



Deployment guide for Microsoft Office 2013 Preview

Microsoft Corporation

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Abstract

This book supports a preliminary release of Microsoft Office 2013 Preview and provides deployment instructions for Office 2013 Preview. The audiences for this book include application specialists, line-of-business application specialists, and IT administrators who are ready to deploy Office 2013 Preview.

The content in this book is a copy of selected content in the [Office 2013 Preview technical library](#) as of the publication date. For the most current content, see the technical library on the web.

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Getting help

Every effort has been made to ensure the accuracy of this book. This content is also available online in the Office System TechNet Library, so if you run into problems you can check for updates at:

<http://technet.microsoft.com/office>

If you do not find your answer in our online content, you can send an email message to the Microsoft Office System and Servers content team at:

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Volume activation of Office 2013 Preview

Audience: IT Professionals

Microsoft policy requires the activation of all editions of Office 2013 Preview client software, including Volume License editions. For Office 2013 Preview, volume activation occurs through Office Activation Technologies, which are based on the Software Protection Platform (SPP) that is used in Windows 7, Windows Server 2008 R2, Windows 8, and Windows Server 2012.



Important:

This information applies to volume-licensed editions of Office 2013 Preview. It does not apply to either [Office Professional Plus for Office 365](#) or Office 365 ProPlus Preview, both of which are licensed through subscription.



The following table lists and describes articles about volume activation for Office 2013 Preview.

Articles about volume activation for Office 2013 Preview

| Article | Description |
|--|--|
| Plan volume activation of Office 2013 Preview | Explains how to plan which methods to use for activating volume-licensed (VL) editions of Office 2013 Preview. |
| Volume activation methods in Office 2013 Preview | Learn about the methods that are available for activating volume-licensed editions of Office 2013 Preview. |
| | |
| | |

Plan volume activation of Office 2013 Preview

Audience: IT Professionals

You can plan the deployment of Office Activation Technologies for volume activation of Office 2013 Preview in several steps. Before you read this article, we recommend that you read [Volume activation overview for Office 2010](#). We also highly recommend that you read the [Windows Volume Activation Planning Guide](#).



Important:

This information applies to volume-licensed editions of Office 2013 Preview. It does not apply to either [Office Professional Plus for Office 365](#) or Office 365 ProPlus Preview, both of which are licensed through subscription.

In this article:

- [Plan a deployment](#)
- [Review activation methods](#)
- [Volume Activation Management Tool \(VAMT\) 3.0](#)
- [Plan for KMS activation](#)
- [Plan for Active Directory-Based activation](#)
- [Plan for MAK activation](#)

Plan a deployment

If you are planning a Windows deployment of Windows 7, Windows Server 2008 R2, Windows 8, or Windows Server 2012, you probably have the same considerations for Windows as for Office 2013 Preview. To help determine which activation method to use for Windows, see the [Windows Volume Activation Planning Guide](#). Most likely, Office 2013 Preview will use the same method.

A volume activation deployment includes the following steps:

1. Learn about product activation.
2. Review available activation models.
3. Evaluate client connectivity.
4. Map the physical computer or virtual machine to an activation method.
5. Determine product key needs.
6. Determine monitoring and reporting needs.

Most of the information about these steps is covered in the [Windows Volume Activation Planning Guide](#). This article describes an overview of the technology.

When you plan for Office Activation Technologies, think about the following information:

- The KMS activation threshold for Office 2013 Preview is five computers. This means that Office 2013 Preview client computers will be activated only after five or more client computers have requested activation.

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- You do not have to enter a product key for Office 2013 Preview KMS clients. You only have to enter a KMS host key on your KMS host computer.
 - If you decide to use MAK, enter the product key either through the Office Customization Tool (OCT) or the Config.xml file. After Office 2013 Preview installation, you can change the product key by using the Volume Activation Management Tool (VAMT) or the Office Software Protection Platform script (ospp.vbs). For more information about ospp.vbs, see [Tools to configure client computers in Office 2010](#).



Note:

The latest version of VAMT is 3.0. For information about VAMT 3.0, see [Volume Activation Management Tool \(VAMT\) 3.0](#).

Review activation methods

Office Activation Technologies provides three activation methods for Office 2013 Preview (KMS, MAK, and Active Directory-Based activation).

- **Key Management Service (KMS)** A server-client model in which a computer serves as the KMS host. A KMS host key must be installed and activated. This establishes a local activation service in your environment. Office 2013 Preview client computers connect to the local Office 2013 Preview KMS host for activation.
- **Multiple Activation Key (MAK)** If you use a MAK key, Office 2013 Preview client computers are activated online by using the Microsoft hosted activation servers or by telephone.
- **Active Directory-Based activation** Available only for Office 2013 on Windows 8 and Windows Server 2012. Active Directory-Based activation can activate all Office 2013 volume license clients throughout a domain. Active Directory-Based activation is set up through Active Directory Domain Services (AD DS) from either a Windows 8 volume license edition computer or a Windows Server 2012 computer,

The kind of key that is installed determines the activation method. All Office 2013 Preview volume license editions have the KMS client key pre-installed. You do not have to enter a product key if you are deploying KMS clients. If you want to use MAK activation, you have to enter the correct MAK key.

You can also use a combination of KMS and MAK. For example, Office 2013 Preview running on desktops has the KMS client key installed, whereas Office 2013 Preview running on portable computers has the MAK key installed.

The model that you choose depends on the size, network infrastructure, connectivity, and security requirements. You can choose to use only one or a combination of these activation models. Typically, the same activation method for a particular instance of Windows would also be used for Office. For more information about how to decide which activation method to use, see the [Windows Volume Activation Planning Guide](#).

Key Management Service (KMS)

KMS is a server-client model in which a computer serves as the KMS host. KMS activation requires TCP/IP connectivity. By default, KMS hosts use DNS to publish the KMS service. Client computers

connect to the KMS host for activation by using anonymous remote procedure calls (RPCs) through TCP communications port **1688**, which is the default port number when you enable the firewall on a KMS host. You can either use the default settings, which require little or no administrative action, or manually configure KMS hosts and clients based on network configuration and security requirements. To be licensed, the KMS client must be activated. The following table describes the license state of the Office 2013 Preview KMS client with respect to activation.

License state of the Office 2013 Preview KMS client

| License state | Description |
|-------------------------|--|
| Licensed | By default, the KMS client tries activation with the KMS host one time every seven days. (The number of days is configurable.) This design allows the maximum possible time for the client to be in the licensed state. After the KMS client is successfully activated, it remains in the licensed state for 180 days. When in the licensed state, users do not see any notification dialog boxes prompting them to activate the client. After 180 days, the activation attempt process resumes. If activation is continually successful, the whole activation experience is transparent to the end-user. |
| Out-of-tolerance | If activation does not occur during the 180-day period, Office 2013 Preview goes into the out-of-tolerance state for 30 days. Users then see notifications that request activation. |
| Unlicensed notification | If activation does not occur during the out-of tolerance state, Office 2013 Preview goes into the unlicensed notification state. Users then see notifications that request activation and a red title bar. |

You must install the KMS host by using a KMS host key and then activate the host before it can accept activation requests from KMS clients. For information about how to set up a KMS host, see [Prepare and configure the KMS host](#) in [Deploy volume activation of Office 2010](#).

