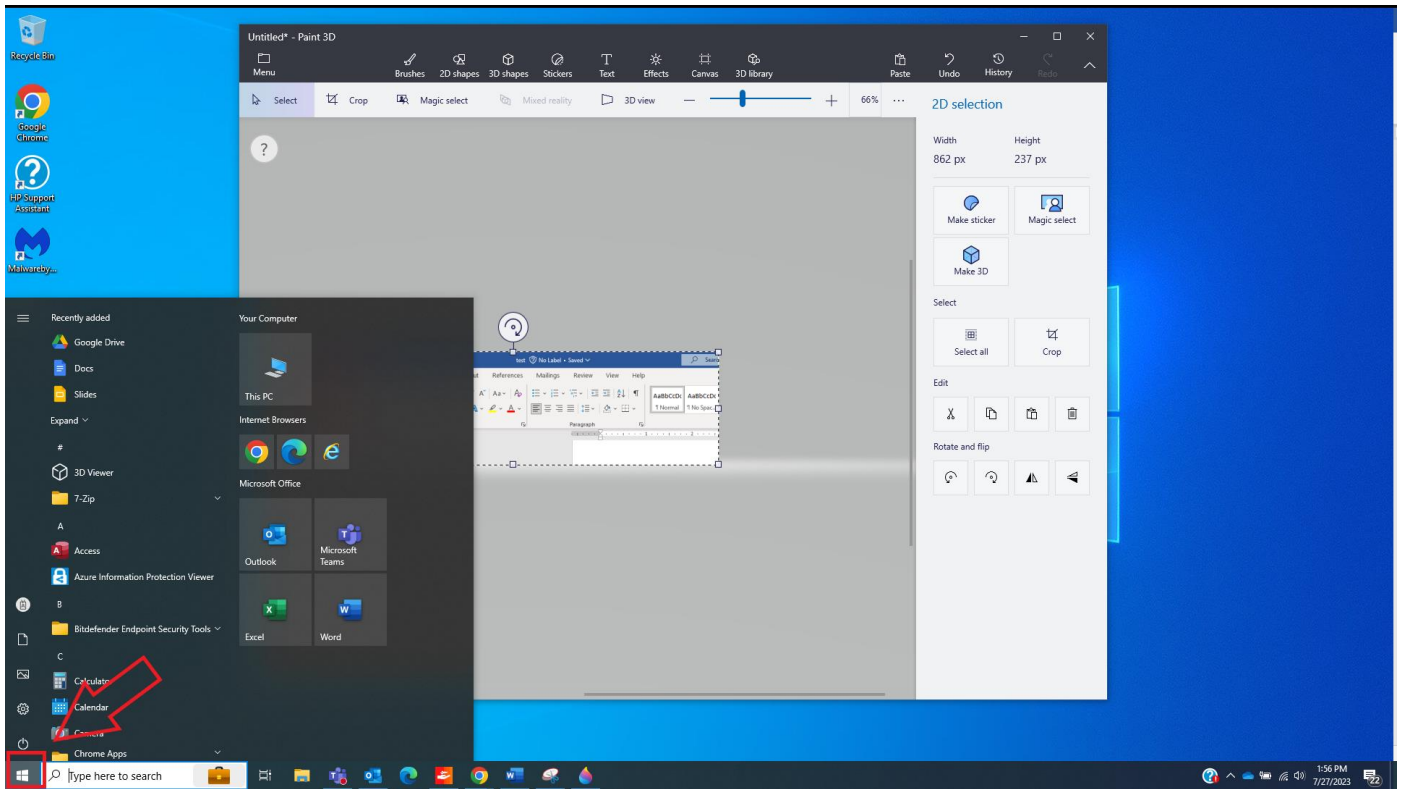
