Google Chrome and fill in the online form.

Windows Computer

Opening and downloading your form document SharePoint or download online from SHU.

- 1. Download your form from the **SHU web page** to your download folder.
- 2. Open your **Google Chrome browser**, type in **https://office.com**, log in with your sienaheights.edu e-mail, and then click on your Exchange e-mail icon.
- Upon receiving your SharePoint or e-mail message, click on the Blue Open button on the Microsoft SharePoint menu, then click on the option to download the file to your download location on your Windows computer.
- 4. Go to the **download form, which is in the download folder**, select the **online form, and then right-click to get another menu to open the form** in Google Chrome.

Editing your downloaded PDF form

- 5. Fill in your text in the open sections of the **Online form.**
- 6. Next, select the **printer icon**, located on the top right, (access to the black floating bar menu) to the dropdown 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**.
- 7. E-mail the filled-out loan form to <u>username@sienaheights.edu</u>.

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