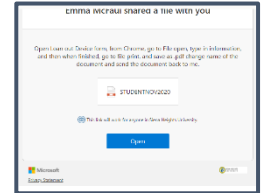


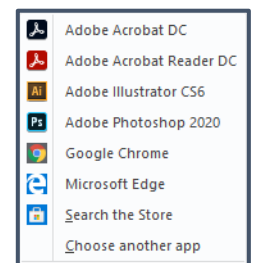
Google Chrome and fill in procedures Windows Computer

1. Open your Google Chrome browser, and type in <https://office.com> and log on your 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 **Windows computer**.



3. When the download file is completed, then go to your **download folder** (located in your **file explorer folder**) and select the **StudentNov2020 file**, from the **Home tab top menu** and select the **Open drop down feature**, and then select **Google Chrome**.



4. Fill in your text on the blue filled out the 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.