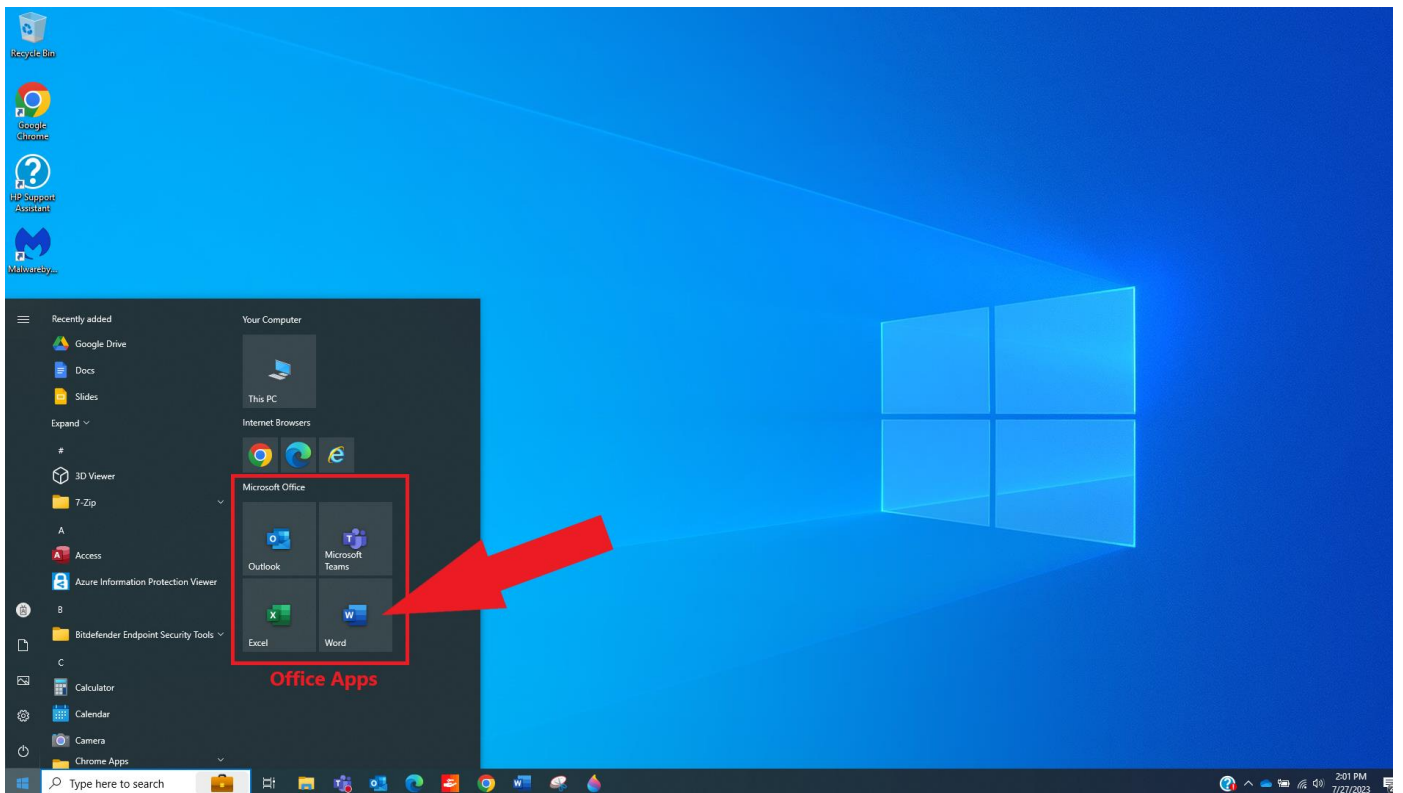


