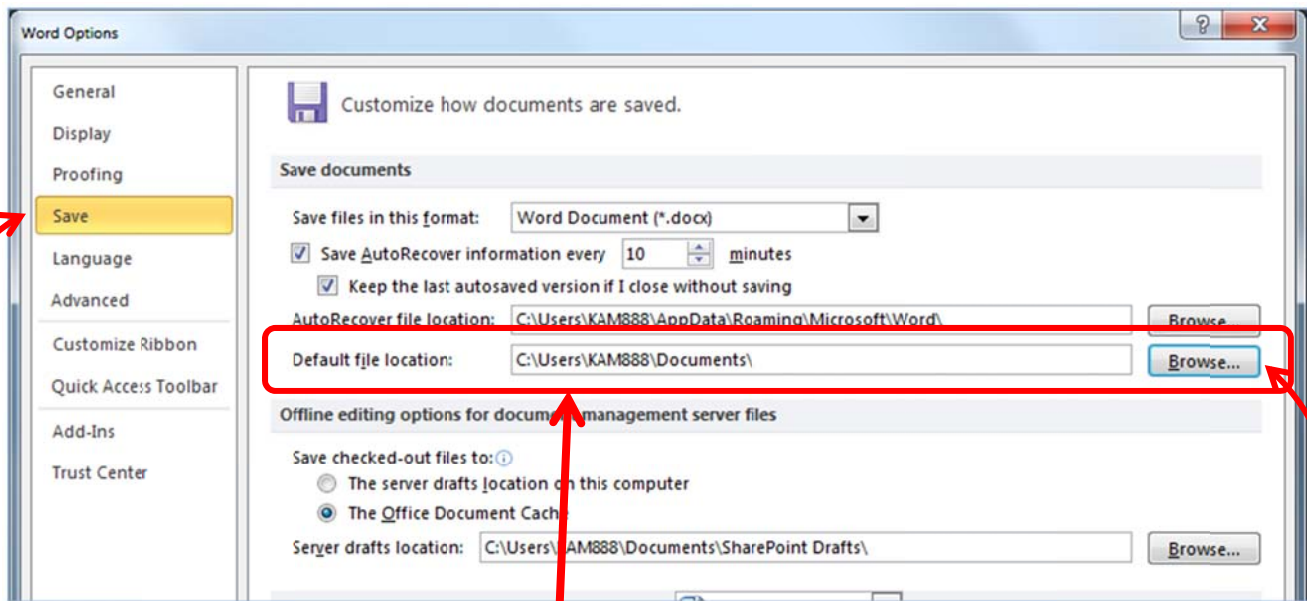
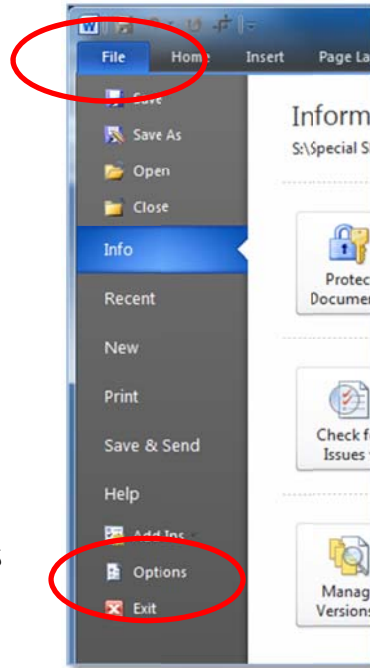


