

# 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 controls:

- Action:** A dropdown menu set to 'Update'.
- Hive:** A dropdown menu set to 'HKEY\_CURRENT\_USER'.
- Key Path:** A text box containing 'olicies\Microsoft\Office\16.0\common\general' and a browse button (...).
- Value name:** A text box containing 'PreferCloudSaveLocations' and a checkbox labeled 'Default' which is unchecked.
- Value type:** A dropdown menu set to 'REG\_DWORD'.
- Value data:** A text box containing '00000000'.
- Base:** A group box containing two radio buttons: 'Hexadecimal' (selected) and 'Decimal'.

At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

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Author: n/a

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