# Autosaving in Office Applications:

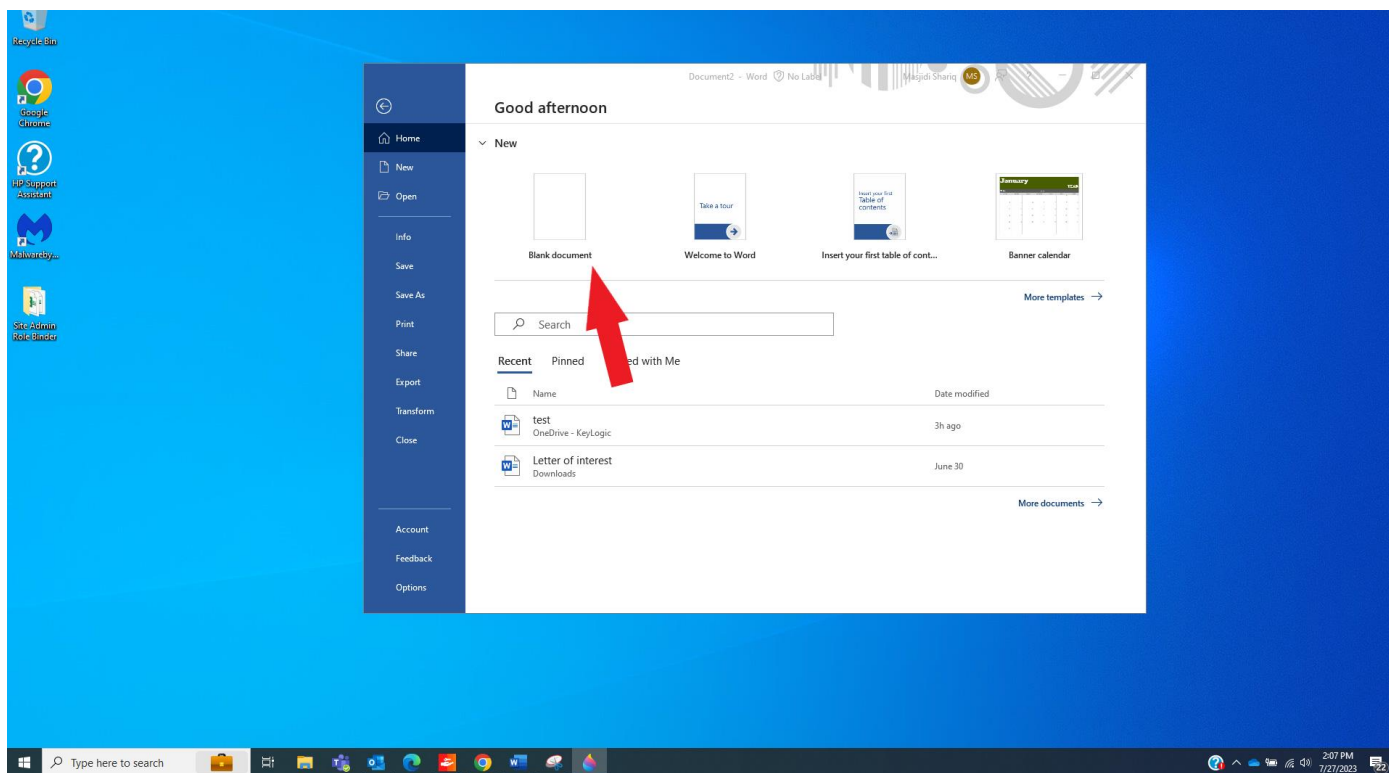
**Step 1:** Open an Office Application (e.g., Microsoft Word, Excel, PowerPoint). By Clicking the **Start**



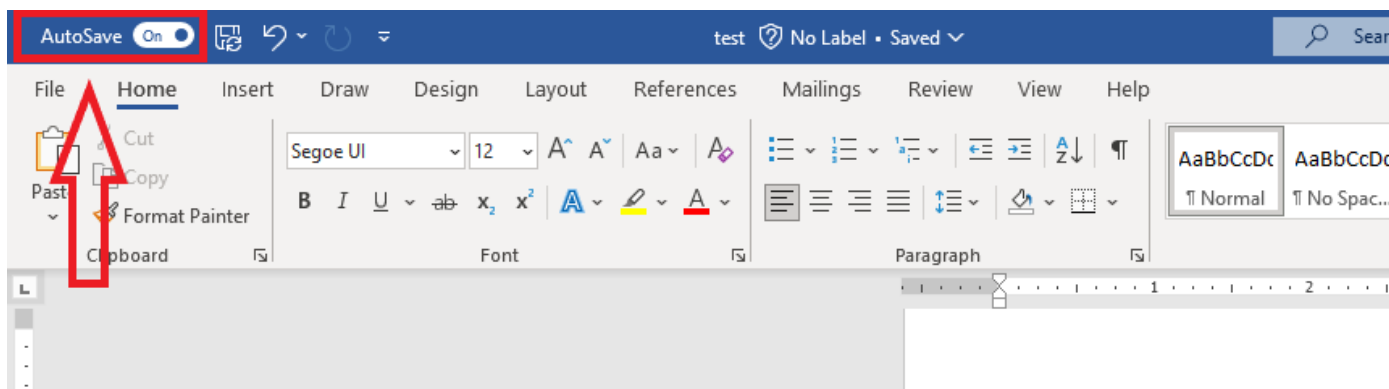
Select any **Office application**. For the sake of this example, we select **Microsoft Word**.



