Mac computer**.



3. When the download file is completed, go to your **download folder** (located in your **finder menu, under, Go**) and then select the **StudentNov2020 file**. Left click your download file, and then right click the right side of mouse, and click on **Open with** and select the **Open drop-down feature**, and then select **Google Chrome**.



4. Fill in your text on the blue filled out sections of the **StudentNov2020 form**.
5. Next, select the **printer icon**, located on the top right, (access to the black floating bar menu) to the drop-down menu, and then click on **save as pdf document**, tap on **save** and **rename the document**, and then select the drop-down arrow to **all files**, and **tap on the save button**.
6. E-mail the filled out loan out form to [emcfaul@sienaheights.edu](mailto:emcfaul@sienaheights.edu).

