

# 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 exiting 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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**PreferCloudSaveLocations Properties** [X]

General | Common

 Action: Update

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Hive: HKEY\_CURRENT\_USER

Key Path: policies\Microsoft\Office\16.0\common\general ...

Value name

☐ Default PreferCloudSaveLocations

Value type: REG\_DWORD

Value data: 00000000

Base

☒ Hexadecimal  
☐ Decimal

OK Cancel Apply Help

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