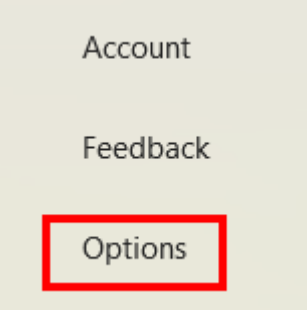
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Change Word’s default save location [1]

February 5, 2024 by ES and UIS Communications [2]

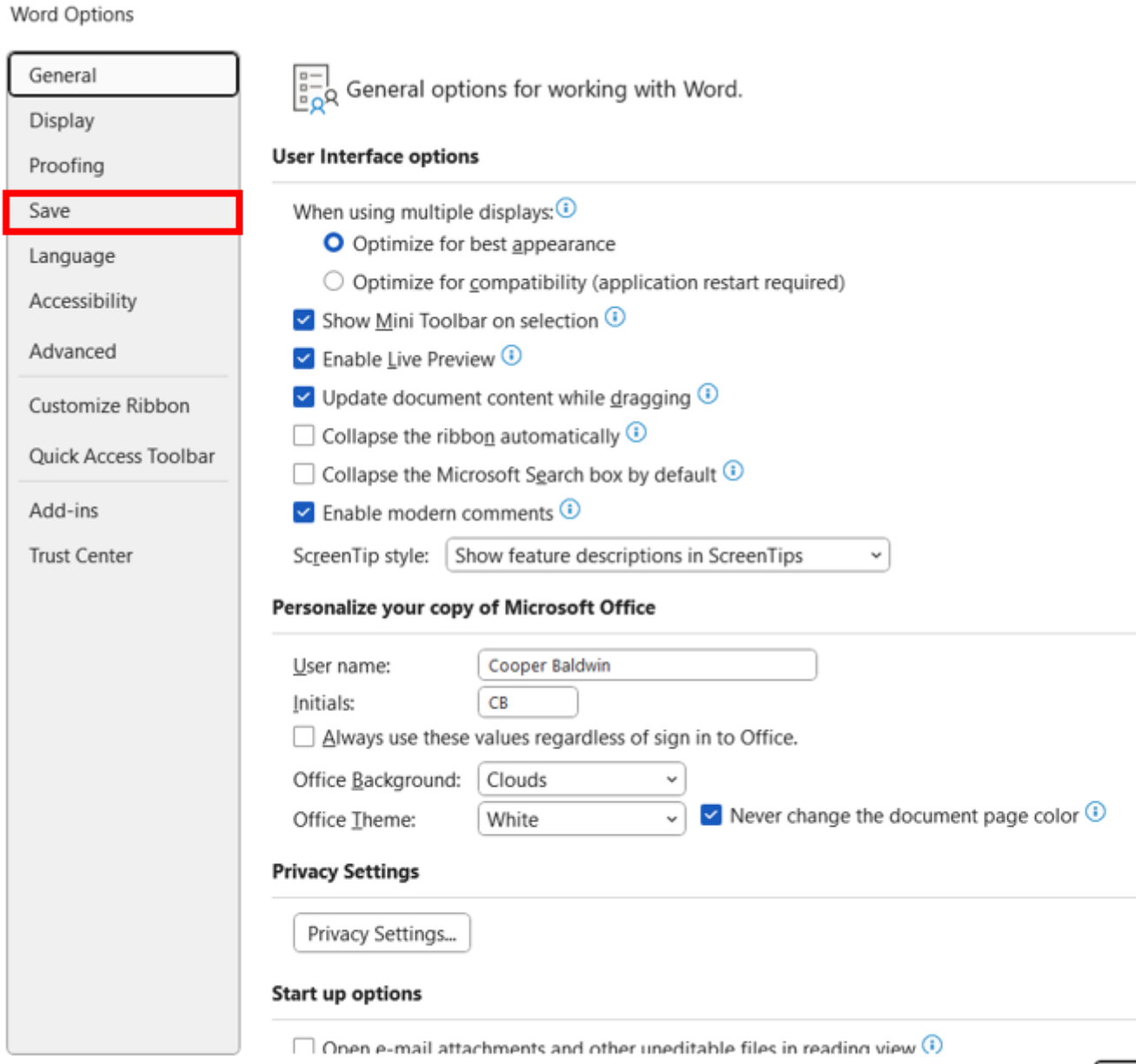
Recently, CU System’s default file-saving location for Microsoft Word changed to the Cloud. While this default is the safest backup location, if you use the S drive for collaborative work, it can be more advantageous for Word to save there. Switch your default file-saving location in Word with these quick steps.