Important:

The KMS host key for Office 2013 Preview is not specific to a particular operating system. It is designed to be used on any of the operating systems supported as an Office 2013 Preview KMS host, including both 32-bit and 64-bit editions:

- Volume License editions of Windows 7
- Volume License editions of Windows 8
- Windows Server 2012

-
- Windows Server 2008 R2

Publication of the KMS service

The KMS service uses service (SRV) resource records (RRs) in DNS to store and communicate the locations of KMS hosts. KMS hosts use dynamic updates, if available, to publish the KMS SRV RRs. If dynamic updates are not available, or if the KMS host does not have permissions to publish the RRs, you must publish the DNS records manually or configure client computers to connect to specific KMS hosts. This might require changing permissions on DNS to let more than one KMS host publish SRV records.



Note:

DNS changes might take time to propagate to all DNS hosts, depending on the complexity and topology of the network.

Client discovery of KMS

The first time that a KMS client queries DNS for KMS information, it randomly selects a KMS host from the list of SRV RRs that DNS returns. The address of a DNS server that contains the SRV RRs can be listed as a suffixed entry on KMS clients. This enables advertisement of SRV RRs for KMS in one DNS server and KMS clients that have other primary DNS servers to find it.

You can add **priority** and **weight** parameters to the **DnsDomainPublishList** registry value for KMS hosts on Volume License editions of Windows 7 or Windows Server 2008 R2. Doing so enables you to establish KMS host priority groupings and weighting within each group, which specifies the order in which to use KMS hosts and balances traffic among multiple KMS hosts. If you are using priority and weight parameters, we recommend that KMS caching be disabled on the client. This allows the client to query DNS every time that activation is tried, which will honor the priority and weight parameters, instead of directly contacting the cached KMS host that last resulted in successful activation.

If the KMS host that a client selects does not respond, the KMS client removes that KMS host from its list of SRV RRs and randomly selects another KMS host from the list. If the priority and weight parameters are set, the KMS client will use them while finding another KMS host. Otherwise, KMS hosts are selected randomly. After a KMS host responds, the KMS client caches the name of the KMS host and, if caching is enabled, uses it for successive activation and renewal attempts. If the cached KMS host does not respond on a later renewal, the KMS client discovers a new KMS host by querying DNS for KMS SRV RRs.

KMS activation thresholds

The minimum requirement for Office 2013 Preview KMS activation is a KMS host and at least five KMS clients in a network environment. Five or more computers that are running Office 2013 Preview volume editions must contact the KMS host within 30 days for their activation requests to succeed. When five clients have connected to a KMS host, clients that later connect to the KMS host receive responses that allow the clients to be activated. Due to the re-activation schedule, the original five clients also become activated when they request activation from the KMS host again.

After initializing KMS, the KMS activation infrastructure is self-maintaining. The KMS service can be co-hosted with other services. A single KMS host can support hundreds of thousands of KMS clients. Most

organizations can deploy merely two KMS hosts for their whole infrastructure (one main KMS host and one backup host for redundancy).

KMS activation renewal

KMS activations are valid for 180 days. This is called the *activation validity interval*. To remain activated, KMS clients must renew their activation by connecting to the KMS host at least one time every 180 days. By default, KMS client computers attempt to renew their activation every seven days. After a client's activation is renewed, the activation validity interval begins again.

Use KMS for computers that run Windows and Office 2013 Preview client products

When you use KMS to activate computers that run both Windows and Office 2013 Preview, you have the following options for Office 2013 Preview:

- Use the same KMS host on a computer that runs Windows Server 2003 (Standard, Enterprise, and Datacenter editions [32-bit and 64-bit] only), Volume License editions of Windows 7 or Windows Server 2008 R2. We recommend this option.
- Use separate KMS hosts for computers that run Windows and Office 2013 Preview.



Important:

If you already have a KMS host that is set up to activate Windows products, you still have to install the Office 2013 Preview KMS host license files, enter the Office 2013 Preview KMS host key, and activate the key. To do this, go to the Microsoft Office 2013 KMS Host License Pack website, and then download and run KeyManagementServiceHost.exe.

The following operating systems are supported as an Office 2013 Preview KMS host:

- Volume License editions of Windows 7
- Volume License editions of Windows 8
- Windows Server 2012
- Windows Server 2008 R2

If you already use a computer that runs as your Windows KMS host and you want to co-host the Office 2013 Preview KMS host, follow the steps in [Prepare and configure the KMS host](#) in [Deploy volume activation of Office 2010](#).

Multiple Activation Key (MAK)

A MAK key is used for one-time activation with the Microsoft hosted activation services. Each MAK key has a predetermined number of allowed activations. This number is based on Volume Licensing agreements and may not match the organization's exact license count. Each activation that uses a MAK key with the Microsoft hosted activation service counts toward the activation limit. After Office 2013 Preview is activated, no re-activation is required unless the hardware changes significantly.

There are two ways to activate computers by using a MAK key:

-
- **MAK Independent Activation** MAK independent activation requires that each computer independently connect and be activated with Microsoft, either over the Internet or by telephone. MAK independent activation is best suited for computers in an organization that does not maintain a connection to the corporate network.
 - **MAK Proxy Activation by using VAMT** This enables a centralized activation request on behalf of multiple computers that have one connection to Microsoft. MAK Proxy activation is configured by using VAMT. MAK Proxy activation is appropriate for environments in which security concerns might restrict direct access to the Internet or the corporate network. It is also suited for development and test labs that do not have this connectivity.

 **Note:**

The latest version of VAMT is 3.0. For information about VAMT 3.0, see [Volume Activation Management Tool \(VAMT\) 3.0](#).

MAK architecture

MAK activation requires that a MAK key is installed on a client computer and instructs that computer to activate itself against Microsoft hosted activation servers over the Internet. In MAK Proxy activation, a MAK key must be installed on the client computer by any of the methods previously described. VAMT obtains the installation ID (IID) from the target computer, sends the IID to Microsoft on behalf of the client, and obtains a confirmation ID (CID). The tool then activates the client by installing the CID. The CID is saved and can be used later, for example, to activate test computers that were re-imaged after 90 days.

Active Directory-Based activation

On the Windows 8 platform, starting with Office 2013 Preview, a third volume activation method is available: Active Directory-Based activation.

As with KMS, Active Directory-Based activation can activate all Office 2013 Preview VL clients within the domain. To use Active Directory-Based activation, you set up Active Directory Domain Services (AD DS) from either a Windows 8 VL edition computer or a Windows Server 2012 computer to support the activation of all Office 2013 Preview VL clients within the domain. The Office 2013 Preview VL clients can run on any Windows 8 or Windows Server 2012 client computer.

Active Directory-Based activation uses the same GVLK/KMS host key pair that KMS activation uses. When you use Active Directory-Based activation, the Software Protection Platform Services (SPPSvc) periodically attempts to activate the GVLK against either an Activation Object (AO) in AD DS or a discoverable KMS host if the Active Directory-Based activation attempt fails. A successful Active Directory-Based activation grants a license to the Office 2013 Preview client for 180 days.

