Lesson 23: Disabling AutoSave in Office 365

Autosave is available in Excel, Word and PowerPoint for Microsoft 365 subscribers.   It saves your file automatically, every few seconds as you work.   Autosave is enabled by default.

Some people love it because They never have to remember to save another document.

Some people hate it because with Autosave enabled, you could end up changing a document unintentionally. Let's say you were making some changes to a document with the intention of saving the document under a new name.   If you make changes to the document before clicking File and Save as to give the document a new name, your original document would be permanently edited the minute you started making changes.

Enabling/Disabling AutoSave on a file-by-file basis:
1. With the document open, toggle the Autosave **Off** or **On** button using the button on the **Quick Access** toolbar. The QAT may be situated above or below the ribbon.

Disabling Autosave for every document:
1. Open Word and click **File**.
2. Select **Options** from the left navigation.
3. Select **Save** from the left navigation on the **Options** window.
4. Uncheck the **Autosave files stored in the cloud by default** option.
5. Place a check next to **Save to Computer by default**
6. Click **OK**.
7. Repeat step one for Excel and then repeat for PowerPoint.