1. Open Word
2. Select **File** and click on **Options** in the bottom left corner



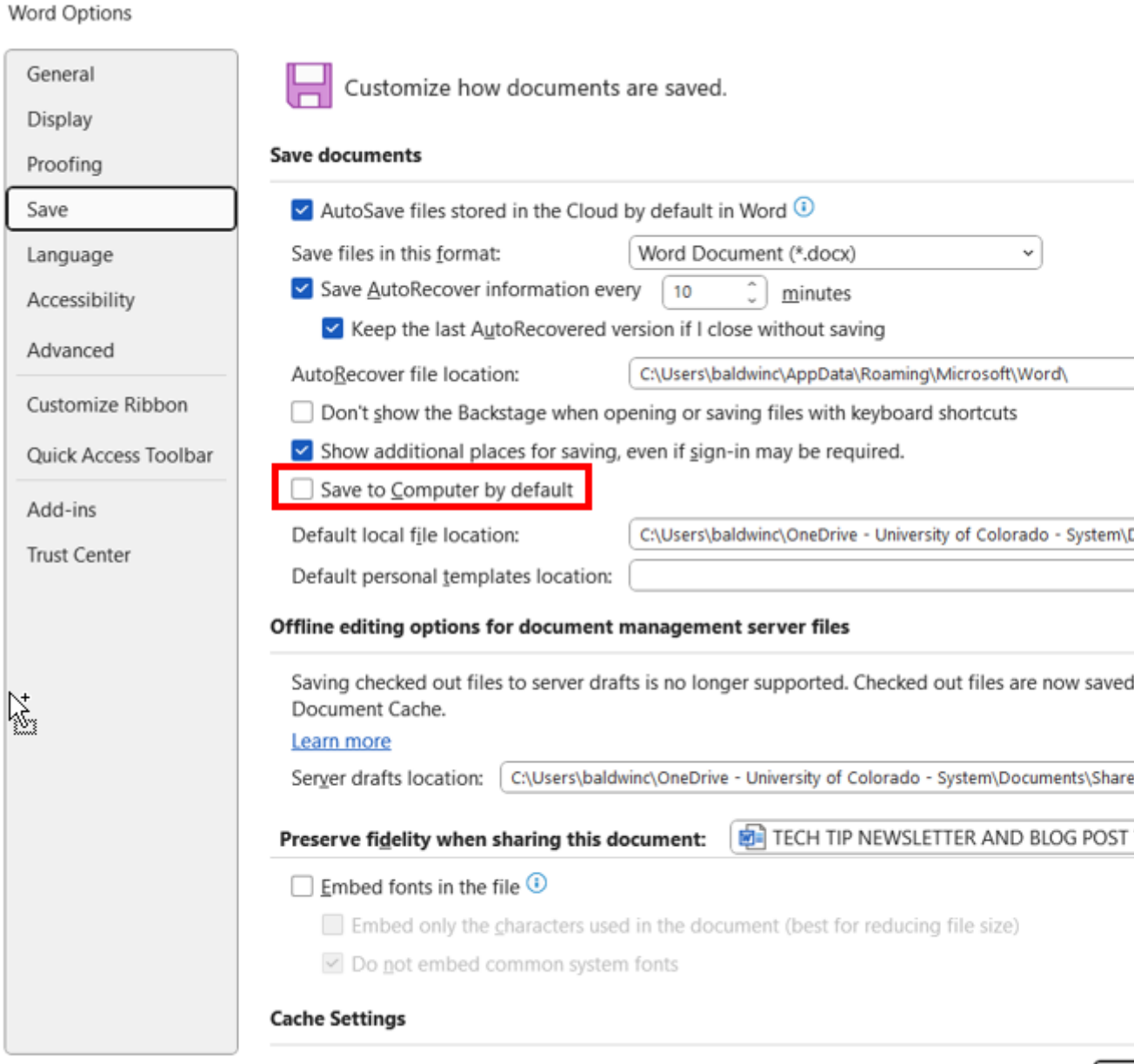