For more information about Active Directory-Based activation, see [Active Directory-Based Activation Overview](#).

Volume Activation Management Tool (VAMT) 3.0

The latest update to the Volume Activation Management Tool (VAMT) is version 3.0. VAMT 3.0 is designed to manage volume activations for Windows Vista, Windows 7, Windows 8, Windows Server

2008, Windows Server 2008 R2, Windows Server 2012, Office 2010, and Office 2013 Preview. In addition, VAMT 3.0 supports Active Directory-Based activation.

The following features are either new, or updated, in VAMT 3.0:

- **User interface.** The updated user interface makes volume activation and license management an easy, one-console process.
- **Data storage.** Data storage in a SQL Server database provides greater scalability and speed.
- **Licensing reports.** Five new Volume Licensing reports provide instant views of the licensing status of every computer in the database:
 - At Risk Products Report
 - Duplicate Computer Management ID (CMID) Report
 - MAK Usage Report
 - Unlicensed Products Report
 - Volume Activation by Authority Report
- **PowerShell commandlets (cmdlet).** A PowerShell module for VAMT replaces the vamt.exe command line interface.
- **Support for Proxy Authentication.** If you are on a network that requires a user name and password to reach the Internet, VAMT enables you to log on and perform proxy activation.
- **Active Directory-Based activation.** VAMT can online or proxy-activate an Active Directory-Based activation object. When Active Directory-Based activation is deployed, any new qualifying computers that are joined to the domain are automatically activated.

The following features that existed in previously released versions of VAMT are deprecated or removed in VAMT 3.0:

- **Data storage in Computer Information Files (CIL).** Data is no longer stored in Computer Information Files (CIL), but is instead stored in a SQL Server database. You can import data that is currently stored in CIL files into VAMT. Data that is exported from VAMT is saved in a CILX file.
- **The vamt.exe command-line interface.** The vamt.exe command-line interface is no longer available. It is replaced by a Windows PowerShell module.

For detailed information about VAMT 3.0, see [Volume Activation Management Tool Technical Reference](#).

Plan for KMS activation

The KMS service does not require a dedicated server. The KMS service can be co-hosted on a server that also hosts KMS for Windows. Specifically, you can configure a computer that runs Windows Server 2003 with KMS 1.1 or a later version. Volume License editions of Windows 7, or Windows Server 2008 R2 to act as a single KMS host that responds to both Windows and Office 2013 Preview KMS client activation requests. This works as long as the appropriate Office 2013 Preview KMS host licenses are installed and a valid KMS host key is installed, and the key is activated against Microsoft hosted activation servers. You can install Office 2013 Preview KMS host licenses by running the Microsoft Office 2013 KMS Host License Pack.

 **Important:**

KMS hosts that were set up by using the Office 2013 Preview release cannot be used to activate client computers that run the final release version of Office 2013 Preview. To activate these client computers, you can either run the release version of Microsoft Office 2013 KMS Host License Pack and enter the KMS host key on the same KMS host, or you can set up a new KMS server only for activating the final release version of Office 2013 Preview.

Plan DNS server configuration

The default KMS auto-publishing feature requires SRV RR and dynamic update support. Microsoft DNS or any other DNS server that supports SRV RRs, as documented in Internet Engineering Task Force (IETF) Request for Comments (RFC) 2782, and dynamic updates, as documented in RFC 2136 can support KMS client default behavior and KMS SRV RR publishing. Berkeley Internet Domain Name (BIND) versions 8.x and 9.x support both SRV records and dynamic update, for example.

The KMS host must be configured so that it has the necessary credentials to create and update SRV, A (IPv4), and AAAA (IPv6) RRs on the dynamic update servers, or the records must be created manually. To give the KMS host the necessary credentials, we recommend that you create a security group in AD DS and add all KMS hosts to that group. For Microsoft DNS, make sure that that this security group is given full control over the `_VLMCS._TCP` record on each DNS domain that will contain the KMS SRV RRs.

Activate the KMS host

The KMS host must be activated with Microsoft hosted activation servers through the Internet or by telephone. After the KMS host is activated, it does not communicate any additional information to Microsoft. For more information, see [Prepare and configure the KMS host](#) in [Deploy volume activation for Office 2010](#).

Prepare KMS clients

By default, Volume License editions of Office 2013 Preview are preinstalled with the KMS client key. This makes them KMS clients. No additional configuration is required. KMS clients can locate a KMS host automatically by querying DNS for SRV RRs that publish the KMS service. If the network environment does not use SRV RRs, you can manually assign a KMS client to use a specific KMS host by configuring the following registry key:

HKLM\Software\Microsoft\OfficeSoftwareProtectionPlatform

The KMS host name is specified by `KeyManagementServiceName` (REG_SZ), and the port is specified by `KeyManagementServicePort` (REG_SZ). These registry keys can also be set through the `ospp.vbs` script. For more information about `ospp.vbs`, see [Tools to configure client computers in Office 2010](#).

Activate as a standard user

Office 2013 Preview does not require administrator permissions for KMS activation. However, volume editions require administrator permissions for MAK activation. Administrators can enable users who do

not have administrator permissions to activate with MAK by setting the appropriate registry key in the deployments or in the master image:

HKEY_LOCAL_MACHINE\Software\Microsoft\OfficeSoftwareProtectionPlatform\UserOperations = 1

This registry key can also be set through the ospp.vbs script. For more information about ospp.vbs, see [Tools to configure client computers in Office 2010](#).

Plan for Active Directory-Based activation

Similar to KMS activation, which activates all Office VL clients that are connected to a KMS host, Active Directory-Based Activation activates all Office VL clients in an Active Directory domain. For more information about Active Directory-Based Activation, see [Active Directory-Based Activation Overview](#).

Plan for MAK activation

We recommend MAK for computers that rarely or never connect to the corporate network and for environments in which fewer than five physical computers need activation (the Office 2013 Preview KMS activation threshold is five computers). You can use MAK for individual computers or with an image that can be installed by using Microsoft or third-party deployment solutions. You can also use MAK on a computer that was originally configured to use KMS activation. This is useful for moving a computer off the core network to a disconnected environment.

For more information about how to install a MAK key, see [Deploy volume activation for Office 2010](#).

No authenticated proxy server support

Activation over the Internet will be blocked if the proxy server requires user authentication. In Microsoft Internet Security and Acceleration (ISA) Server, this setting is named basic authentication. Because activation requests do not present the user's credentials to the proxy server, we recommend that you do not use basic authentication with ISA Server or other proxy servers. For more information, see Microsoft Knowledge Base article [921471: Activation fails when you try to activate Windows Vista or Windows Server 2008 over the Internet](#).

Volume activation methods in Office 2013 Preview

Audience: IT Professionals

Three volume activation (VA) methods are available for Office 2013 Preview:

- Key Management Service (KMS)
- Multiple Activation Key (MAK)
- Active Directory-Based activation

KMS and MAK are supported on Windows 7 and Windows 8. Active Directory-Based activation is supported only on Windows 8 and Windows Server 2012.

