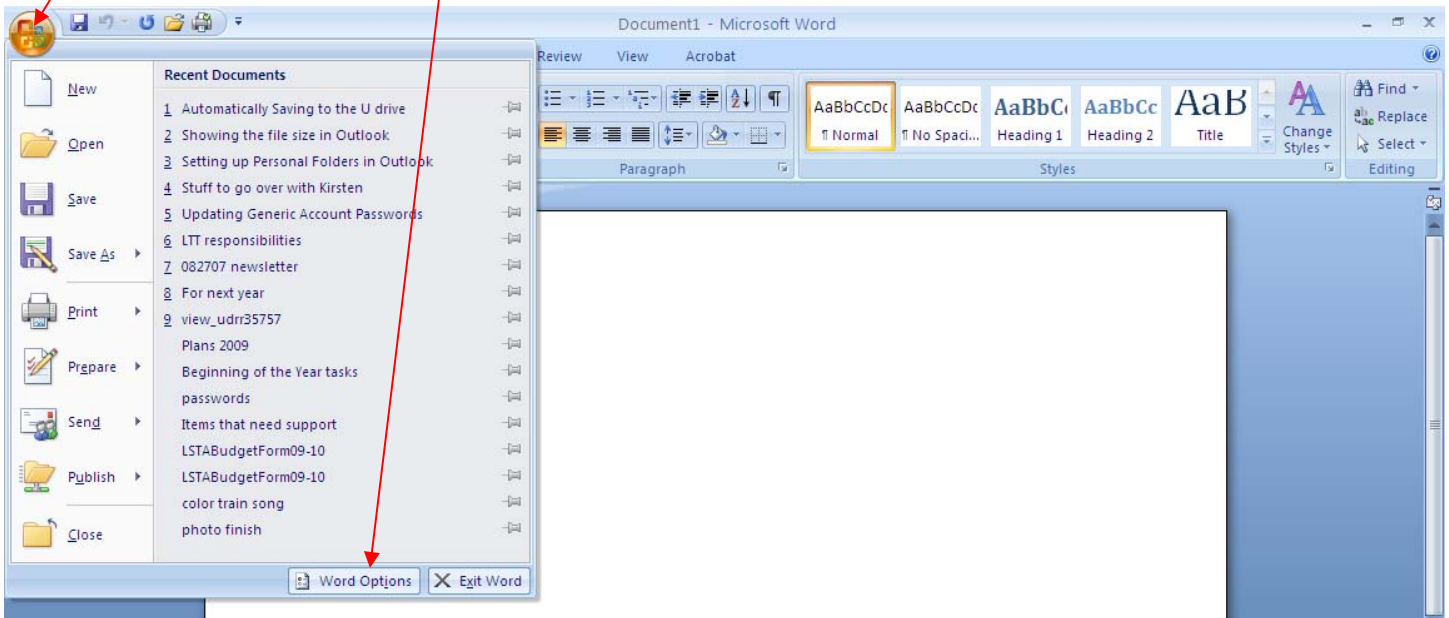
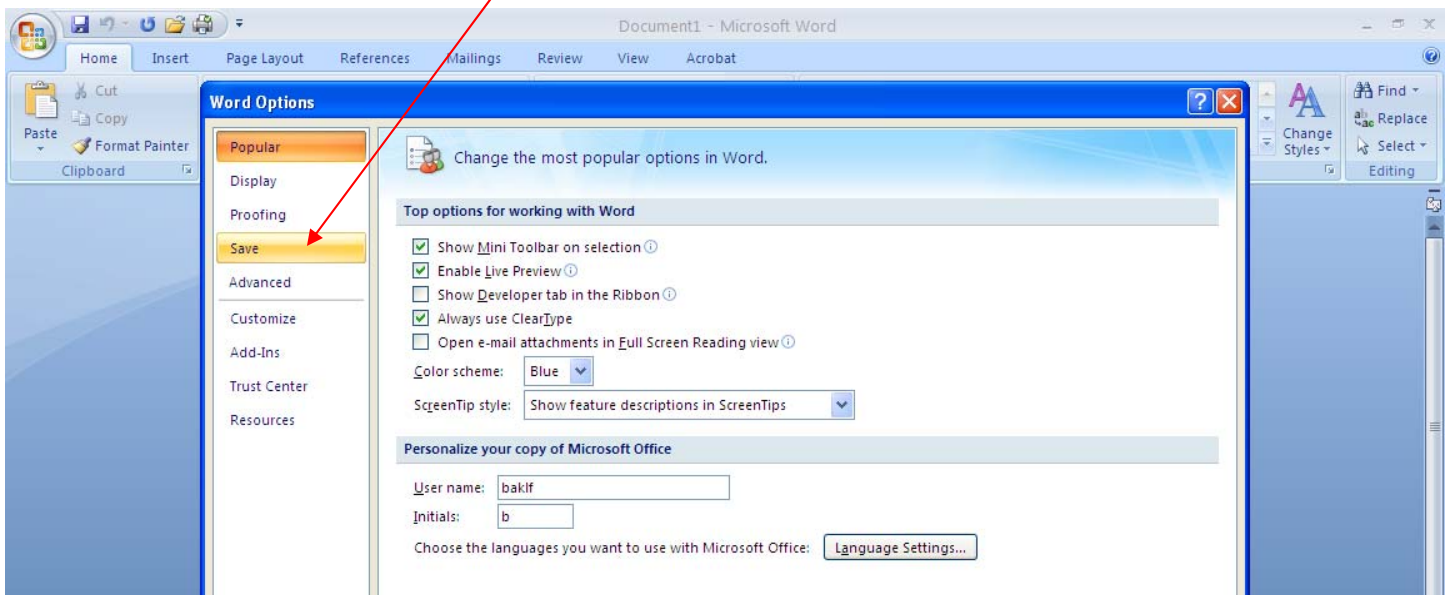