3. Select the **Save**

tab on the left sidebar



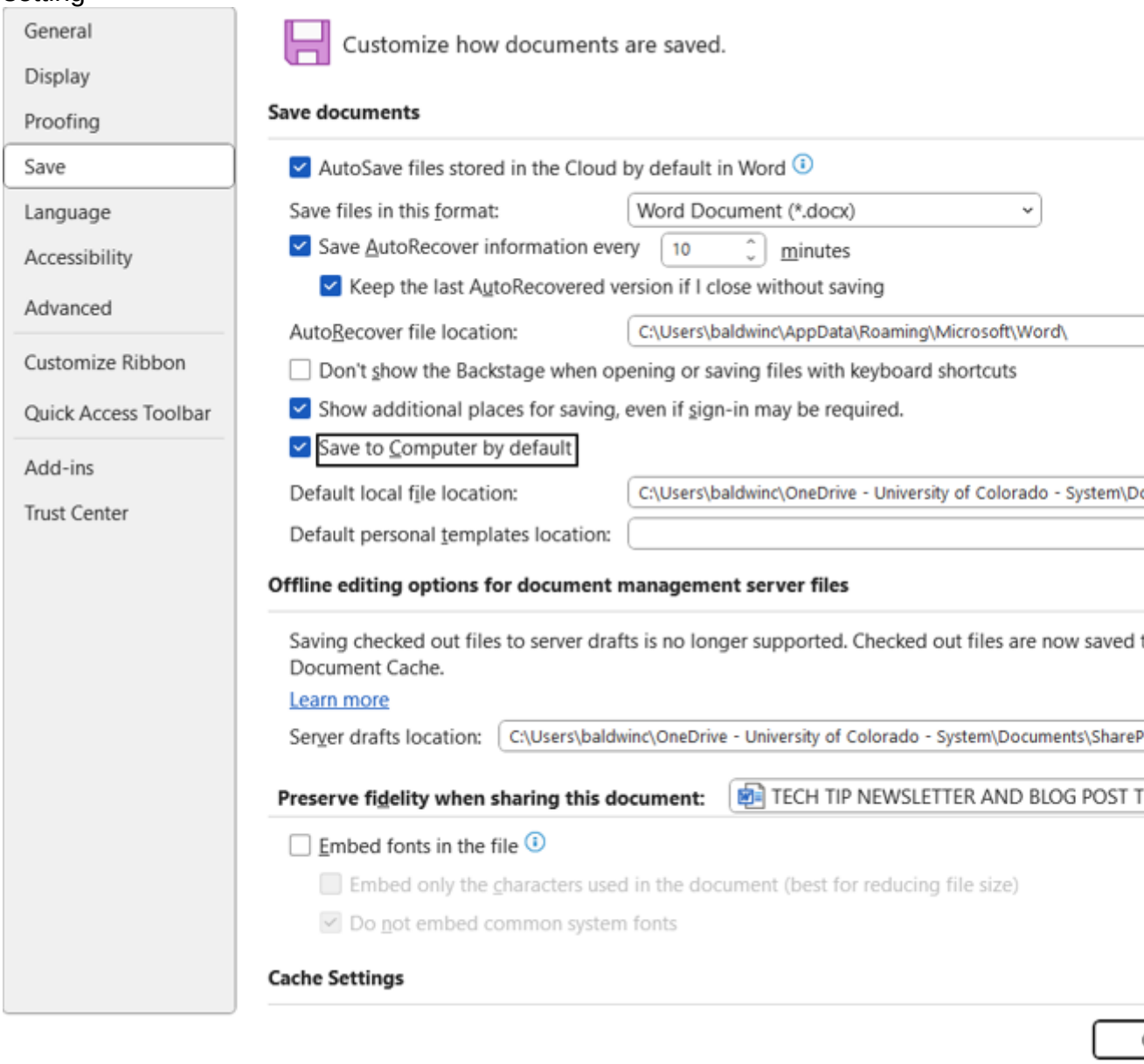
4. Select the **Save to Computer by default**