 **Note:**

The activation components and the activation process that are described in this article also apply to Project 2013 Preview and Visio 2013 Preview.

 **Important:**

This information applies to volume-licensed editions of Office 2013 Preview. It does not apply to either [Office Professional Plus for Office 365](#) or Office 365 ProPlus Preview, both of which are licensed through subscription.

KMS and MAK activation

The KMS and MAK activation processes for Office 2013 Preview are basically the same as they were for Office 2010, except that the Office 2013 Preview KMS host is not supported on Windows Server 2003. The Office 2013 Preview KMS host is supported on Windows Server 2008 R2, Windows 7 VL edition, Windows 8 VL edition, and Windows Server 2012.

Office 2013 Preview can be activated by using KMS on the following platforms:

KMS host platforms for Office 2013 Preview activation

| If Office 2013 Preview runs on... | It can activate against a KMS host that runs on... |
|-----------------------------------|---|
| Windows 7 or Windows 8 | Windows 7 VL edition (see Important note)Windows Server 2008 R2 (see Important note)Windows 8 VL editionWindows Server 2012 |

For Office 2013 Preview, the KMS Host License Pack is named the Office 2013 Volume License Pack. You can use this license pack to set up KMS hosts on all supported platforms.

- **If you install the Office 2013 Volume License Pack on Windows 7** The KMS host installer prompts you to install and activate the KMS host key. For more information, see [Deploy volume activation of Office 2010](#).
- **If you install the Office 2013 Volume License Pack on Windows Server 2012** The Microsoft Office 2013 Volume Activation Tools wizard starts when the Office 2013 Volume License Pack is installed. For details, see [Activating Office 2013 Preview by using the Office 2013 Preview Volume License Pack](#) in this article.
- **If you install the Office 2013 Volume License Pack on Windows 8** The following dialog box appears and requires that you install either the Remote Server Administration Tools (RSAT) for Windows or use slmgr.vbs to set up a KMS host or Active Directory-Based activation. We recommend that you use RSAT. If you click **Yes**, the [RSAT download page](#) opens.

Figure: Office 2013 Volume License Pack dialog box



Important:

If you set up an Office 2013 KMS host on Windows 8: Although the Office 2013 Preview Volume License Pack dialog box indicates that you can either use the Volume Activation (VA) server role or run slmgr.vbs, the VA server role requires that there you have a Windows Server 2012 installed on your network to load the server role against. Instead, you can run the **Volume Activation Tools** wizard from the **Tools** menu in Server Manager. You can download the wizard as part of RSAT.

For details about the VA server role, see [Activating Office 2013 Preview by using the Office 2013 Preview Volume License Pack](#) later in this article.

If you choose to use slmgr.vbs, you must run the following commands in the listed order to install and activate the KMS host key:

1. **cscript slmgr.vbs /ipk [HostProductKey]**
2. **cscript slmgr.vbs /ato 6026312b-6da9-45c2-aad1-650108de14eb**

By default, Office 2013 Preview VL editions install a Generic Volume License Key (GVLK). The GVLK enables Office 2013 Preview to automatically discover and activate against your KMS host or Active Directory infrastructure. The following GVLKs are installed:

Generic Volume License Keys (GVLKs) for Office 2013 Preview

| Product | GVLK |
|-------------------------------|-------------------------------|
| Office 2013 Professional Plus | PGD67-JN23K-JGVVW-KTHP4-GXR9G |
| Project 2013 Professional | NFKVM-DVG7F-TYWYR-3RPHY-F872K |
| Visio 2013 Professional | B3C7Q-D6NH2-2VRFW-HHWDG-FVQB6 |

For more information about KMS and MAK, see [Plan volume activation of Office 2010](#) and [Deploy volume activation of Office 2010](#).

Active Directory-Based activation

A third volume activation method is available on the Windows 8 and Windows Server 2012 platforms: Active Directory-Based activation.

Active Directory-Based activation uses your existing Active Directory infrastructure to activate all Office 2013 Preview VL clients through their connection to the domain. To set up Active Directory-Based activation for Office 2013 Preview, configure Active Directory Domain Services (AD DS) from either a Windows 8 VL edition computer or a Windows Server 2012 computer. The Office 2013 Preview VL clients can automatically activate against the domain as long as they are running on a Windows 8 or Windows Server 2012 client computer.

Active Directory-Based activation uses the same GVLK/KMS host key pair that KMS activation uses. By using Active Directory-Based activation, the Software Protection Platform Service (SPPSvc) periodically attempts to activate the GVLK against either an Activation Object (AO) in AD DS or a discoverable KMS host if the Active Directory-Based activation attempt fails. A successful Active Directory-Based activation grants a license to the Office 2013 Preview client for 180 days.

For more information about Active Directory-Based activation, see [Active Directory-Based Activation Overview](#).

Activating Office 2013 Preview by using the Office 2013 Preview Volume License Pack

KMS activation. You can set up an Office 2013 Preview KMS host on Windows Server 2012 through the VA (volume activation) server role. When you run the Office 2013 Preview Volume License Pack on Windows Server 2012, the VA server role is automatically loaded and the Volume Activation Tools wizard is started. Running the wizard enables you to set up an Office 2013 Preview KMS host on Windows Server 2012.

Active Directory-Based activation. You can use the Office 2013 Preview VL Pack to set up Active Directory-Based activation. After the forest is activated, each Office 2013 Preview VL client that is joined to the domain will automatically be activated. An Active Directory-Based activation lasts for 180 days, at which time the Office 2013 Preview VL client must be reactivated for an additional 180 days in order to stay activated.

Volume Activation Management Tool (VAMT) 3.0

Volume Activation Management Tool (VAMT) 3.0 is the latest version. VAMT 3.0 is designed to manage volume activations for Windows Vista, Windows 7, Windows 8, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Office 2010, and Office 2013 Preview. In addition, VAMT 3.0 supports Active Directory-Based activation.

For more information about VAMT 3.0, see [Plan volume activation of Office 2013 Preview](#).

Customize installations of Office 2013 Preview

Audience: IT Professionals



The following table includes links to articles about the customization process and about how to customize specific installations of Office 2013 Preview.

Articles about how to customize Office 2013 Preview

| Article | Description |
|---|---|
| Customize Setup before installing Office 2013 | Provides information about how to use the Office Customization Tool (OCT) to customize a Windows Installer-based installation of Office 2013 Preview. |
| Office Customization Tool (OCT) in Office 2013 Preview | Provides information about how to use the Office Customization Tool to customize Windows Installer-based Office 2013 Preview installations. |
| Config.xml file in Office 2013 Preview | Provides information about how to use the Config.xml file to customize Windows Installer-based Office 2013 Preview installations. |
| Setup command-line options for Office 2013 Preview | Provides information about Setup.exe command lines for Windows Installer-based Office 2013 Preview. |
| Customize the Accessibility Checker for Office 2013 Preview | Provides information about how to use Group Policy settings to control what the Accessibility Checker checks for when it runs on Office 2013 Preview files. |

Customize Setup before installing Office 2013

Audience: IT Professionals

To customize Setup for Windows Installer-based Office 2013 Preview, follow the procedures in this article before you begin the installation.