**Step 2:** Create a new document or open an existing one.



**Step 3:** Look for the "AutoSave" indicator in the top left corner of the application window. It should look like a small circular icon with the word "AutoSave" next to it. Click to toggle on AutoSave.





**Step 4:** Make changes to the document and observe the AutoSave indicator. It should turn into a spinning animation or show a "Saving..." status when changes are being automatically saved.

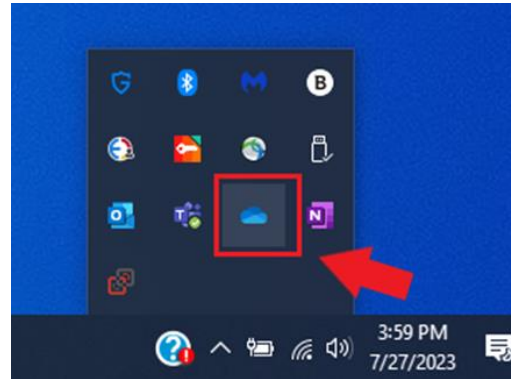
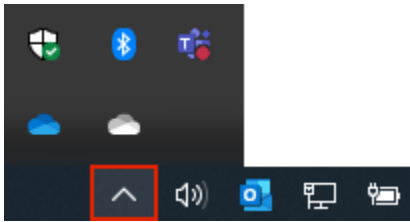
**Step 5:** To be certain that the autosave feature is working correctly, wait a few seconds after making changes and then close the document without explicitly saving it.


**Step 6:** Reopen the document and check if the changes you made are still there. If the changes are preserved, it means autosave is functioning as expected.

# How to view or verify the errors in OneDrive?

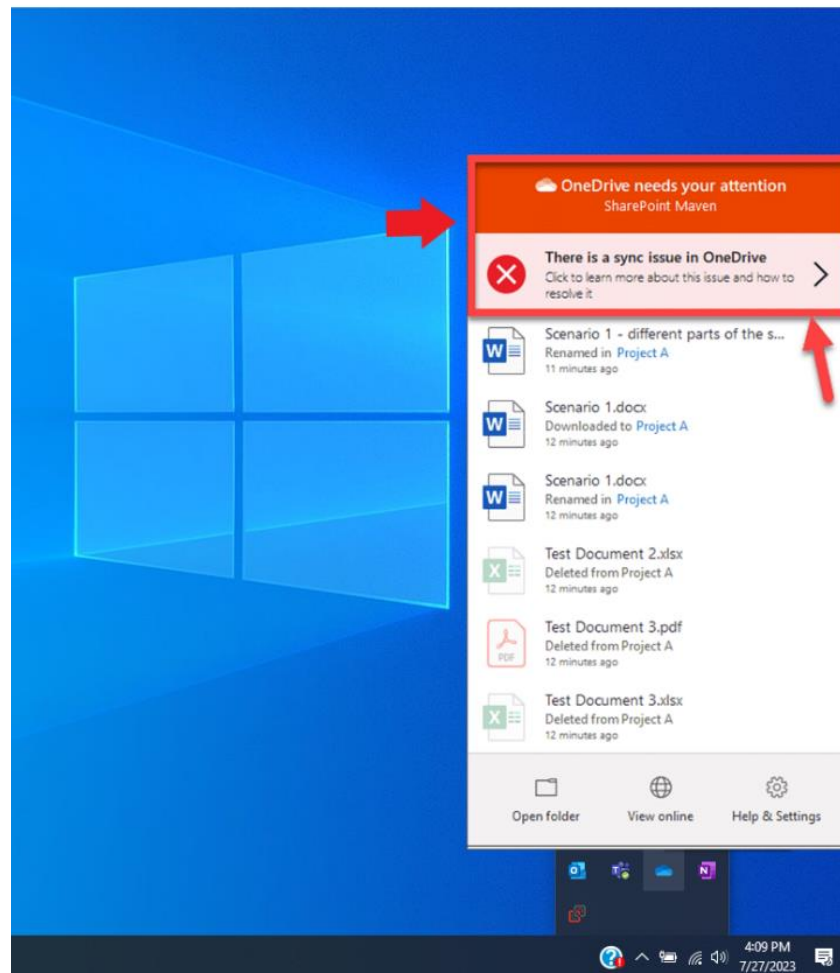
**Step 1:** On a PC, you should see a white or blue **OneDrive** cloud  icon in the notification area, at the far right of the taskbar.