checkbox



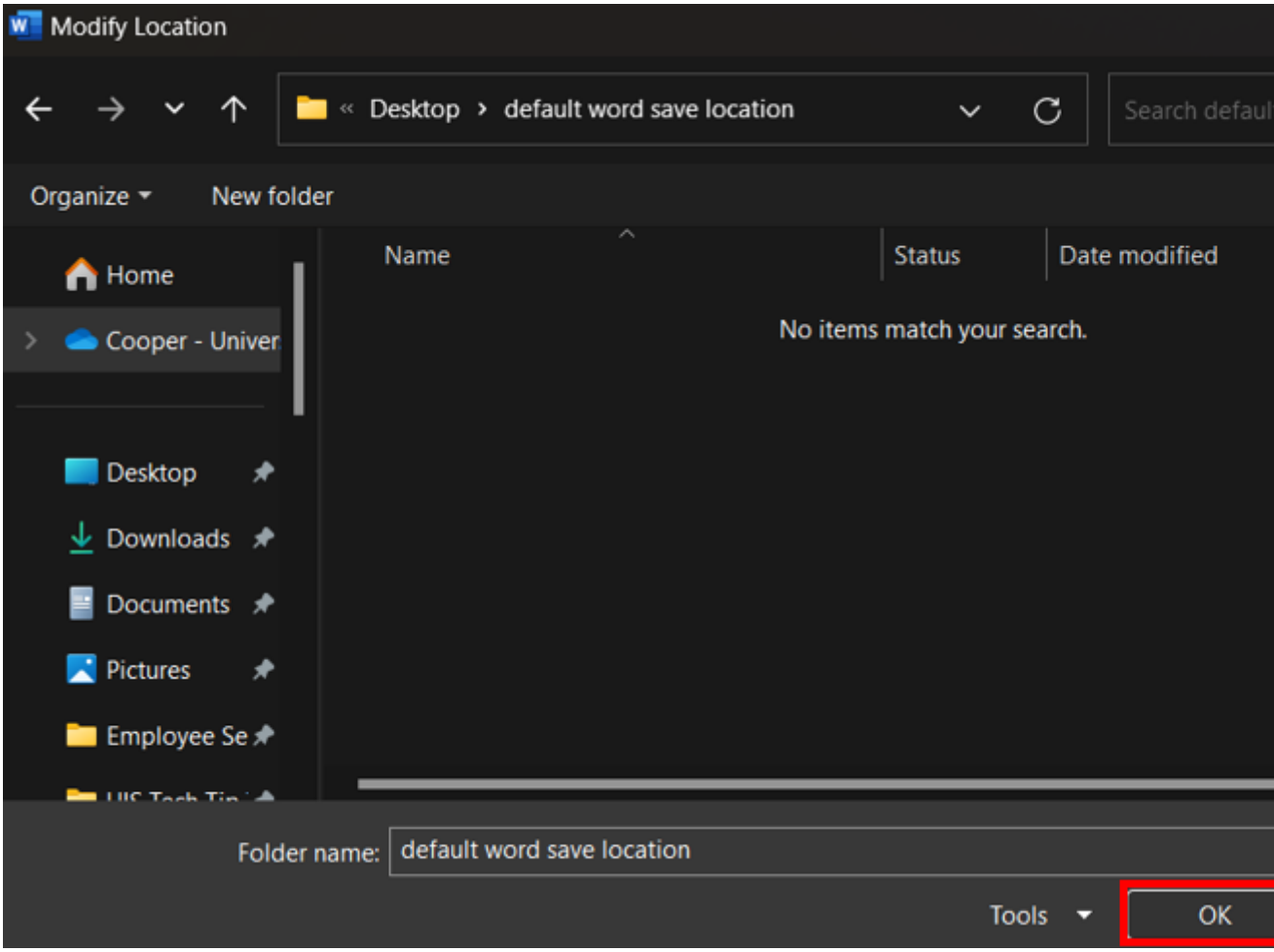
5. Choose your desired location by clicking **Browse** under the **Default local file location**