In Office 2013 Preview (as in Office 2010 and Office 2007), Setup controls the complete installation. This includes processes that Windows Installer handled in Office versions earlier than Office 2007. Customizing the default behavior of Setup lets you specify how the installation runs. For example, you can run the installation without user interaction, handle the product key and the Microsoft Software License Terms on behalf of users, and specify an organization name or a different installation location. We recommend that you read the [Volume activation overview for Office 2013 Preview](#), article before you customize Setup.

In this article:

- [Use the OCT to customize the installation](#)
- [Create a network installation point](#)
- [Customize Setup](#)
- [Install Office silently](#)

Use the OCT to customize the installation

To customize how Setup manages the installation process, use the Office Customization Tool (OCT) to create a Setup customization (.msp) file. Setup applies this file when users install Office on their computers.

In Office 2013 Preview, two architecture-specific versions of the Office Customization Tool (OCT) are available: one for 32-bit and one for 64-bit Office. The 64-bit version of the OCT supports 64-bit client editions of Office 2013 Preview, and provides the same user interface, capabilities, and configurable settings as the 32-bit version. You use the same command to run the 32-bit or 64-bit version of the OCT.

- To run the 32-bit OCT, run the **setup.exe /admin** command line from the x86 (32-bit) folder as shown in the following example: `\\server\share\Office15\x86\setup.exe /admin`.
- To run the 64-bit OCT, run the **setup.exe /admin** command line from the x64 (64-bit) folder. For more information about 64-bit Office 2013 Preview, see [64-bit editions of Office 2013](#).

Create a network installation point

The first step in a typical corporate deployment is to create, replicate, and secure a network installation point. To do this, copy all source files from the Office 2013 Preview installation DVD to a shared location on the network. Also copy any language packs that you want to deploy from the source media to the network installation point. Users can run Setup from the network installation point, or you can use the network installation point as a starting place to distribute Office 2013 Preview by using a software

deployment tool, such as Microsoft System Center 2012 Configuration Manager, or to create a hard-disk image or a custom DVD.

Make sure that access to Office 2013 Preview source files is read-only. The Setup.xml and Package.xml files, such as ProPlusWW.xml for Office Professional 2013 Preview, are digitally signed and *cannot* be changed.

We recommend that you replicate the network installation point to multiple locations for the following reasons:

- Ensure that users always have access to a network source.
- Support remote locations if you are deploying to multiple geographical locations.
- Provide consistent configurations to users in your organization.
- Provide flexibility. If you define a standard corporate configuration of Office 2013 Preview, regional administrators can apply additional customizations to the replicated network installation points to address their specific requirements.

To learn about shared folders, see the following resources:

- [Shared Folders](#)
- [Share a Folder or Drive](#)
- [Set Permissions for Shared Folders](#)

Customize Setup

Use the following instructions to customize Office Setup.

Note:

You can complete tasks in all Office 2013 suites by using a mouse, keyboard shortcuts, or touch. For information about how to use keyboard shortcuts and touch with Office products and services, see the following resources:

- [Keyboard shortcuts](#)
- [Touch](#)
- [Office Gesture Reference](#)

To customize Office Setup

1. Create a network installation point. To do this, create a shared folder for the Office 2013 Preview source files at a location that can be easily accessed on the server, and copy all the files and folders from the Office 2013 Preview DVD to that share. For example:

```
\\server\share\Office2013
```

Important:

Do not create the network installation point at the root of the server.

If you deploy multiple language versions of Office 2013 Preview, copy each language pack that you want to deploy from the source media to the installation point. When you are prompted to overwrite duplicate Setup files, choose **No**. Core Setup files are shared among

all Office 2013 Preview products and language packs. Because the core Setup files are identical, there is no reason to overwrite the files when you add language packs.

If you deploy multiple Office 2013 Preview products, copy those files from the DVD to the installation point. When you are prompted to overwrite duplicate Setup files, choose **No**.

2. From the root of the network installation point, run the following command line to start the Office Customization Tool:

```
\\server\share\Office2013\setup.exe /admin
```

where:

- `\\server\share\Office2013\` is the network installation point that contains the Office 2013 Preview sources
 - **setup.exe /admin** starts the OCT
3. Choose the Office 2013 Preview product that you want to configure, and then choose **OK**.
 4. In the OCT navigation pane, choose **Installation location and organization name**.
 5. In the **Default installation path** box, enter the path of a default installation location on users' computers. You can enter a relative path that includes the folder keyword [**ProgramFilesFolder**].
 6. In the **Organization name** box, enter a default organization name for all users who install Office with this customization file.
 7. In the navigation pane, choose **Additional network sources**, and then choose **Add**.
 8. In the **Network server** box, enter the path of any backup sources that you have created on the network. If neither the user's local installation source nor the original network installation point is available, Setup uses one of these replicated installation points for operations that require the source. You can add as many sources as you need.
 9. In the navigation pane, choose **Licensing and user interface**. The following options are available:
 - **Use KMS client key**. A product key entry is *not* required for enterprise deployments that are using Key Management Service (KMS) activation because all Volume License editions of Office 2013 Preview have a KMS client key pre-installed. KMS is one of the methods that are provided by Office Activation Technologies for activating products that are licensed under Microsoft Volume Licensing programs. Only a KMS host computer needs a KMS host key to be activated and to establish a local activation service in your environment. Office 2013 Preview connects to the local KMS host for activation. By default, the **Use KMS client key** option is selected.

For more information about the licensing options for Office 2013 Preview, see [Volume activation overview for Office 2013 Preview](#).
 - **Enter another product key**. You can enter a valid Multiple Activation Key (MAK) key in the OCT by using the **Enter another product key** entry. A MAK key is another method that Office Activation Technologies provides for activating products licensed under Microsoft Volume Licensing programs. By using a MAK, clients activate Office 2013 Preview online by using the Microsoft hosted activation servers or by telephone.

To use a MAK key, select the **Enter another product key** option, and in the **Product key** text box, enter the MAK key (twenty-five numbers or characters) without spaces..

-
10. Select the **I accept the terms in the License Agreement** check box. When you provide this information in a Setup customization file, users are not prompted for a product key or Microsoft Software License Terms during the installation or the first time that they start an Office application.
 11. In the details pane, set the **Display Level** to **Basic** or **None** to install Office quietly (without user interaction). For more information about display settings see [Licensing and user interface](#) in [Office Customization Tool \(OCT\) in Office 2013 Preview](#).

 **Note:**

In enterprise deployments, we recommend that you set **Display level** to **None** to make sure that that Setup runs silently. It also prevents prompts to users to enter information, and prevents the installation from waiting for user interactions, even when files are being used. When you set **Display Level** to **none**, the **Suppress modal** and **Completion notice** options are silenced and the Microsoft Software License Terms are accepted. Administrators must also make sure that no Office applications are running during an installation of Office 2013 Preview.

If you set **Display level** to **Basic** and select the **Suppress modal** option, users may be prompted if any Office files are being used. Setting **Display level** to **None** prevents prompts to users in these cases. The **Suppress modal** option does not prevent files-in-use messages from being displayed. Only **Display level** set to **None** prevents the messages from being displayed.