You might need to click the Show hidden icons arrow  next to the notification area to see the **OneDrive** icon .

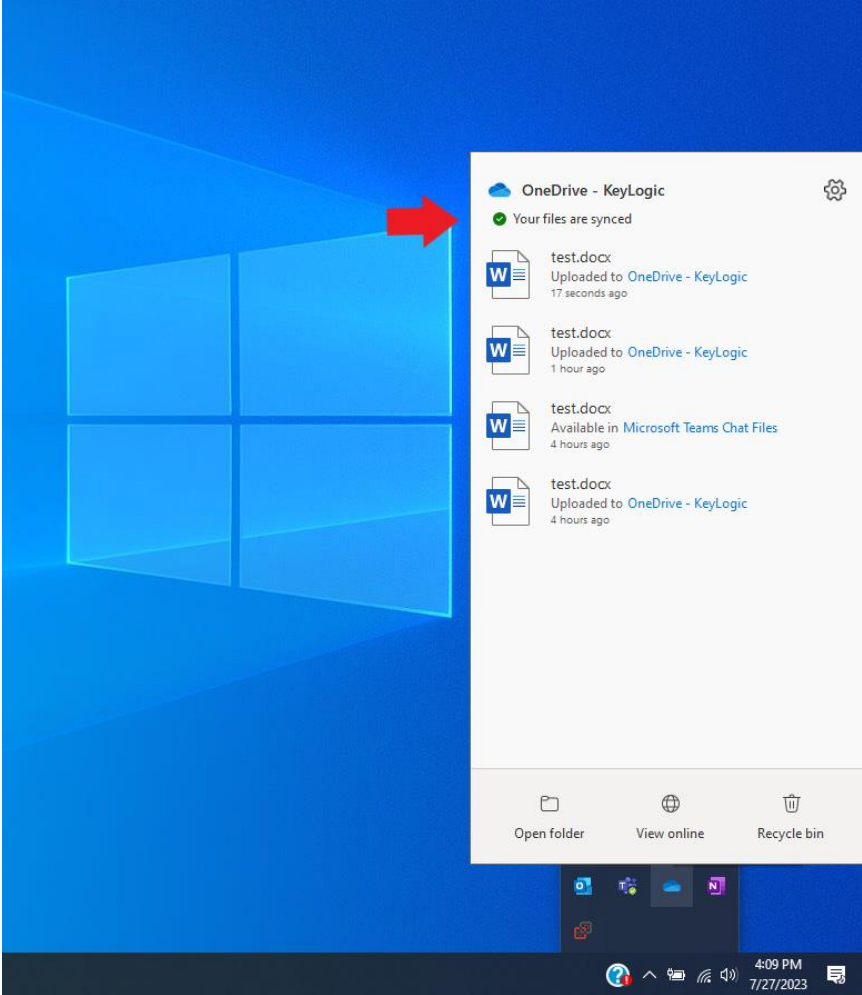


**Step 2:** Click **OneDrive** cloud  icon and check if there is any document with issue.

**With errors:**




Without errors:

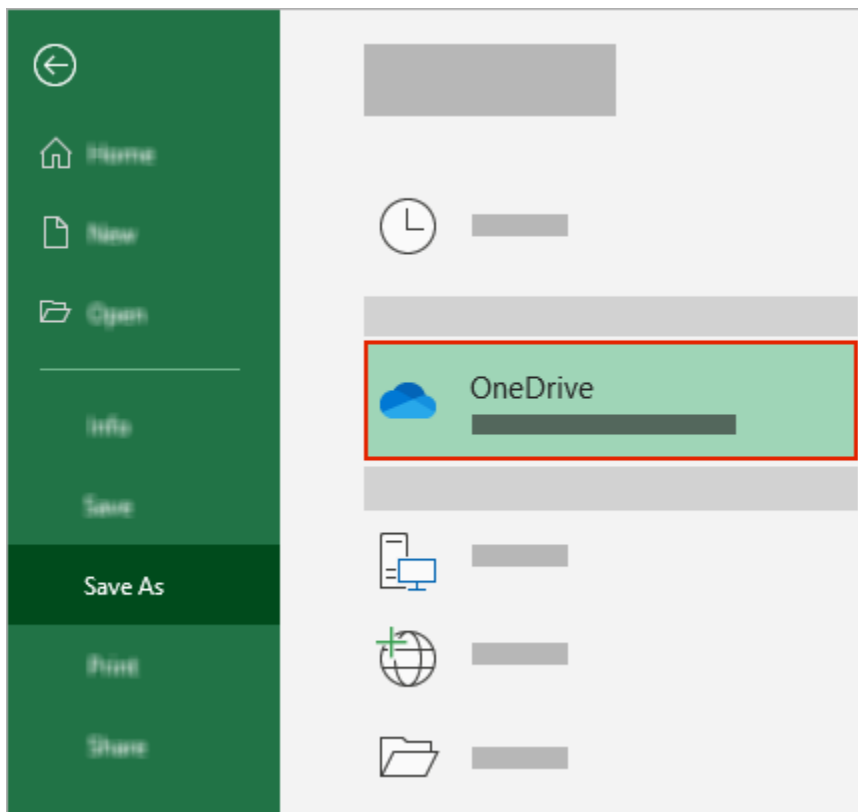


Detailed guidance on how to Switch AutoSave on and how to enable AutoSave when the file is already open, can be found below:

## Switch AutoSave on

To turn AutoSave on, save your file to your OneDrive or SharePoint folder from within your Microsoft 365 app.


1. Go to **File** then **Save As**.
2. Select your  **OneDrive** personal, work or school account.

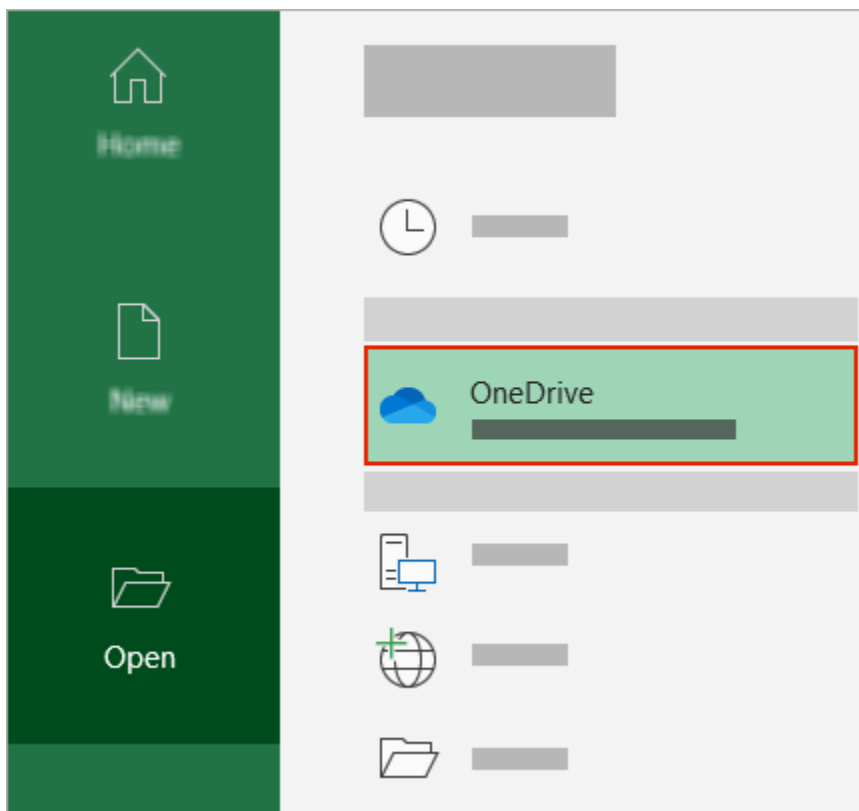


3. Choose your sub-folder from the list that appears.
4. Enter a file name and select **Save**.

## Enable AutoSave when you open a file!

To ensure AutoSave is on as soon as you start editing, open your file by navigating to your OneDrive or SharePoint folder from within your Microsoft 365 app.

1. Go to **File** then **Open**.
2. Select your  **OneDrive** personal, work or school account.



3. Choose your sub-folder location from the list that appears.
4. Select a file to open it.