setting



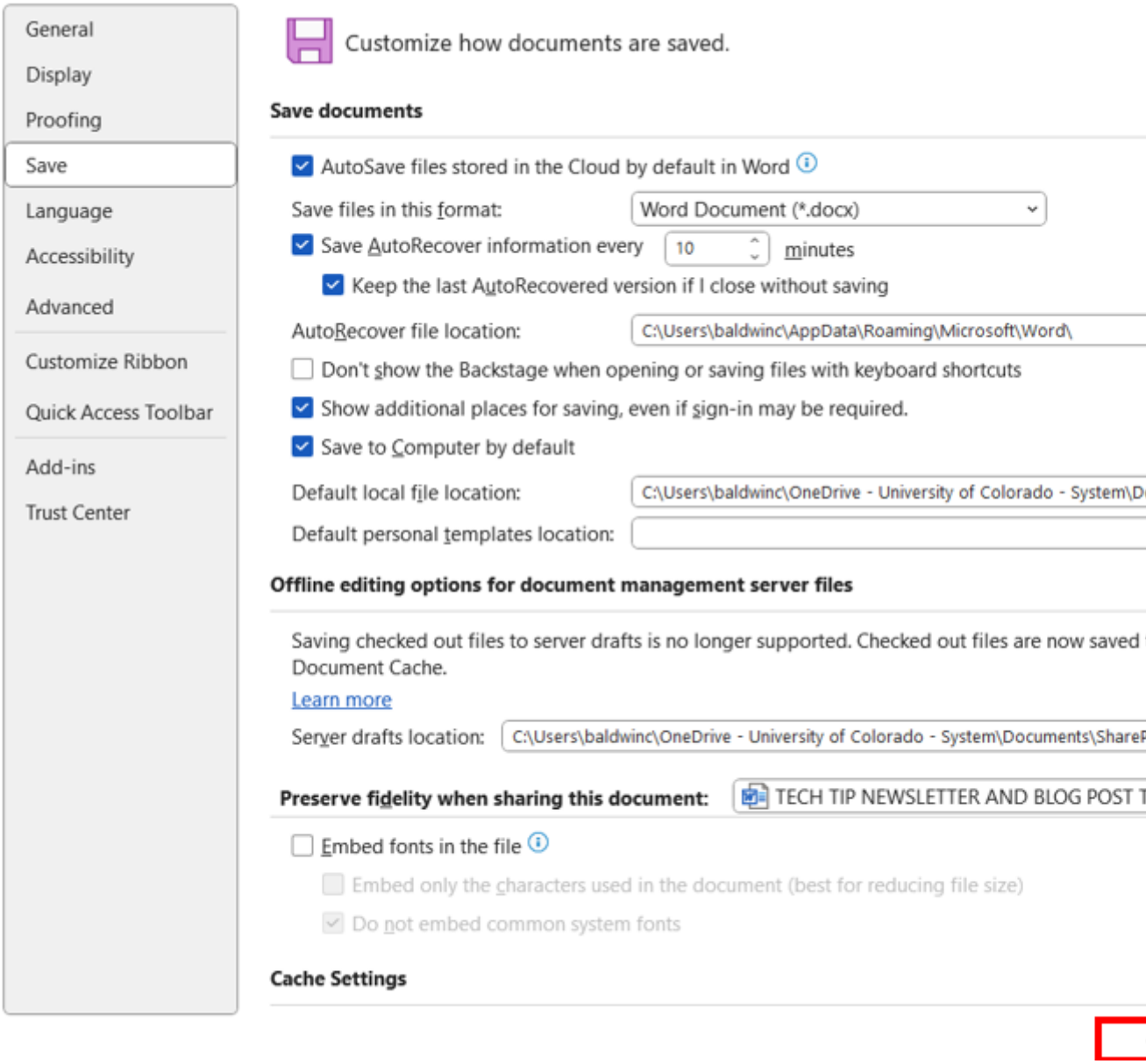
6. Select your desired location in the File Explorer pop-up and select

OK



7. Select **OK**

to finalize the changes



Microsoft [3]
Display Title:
Change Word's default save location
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