# Setting Word to Automatically Save to the U: Drive

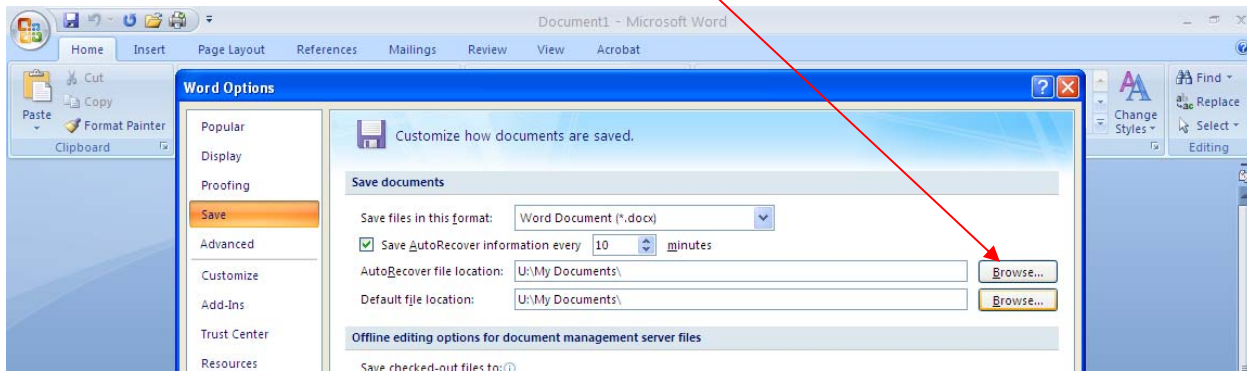
- Open Word
- Click on the circle in the upper left corner.
- Then click on Word Options.



