GSD. Global - Excel - AutoSave and AutoRecover Settings in Microsoft Excel 2016

General Information:

Possible symptoms/errors:

User wants to know How to Configure AutoSave and AutoRecover Settings in Microsoft Excel 2016

Alternative names of the system:

AutoSaveAutoRecover

IMPORTANT NOTICE:

N/A

Solution:

AutoSave/ AutoRecover is a feature in Microsoft Office which is used to save the document, a user is working on, automatically at certain intervals. This is a great feature as it can make the new data available in case the file crashed. This guide shows how to configure this setting in Microsoft Excel.

Details:

Advise user to click on the File tab and select Options.

On the Excel Options window, user must click on Save.

Under Save workbooks, inform user to make sure that both Save AutoRecover information every (x) minutes and Keep the last autosaved version if I close without saving are checked. Once selected, user must click on OK.

NOTE: By default, the AutoRecover feature is set to automatically save changes to the workbook every 10 minutes. However, user can change the time interval depending on when they wanted their document to be automatically saved.

If this article did not resolve the issue, advise user to contact O365 support.

Assignment Group:

Int_WW_Collaboration_WPaaS_SLS_FDT

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

O365 Support

https://fnc.service-now.com/sp?id=kb_article&sysparm;_article=KB0012329