

How to turn off the Save As to OneDrive option on Microsoft 365

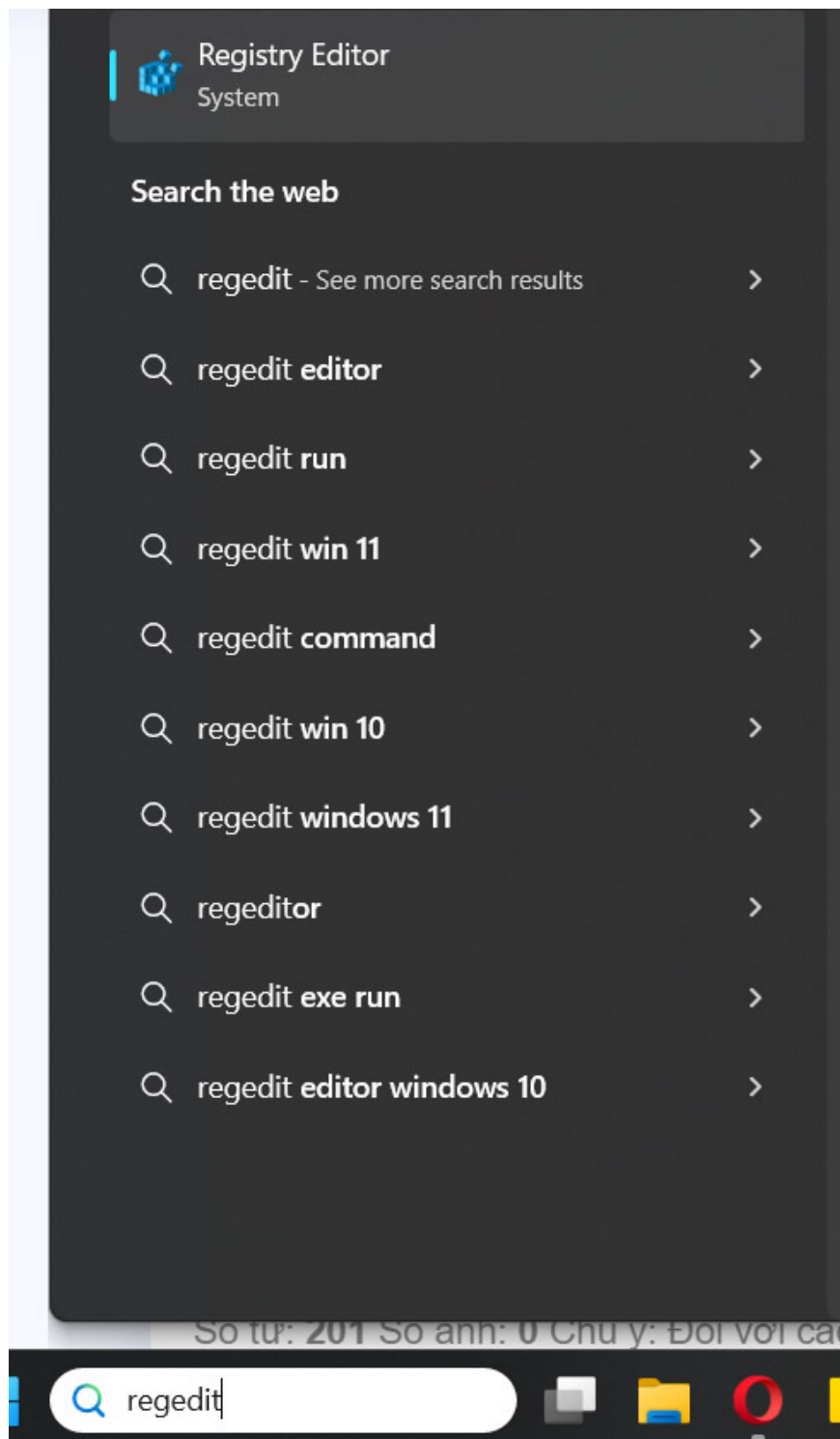
Microsoft 365 apps provide direct access to OneDrive. If you don't use OneDrive, you can remove this option from Office 365 when saving a file.

Microsoft 365 apps like Word and Excel provide direct access to OneDrive. You use the Save As to option and select OneDrive to save the file to OneDrive. If you don't use OneDrive, you can remove this option from Office for a cleaner options interface. Here's how to turn off the Save As to OneDrive option in Microsoft 365.

Instructions to turn off Save As to OneDrive Microsoft 365

Step 1:

You enter the keyword regedit in the search window above and **select Registry Editor** .



Switch to the new interface, users access the folder path below.

HKEY_CURRENT_USERSoftwareMicrosoftOffice16.0CommonInternet

Step 2:

Right -click **on the white part** next to it and select **New > DWORD (32-bit) value** . We proceed **to name the new key OnlineStorage** .

Step 3:

Double-click on the newly created key and **change the default value from 0 to 1** . This will make the OneDrive-Personal option no longer visible when you click Save As.

To restore the default settings, simply delete the OnlineStorage key or set its value to 0.

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