12. Make any additional customizations. Choose **Save** on the **File** menu, and save the Setup customization file in the Updates folder at the root of the network installation point.

 **Note:**

If you plan to deploy multiple Setup customization files (.msp files), you can place only one customization .msp file for each Office 2013 Preview product that you are installing in the Updates folder for an initial installation. You must deploy the rest of the customization .msp files for a product after the Office installation is finished. Only one Setup customization file per product in the Updates folder is supported. For example, if you are deploying multiple Office 2013 Preview products, such as Office Professional Plus 2013 Preview and Visio Professional 2013 Preview, you can include one customization .msp file for Office Professional Plus 2013 Preview and one customization .msp file for Visio Professional 2013 Preview in the Updates folder. The customization .msp files that you place in the Updates folder are deployed first. Therefore, they must include any Setup customizations that cannot be changed after the installation, such as the installation location.

Your customizations apply to any language version of the specified product that is available on the network installation point. Most customizations apply to the language-neutral core product. However, the feature tree in the tool also includes a subset of language-specific features. Customizations to language-specific features are applied when a user installs that language; otherwise, the customizations are ignored.

 **Note:**

Typically, you do not have to customize logging options. By default, Setup creates a standard log file and saves it as a text file in the %Temp% folder on the user's computer. If an installation fails, Setup creates a verbose log file in the same location, starting with the package that

caused the failure. To change logging options, open the Config.xml file in Notepad and modify the <Logging> element. For more information, see [Config.xml file in Office 2013 Preview](#).

Install Office silently

When you deploy Office throughout an organization, you determine how much of the Setup user interface is displayed to users. By default, Setup runs interactively and gives users choices during the installation. If you are distributing a customized configuration, we recommend that you limit how much users interact with Setup. The installation continues with fewer interruptions, and your customizations are set by default for all users. For more information about display options, see [Licensing and user interface](#) in [Office Customization Tool \(OCT\) in Office 2013 Preview](#).

If you are using a deployment tool such as Microsoft System Center 2012 Configuration Manager or Microsoft Systems Management Server (SMS) to deploy Office 2013 Preview while users are not logged on to the network, set the display level to **None**, which installs Office 2013 Preview without displaying any Setup user interface.



Note:

When you install Office 2013 Preview silently, you must provide a valid product key. If the product key is missing, Setup logs an error and exits. As mentioned previously, if you are using KMS activation, a product key entry is not required because all Volume License editions of Office 2013 Preview have a KMS client key pre-installed. However, if you are using MAK, you must enter the MAK key. If you do not accept the license terms on behalf of users, Setup does complete the installation. Note that, by installing Office 2013 Preview silently, you have implicitly accepted the license terms.

The Windows Installer properties **DISPLAY** and **PIDKEY** do not work in Office 2013 Preview (or in Office 2010 or Office 2007). Instead, in Office 2013 Preview, you customize Setup directly by specifying a display setting and a product key in the OCT. You can either accept the default option, **Use KMS client key** if you are using KMS validation, or enter a MAK key in the **Enter another product key** text box if you are using KMS, as described in [Customize Setup](#).

Because Setup plays a more significant role in controlling the installation, many Windows Installer properties are no longer required. In fact, some Windows Installer properties are blocked and generate an error if you try to set them using the Office Customization Tool.

Office Customization Tool (OCT) in Office 2013 Preview

Audience: IT Professionals

To customize an installation of Office 2013 Preview, you can use the Office Customization Tool (OCT) to perform tasks such as the following:

- Specifying installation options
- Customizing how Office applications and features are installed
- Configuring default user settings
- Managing additional content: add or remove files, registry entries or shortcuts
- Configuring Outlook options: setting the default profile, adding email accounts, and specifying Exchange settings

In this article:

- [Overview of the Office Customization Tool](#)
- [Architecture-specific versions of the Office Customization Tool](#)
- [Importing Office Customization Tool .msp customization files](#)
- [Configuring Setup, Features, Additional content, and Outlook settings](#)
 - [Setup](#)
 - [Features](#)
 - [Additional content](#)
 - [Outlook](#)
- [Downloading updated OCT files](#)

Overview of the Office Customization Tool

The OCT is part of the Setup program and is the recommended tool for most customizations. The OCT is available only with volume licensed versions of Windows Installer-based Office 2013 Preview, Office 2010, and the 2007 Office system. To determine whether an Office 2013 Preview installation is a volume licensed version, check the Office 2013 Preview installation disk to see whether it contains a folder named Admin. If the Admin folder exists, the disk is a volume license edition. If the Admin folder does not exist, the disk is a retail edition. For information about the network installation point, see [Customize Setup](#) in [Customize Setup before installing Office 2013](#).

You run the OCT by typing **setup.exe /admin** at the command line from the root of the network installation point that contains the Office 2013 Preview source files. For example, use the following: `\\server\share\Office15\setup.exe /admin`. When you run the OCT, you choose to create a new Setup customization (.msp) file or to open an existing .msp file. If you create a new file, the OCT displays a list of the products that are available on the network installation point. You must select a single product that you want to customize.

If you use the OCT to change an existing .msp customization file, we recommend that you select the .msp file for the same product that you customize. For example, if you customize Office Professional Plus 2013 Preview, select an Office Professional Plus 2013 Preview customization .msp file.

 **Note:**

The Office 2013 Preview release requires Windows Installer 4.0 on computers that are running the 64-bit version of the OCT or importing 64-bit customization .msp files. Windows Installer 3.1 does not recognize properties such as “ProgramFiles64Folder,” which are used by the 64-bit version of the OCT and the OCT Import feature. For information about Windows Installer, see [Windows Installer](http://go.microsoft.com/fwlink/p/?LinkID=111108) (<http://go.microsoft.com/fwlink/p/?LinkID=111108>).

Updates folder

By using the OCT, you customize Office and save your customizations in a Setup customization .msp file. You place the file in the Updates folder on the *network installation point*. When you install Office, Setup looks for a Setup customization file in the Updates folder and applies the customizations. The Updates folder can only be used to deploy software updates during an initial installation of Office 2013 Preview.

 **Important:**

If you plan to deploy multiple Setup customization files (.msp files), you can place only one customization .msp file for each Office 2013 Preview product that you are installing in the Updates folder for an initial installation. You must deploy the rest of the customization .msp files for a product after the Office installation is complete. Only one Setup customization file per product in the Updates folder is supported. If you are deploying multiple Office 2013 Preview products, such as Office Professional Plus 2013 Preview and Visio Professional 2013 Preview, you can include one customization .msp file for Office Professional Plus 2013 Preview and one customization .msp file for Visio Professional 2013 Preview in the Updates folder. The customization .msp files that you place in the Updates folder are deployed first. Therefore, they must include any Setup customizations that cannot be changed after the installation, for example, the installation location.

If you are deploying an initial installation of Office 2013 Preview and you also want to deploy Office 2013 Preview software updates, such as service packs and hotfixes, Setup can apply the product updates as part of the installation process. You can place the Office 2013 Preview product updates in the Updates folder. In scenarios such as this where the Updates folder includes both one Setup customization .msp file and product updates, Setup applies only the Setup customization .msp file during the initial installation and the product updates are applied after the installation is complete.