How to set your Default File Location in Microsoft Word, Excel and PowerPoint

Word

Click File

Click Options

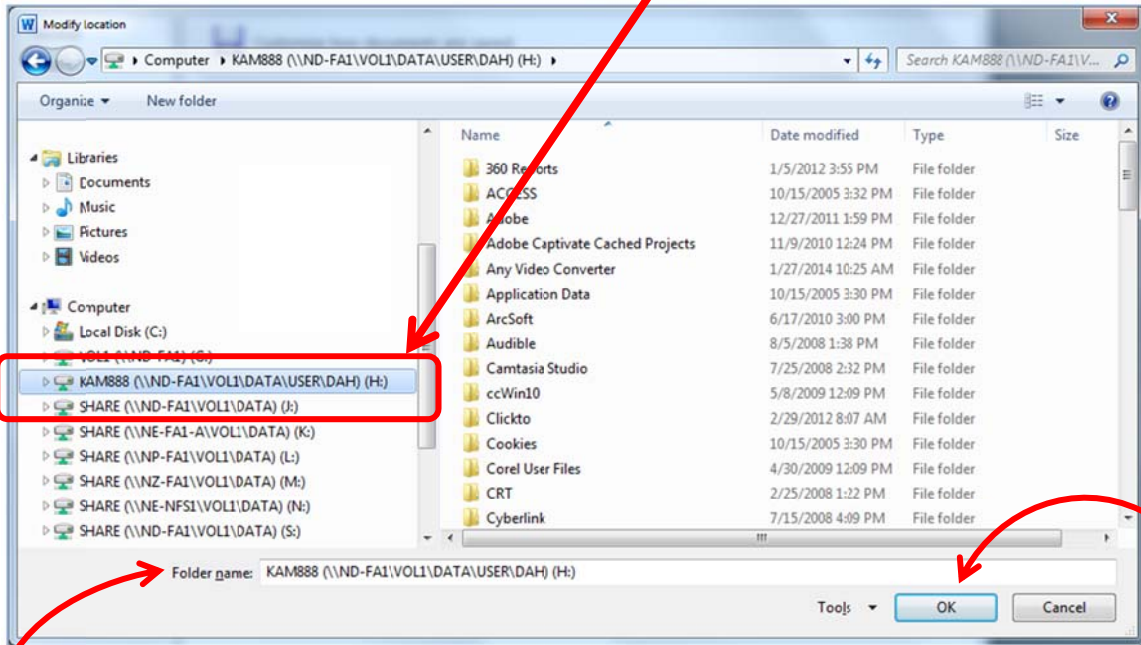


Click Save

Locate the Default file location field

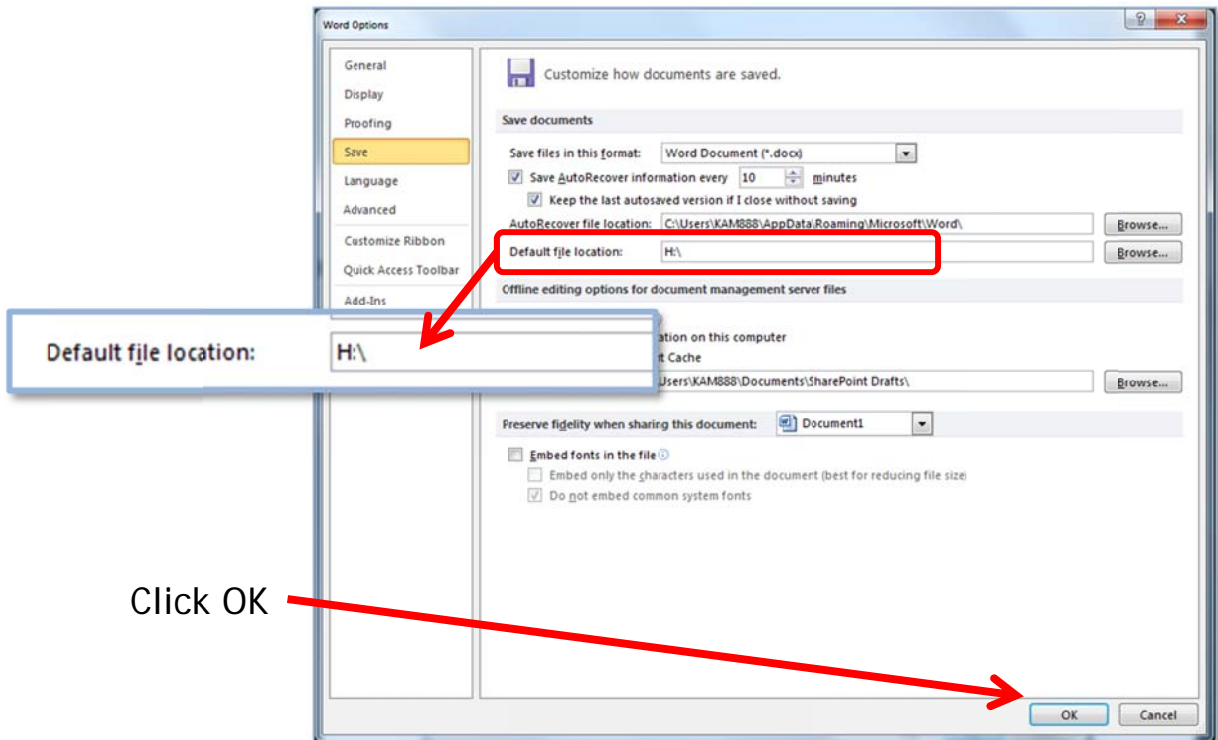
Click Browse

Scroll down until you find your H: drive and click to select



Make sure your H: drive is showing in the Folder name field - Click OK