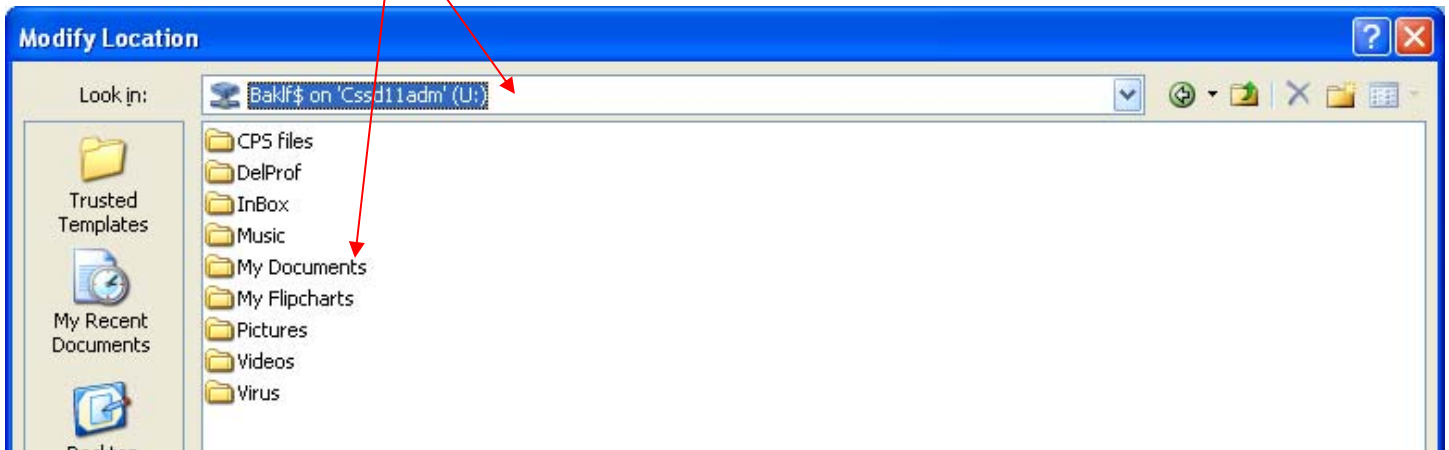
- Under Word Options, Click on Save.



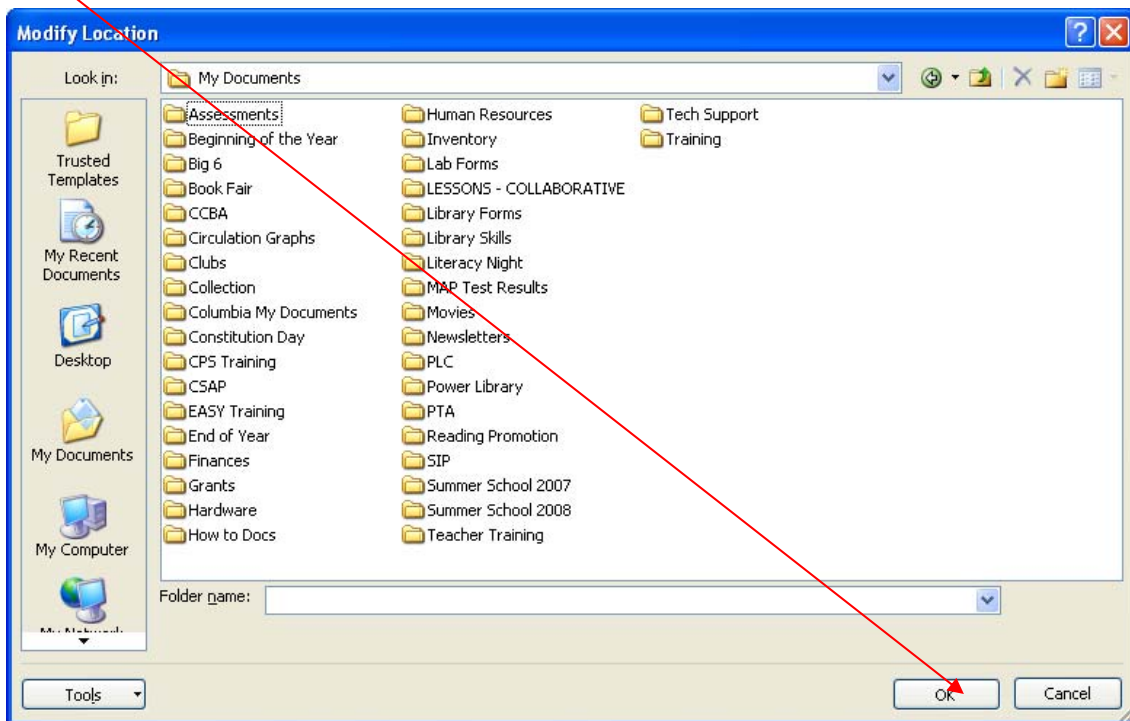
- Click on Browse beside AutoRecover File Location.



- Navigate to your U: drive.
- Click on My Documents.



- Click OK.



- The AutoRecover file location should now be U:\My Documents\.
- Do the same for the Default File location.
- Once both are set at U:\My Documents\ , then click OK.