As an alternative to placing the customization .msp file in the Updates folder, you can use the Setup command-line option **/adminfile** to specify the fully-qualified path of the location of the .msp file. For example, type: **setup.exe /adminfile \\server\share\mychanges\custom.msp**.

If you use a folder other than the Updates folder for your customization files, you can specify the folder's location in the Config.xml file by using the **SUpdateLocation** attribute of the **SetupUpdates** element. The Config.xml file is located in the core product folder (*core_product_folder_name.WW*) for the Office 2013 Preview product that you install. For example, ProPlus.WW is the folder name for Office Professional Plus 2013 Preview. For more information, see [Config.xml file in Office 2013 Preview](#).

Modify existing installations

You can also use a Setup customization file to change an existing installation. Because a Setup customization file is an expanded form of a Windows Installer .msp file, you apply the customization file to the user's computer exactly as you would a software update. The user's existing Office installation is updated with the customizations that you make. For example, if you change the installation states of some features to **Not Available** and apply the resulting customization file to an existing installation of Office, those features are removed from the user's computer.

Some options in the OCT are applicable only to a new installation of Office. These options are identified in the OCT and in the OCT Help. For example, you can use the **Default installation path** option (in the **Installation location and organization name** section) to specify the folder where Office is to be installed on the user's computer. However, if a customization file is applied to an existing installation, the **Default installation path** option is ignored (you must uninstall and reinstall Office to change the installation location).

Before you exit the OCT, choose the **File** menu, and then choose **Save as** to save the Setup customization file.

Every time that you save a customization file in the OCT, the tool updates the customization file's sequencing number with the current computer date and time stamp and generates a new update globally unique identifier (GUID). The OCT .msp files are applied chronologically according to their time stamp.

To show the sequencing behavior, assume that you have created the following OCT .msp maintenance files:

1. An OCT .msp file that is named "uninstall-access.msp" in which you set **Microsoft Office Access** to **Not Available**. This file is saved first so that it has a lower sequencing number and an older date and time stamp. This .msp file is sequenced first and Access is set to Not Available on users' computers.
2. An OCT .msp file that is named "install-access.msp" in which you set **Microsoft Office Access** to **Run All from My Computer** (by selecting the product and setting the installation state in the **Set feature installation states** section). This file is saved last so that it has a higher sequencing number and a newer date and time stamp. This .msp file is sequenced later than the first OCT .msp file, "uninstall-access.msp." Therefore, the Access feature is set to **Run All from My Computer** on users' computers.

Choose OCT options

The OCT includes four major sections: **Setup**, **Features**, **Additional Content**, and **Outlook**. Each section contains several pages of options. When you change an option, the page name in the navigation pane of the OCT changes to bold type. If you open an existing Setup customization file, the bold page names indicate where options are customized.

The following table lists options that are available in the OCT.

Office Customization Tool options

| Section | Page |
|------------------------------------|---|
| Setup | |
| | Installation location and organization name |
| | Additional network sources |
| | Licensing and user interface |
| | Remove previous installations |
| | Add installations and run programs |
| | Office security settings |
| | Modify Setup properties |
| Features | |
| | Modify user settings |
| | Set feature installation states |
| Additional content | |
| | Add files |
| | Remove files |
| | Add registry entries |
| | Remove registry entries |
| | Configure shortcuts |
| Outlook | |
| | Outlook Profile |
| | Add Accounts |
| | Export Settings |
| | Specify Send/Receive Groups |

Architecture-specific versions of the Office Customization Tool

The OCT provides two architecture-specific versions, one for 32-bit Office 2013 Preview and one for 64-bit Office 2013 Preview. The 64-bit version of the OCT supports 64-bit client editions of Office 2013 Preview, and provides the same user interface, capabilities, and configurable settings as the 32-bit version. The OCT files are located in the Admin folder under the x86 (32-bit) and x64 (64-bit) folders, respectively.

For information about 64-bit Office 2013 Preview, see [64-bit editions of Office 2013](#).

Administrators run the following command-line option to start the OCT from the root of the network installation source: **setup.exe /admin**. You use the same command to run the 32-bit or 64-bit version of the OCT. Running **setup.exe /admin** on a 32-bit computer starts the 32-bit OCT, and running this command on a 64-bit computer starts the 64-bit OCT.

- To run the 32-bit OCT, run the **setup.exe /admin** command line from the x86 (32-bit) folder as shown in the following, example: `\\server\share\Office15\x86\setup.exe /admin`.
- To run the 64-bit OCT, run the **setup.exe /admin** command line from the x64 (64-bit) folder as shown in the following example: `\\server\share\Office15\x64\setup.exe /admin`.

Setup detects which products are available to create Setup customization updates and lists the results in the **Create a new Setup customization file for the following product** list. Because the 64-bit and 32-bit Office files are in different root directories, the 32-bit OCT lists all 32-bit Office products in the product selection dialog box (**Create a new Setup customization file for the following product**), and the 64-bit OCT lists the 64-bit Office products.

Administrators use the 32-bit OCT to create, edit, and save OCT customization updates for the 32-bit Office products, and the 64-bit OCT to create, edit, and save OCT updates for the 64-bit Office products.

Office 2013 Preview includes two architecture-specific folders: one for 32-bit and one for 64-bit, with a separate Config.xml file and Updates subfolder in the 32-bit and 64-bit folders.

Note:

Office 2013 Preview does not support side-by-side installations of 64-bit and 32-bit Office on the same computer, including across applications. For example, there is no support for side-by-side installations of 2007 Office system 32-bit with Office 2013 Preview 64-bit, or for SharePoint Workspace 2013 Preview 64-bit and Excel 2013 Preview 32-bit. You cannot use the Office 2013 Preview customization tools to configure side-by-side installations or customizations of 64-bit and 32-bit Office. For example, you cannot create a custom side-by-side installation of a 64-bit Office Professional 2013 Preview and 32-bit Visio 2013 Preview single image. For more information about 64-bit Office, see [64-bit editions of Office 2013](#).

Importing Office Customization Tool .msp customization files

The OCT Import feature enables administrators to import 32-bit OCT customization .msp files into the 64-bit version of the OCT and 64-bit .msp files into the 32-bit version of the OCT. Administrators of

mixed environments (32-bit and 64-bit) can do the Setup customizations one time and import the customizations as follows:.

- Import the 32-bit Setup customization .msp files into 64-bit OCT and then use them to customize 64-bit Office products.
- Import the 64-bit Setup customization .msp files into 32-bit OCT and can then use them to customize 32-bit Office products.

A 32-bit Setup customization .msp file that is imported to 64-bit OCT is converted to 64-bit, and a 64-bit customization .msp file that is imported to 32-bit OCT is converted to 32-bit. To import a customization .msp file, in the Office Customization Tool, open the **File** menu and then choose **Import**. In the **Open** dialog box, select the .msp file that you want to convert, and then choose **Open** to start the conversion.