Your default file location should now say: H:\

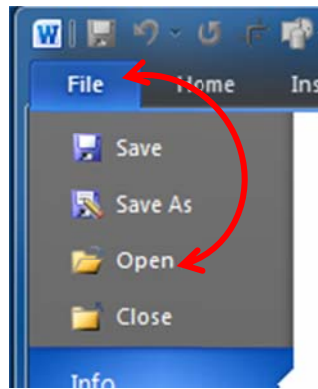


Click OK

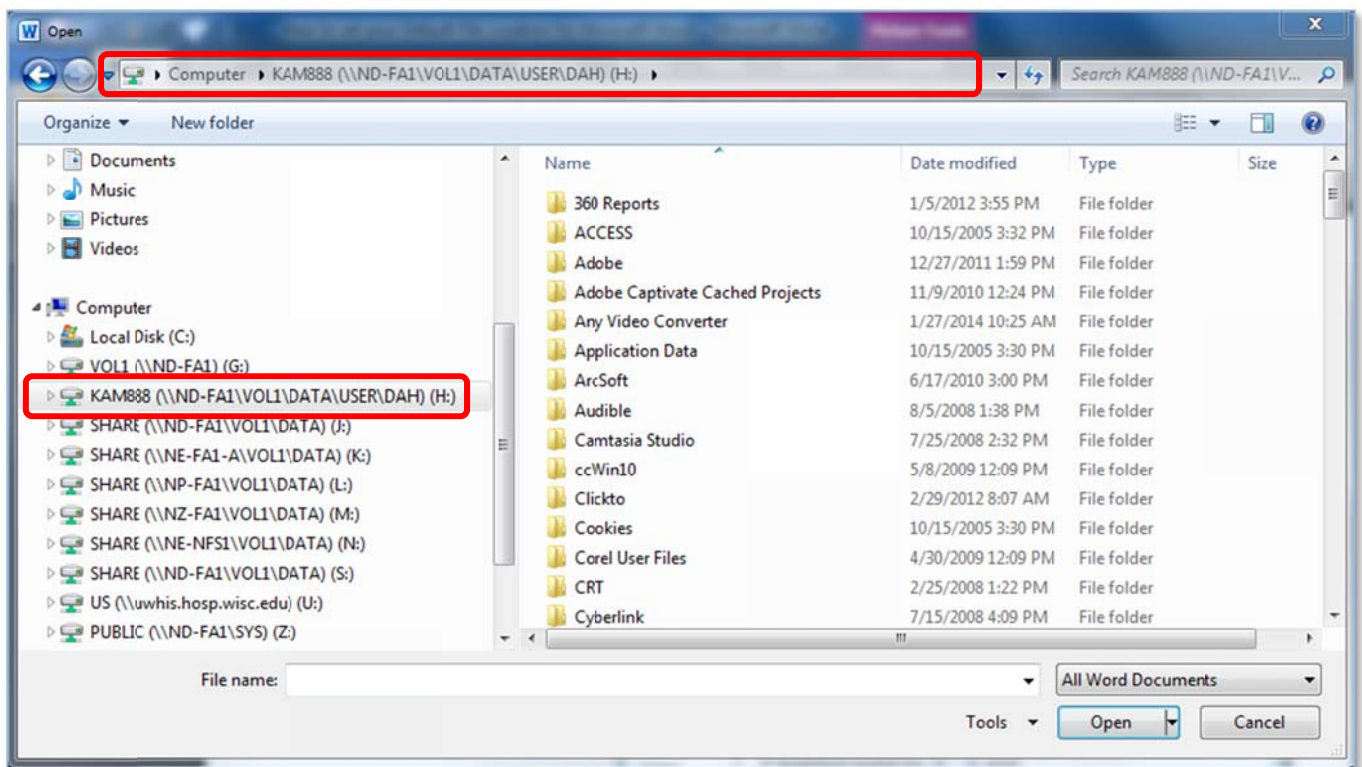
The next time you click

File

Open



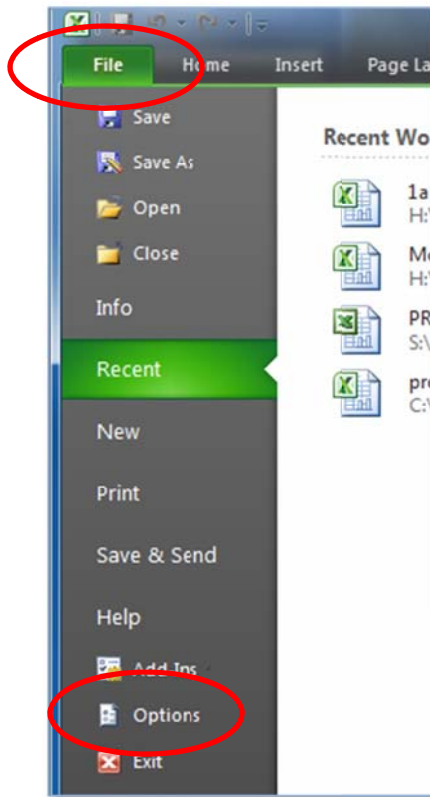
you are taken directly to your H: drive



Excel

Click File

Click Options



Click Save

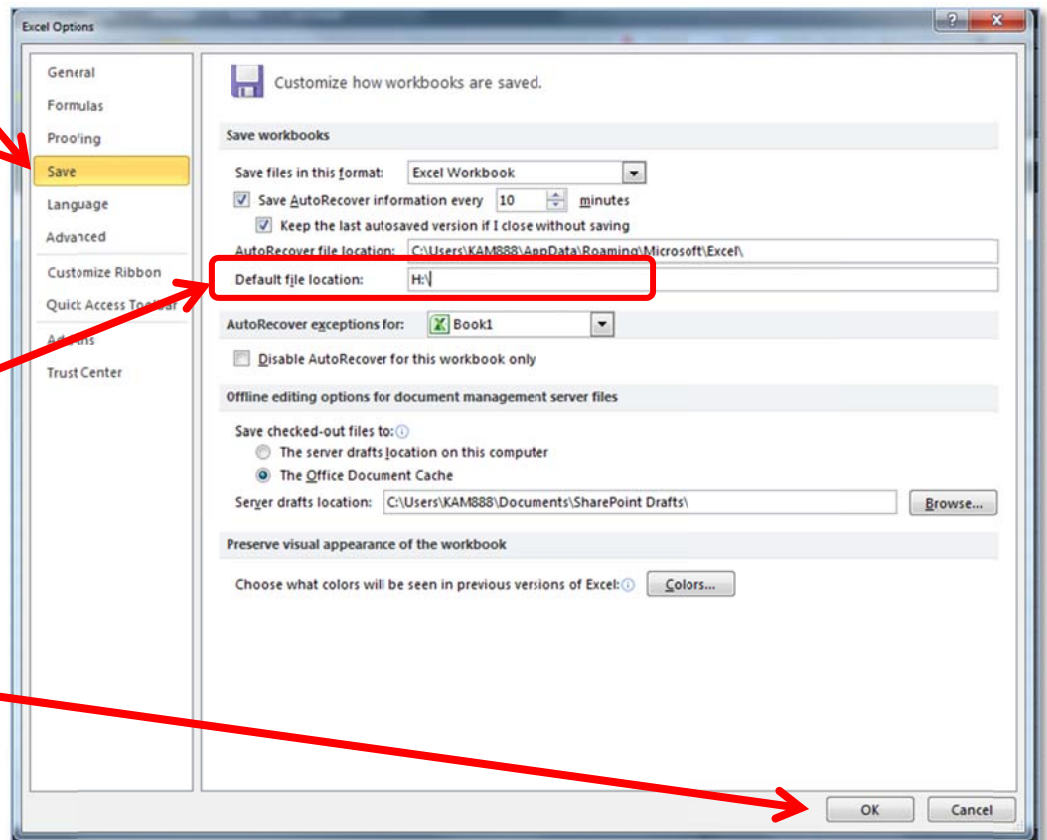
Unfortunately, Excel doesn't have a "browse" button

Instead - just type

H:\

in the Default file location field

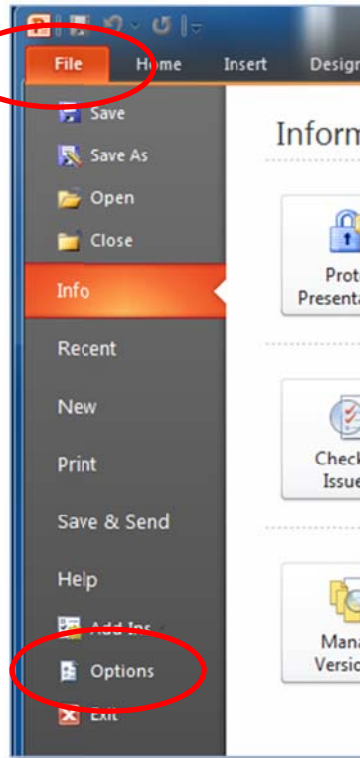
Click OK



PowerPoint

Click File

Click Options



Click Save

Unfortunately, PowerPoint doesn't have a "browse" button

Instead - just type

H:\

in the Default file location field

Click OK

