

How to Change the Default Save Location in Office 2016

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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:

The image shows two screenshots from Microsoft Word 2016. The top screenshot shows the File tab with a red callout bubble pointing to the 'File' tab, containing the text: "1. Click the File tab". Below that, another red callout bubble points to the 'Options' button at the bottom of the File tab, containing the text: "2. Click Options". The bottom screenshot shows the Word Options dialog box with the 'Save' category selected. A red callout bubble points to the 'Save' option in the left-hand list, containing the text: "3. Click the Save option." Another red callout bubble points to the 'Browse...' button next to the 'Default file location' field, which contains the text: "4. Click the Browse button at the right of Default file location and browse to the drive and folder of your choice. (It is recommended that you save your documents to the network h:\ drive.)". A final red callout bubble points to the 'OK' button at the bottom right of the dialog box, containing the text: "5. Click OK." The Windows taskbar at the bottom shows the Start button, File Management, and a taskbar icon for 'Change Default Save Lo...', along with the system clock showing 8:44 PM on Friday.

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.