

Microsoft 365

Microsoft Office Save To Computer By Default using Group Policy GPO

Open the Group Policy Management tool and either create a new policy or edit and existing one.

Expand User Configuration => Preferences => Windows Settings => Registry

Right-click in the area on the right and select New => Registry Item

Set the **action** as **Update**

Leave the **Hive** as **HKEY_CURRENT_USER**

Set to Key Path to **Software\Policies\Microsoft\Office\16.0\common\general** for Office 2016,
or **Software\Policies\Microsoft\Office\15.0\common\general** for Office 2013

Set the **Value name** to **PreferCloudSaveLocations**

Set the **Value** type to **REG_DWORD**

Set the **Base** to **Hex**

Set the **Value** data to **00000000**

Click OK

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The screenshot shows the 'PreferCloudSaveLocations Properties' dialog box with the 'Common' tab selected. The dialog contains the following fields and options:

- Action:** Update (dropdown menu)
- Hive:** HKEY_CURRENT_USER (dropdown menu)
- Key Path:** policies\Microsoft\Office\16.0\common\general (text box with browse button)
- Value name:** PreferCloudSaveLocations (text box, with 'Default' checkbox)
- Value type:** REG_DWORD (dropdown menu)
- Value data:** 00000000 (text box)
- Base:** Hexadecimal (radio button selected), Decimal (radio button)

Buttons at the bottom: OK, Cancel, Apply, Help.

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