

How to Change the Default Save Location in Office 2016

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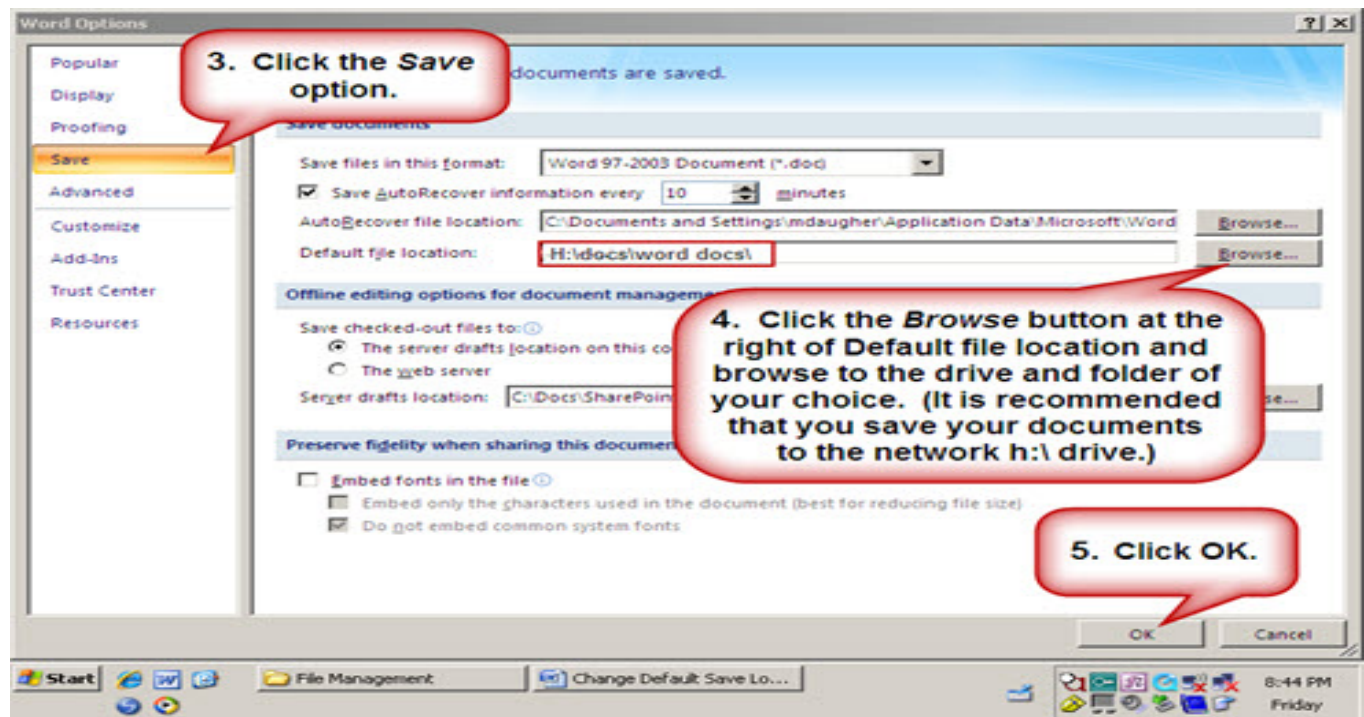
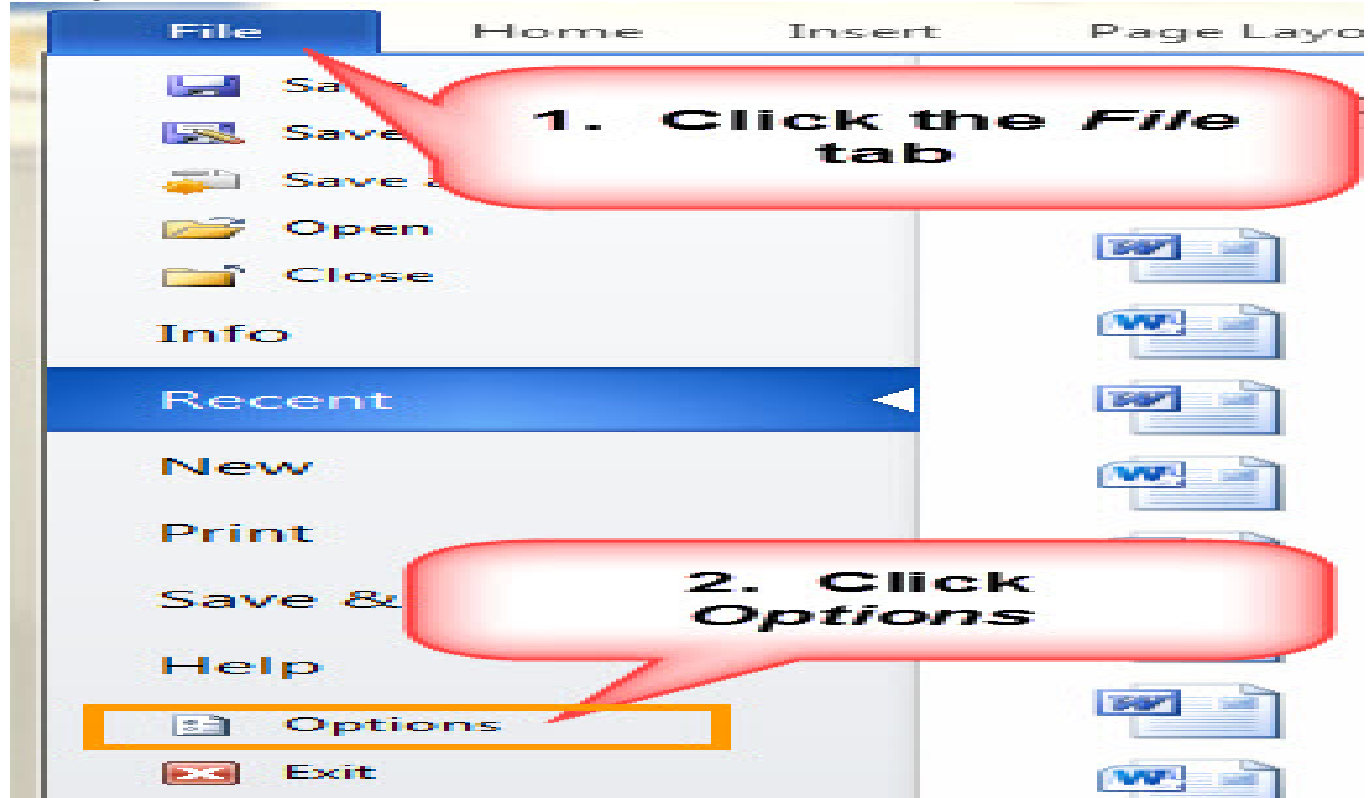
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How to Change the Default Save Location in Office 2016

By default, MS Office 2010 saves documents in the *Documents* folder. This article demonstrates the steps to change the default save location to a different one such as the H: drive.

Note: Always save your document when you begin working on it. The auto recovery feature in Microsoft Office only works properly if you give your document a file name. Before spending too much time working on a new document, you should first save your file. That way if there is a power outage or a problem with your computer you will not lose all of your work.

To change the default save location in Word 2016:



To change the default save location in Excel and PowerPoint 2016, follow the same steps as above except in Step 4 there is no browse option so you will need to type the location of the drive and folder in the *Default File Location* field. If you need to save specific files to a location other than the default, you still have the option to use the **Save As** dialog box for each document.