 **Note:**

Importing customization .msp files is intended for equivalent cross-architecture products only. You can import a 32-bit Office Professional Plus 2013 Preview customization .msp file into the 64-bit version of the OCT for a 64-bit Office Professional Plus 2013 Preview .msp file. However, you cannot import a 32-bit Word 2013 Preview stand-alone customization .msp file into the 64-bit OCT for a 64-bit Office Professional Plus 2013 Preview .msp file; doing so is prevented and an error message is displayed.

You cannot import Office 2010 or 2007 Office system Setup customization .msp files into the Office 2013 Preview OCT.

You can also use the Import feature when you have created an initial Setup customization .msp file for an Office 2013 Preview product (for example, Office Professional Plus 2013 Preview) and then you later want to modify the installation to add language packs. In such cases, you first add the language packs to the network installation point that contains the Office product source files. Then you run the OCT from the root of the network installation point, create a new Setup customization file for the same product (in this example, Office Professional Plus 2013 Preview), and then import the original customization .msp file that you created previously for Office Professional Plus 2013 Preview. To import an .msp customization file, in the OCT, open the **File** menu, and then choose **Import**. In the **Open** dialog box, select the previously created customization .msp file that you want to update. On the **File** menu, choose **Save As**. Specify a unique name for the .msp file, and then choose **Save**. Importing the previously created .msp file into the OCT will update the .msp file and include the added languages.

Use the following links to view an Office 2010 video that shows how to use the OCT Import feature. Even though the video was created for Office 2010, the information also applies to Office 2013 Preview.

| | |
|--|--|
|  <p>Running time: 06:06</p> |  <p>Watch the "Office 2010 client: Office Customization Tool import feature" video.</p>  <p>For an optimal viewing experience, download the "Office 2010 client: Office Customization Tool</p> |
|--|--|

| | |
|--|---|
| | <p>import feature" video.</p> <p>Right-click the link, and then choose Save Target As to download a copy. Choosing the link will open a .wmv file in the default video viewer for full-resolution viewing.</p> |
|--|---|

Configuring Setup, Features, Additional content, and Outlook settings

The following sections provide information about the OCT areas that you can configure:




- [Setup](#)
- [Features](#)
- [Additional content](#)
- [Outlook](#)

 **Note:**

You might see a dialog box that prompts you to choose a default document format if the geographic location of the computer on which you are running the Office Customization Tool is set to a *European* location, and you are creating a new Setup customization .msp file. It can also occur if you open an existing customization .msp file for which no file format settings were configured for Excel, PowerPoint, or Word. Administrators can choose to keep the current settings for the Setup customization file, or choose Office Open XML Formats that support all features of Office 2013 Preview, or OpenDocument formats to use the ODF format.

To learn about the file formats, choose **Learn more** in the dialog box to display the OCT online Help.

Use the following links to view a walkthrough of the Office 2010 OCT user interface. The information also applies to Office 2013 Preview.

| | |
|--|---|
|  <p>Running time: 08:26</p> | <p> Watch the "Office 2010 client: Office Customization Tool walkthrough" video.</p> <p> For an optimal viewing experience, download the "Office 2010 client: Office Customization Tool walkthrough" video.</p> <p>Right-click the link, and then choose Save Target As to download a copy. Choosing the link will open a .wmv file in the default video</p> |
|--|---|

Setup

Use the Setup section to specify the following:

- Default installation location
- Default organization name
- Additional network installation sources
- Product key
- Microsoft End-user license agreement
- Display level
- Previous versions of Office to remove
- Custom programs to run during installation
- Security settings
- Setup properties

Installation location and organization name

Specify a default organization name and installation location for all users whose installation includes this Setup customization file:

- **Default installation path** – This option specifies where Setup installs Office on the user's computer. You can use the predefined folder keyword **[ProgramFilesFolder]** to specify a path to standard folders in Windows. The default path is **[ProgramFilesFolder]\Microsoft Office**. This option is recognized only when you first install Office on a user's computer. You cannot change the installation path without uninstalling and reinstalling Office.
- **Organization name** – This name appears in the **About** text box (**Help** menu) and on the banner pages of Office applications. The name that you specify is used as the default company name for all users whose installation includes this customization file.

Additional network sources

Specify additional servers that have a copy of the network installation point.

Setup looks for servers in this list, in the order specified, if it is installing a feature on demand or if it is repairing Office and the original network installation point is unavailable.

Choose **Add** to add a source to the list. To edit a path, select a server from the list and then choose **Modify**. To remove a server from this list, select the server and then choose **Remove**. To change the order of the list, select a server and then choose the **Move** arrows to move the server up or down in the list. To remove all servers from the list, select **Clear existing server list**.

 **Note:**

The OCT verifies all server paths and connects to any available servers during the initial installation process to load balance the file copy process when it creates the Local Installation Source (LIS). However, be aware that specifying an unavailable source as an additional source does not cause the installation to fail.

Add/Modify Network Server Entry dialog box

In the **Add Network Server Entry** dialog box or **Modify Network Server Entry** dialog box, enter the path of a server and then choose **OK**.

You can use a UNC path or, if all users have access to the server that uses the same drive letter, you can use a drive letter in the path. The path can contain environment variables that are delimited by percent (%) if the variables are defined for all users.

For example:

z:\office

\\server1\share\office_root

%USERNAME%\office_root

Licensing and user interface

Use this section for the product key and to accept the Microsoft Software License Terms on behalf of each user who installs Office by using the Setup customization file. Set the **Display level** of the user interface. These options are recognized by Setup only when you first install Office on a user's computer.

- **Use KMS client key** A product key entry is not required for enterprise deployments that use Key Management Service (KMS) activation because all Volume License editions of Office 2013 Preview have a KMS client key pre-installed. KMS is one of the methods that are provided by Office Activation Technologies for activating products that are licensed under Microsoft Volume Licensing programs. Only a KMS host computer needs a KMS host key to be activated and to establish a local activation service in your environment. Office 2013 Preview connects to the local KMS host for activation. By default, the **Use KMS client key** option is selected in **Enter a valid product key and licensing agreement for users**.

For more information about the licensing options for Office 2013 Preview, see [Plan volume activation of Office 2013 Preview](#).

- **Enter another product key** You can enter a valid Multiple Activation Key (MAK) key in the OCT by using the **Enter another product key** option in **Enter a valid product key and licensing agreement for users** in the details pane. A MAK key is another method that Office Activation Technologies provide to activate products that are licensed under Microsoft Volume Licensing programs. By using a MAK key, clients activate Office 2013 Preview online by using the Microsoft hosted activation servers or by telephone.

To use a MAK key, in the **Enter another product key** text box, enter the MAK key (25 numbers or characters) without spaces.

 **Important:**

This information applies to volume-licensed editions of Office 2013 Preview. It does not apply to either [Office Professional Plus for Office 365](#) or Office 365 ProPlus Preview, both of which are licensed through subscription. The **Product key** text box must not be used to set product keys for Office Professional Plus for Office 365. For information about Office Professional Plus for Office 365, see [Overview of Office 365 ProPlus Preview](#).

 **Note:**

You can also activate Office 2013 Preview at the time that you install a MAK key by setting the **AUTO_ACTIVATE** property value. To do this, follow these steps:

1. In the OCT, select **Modify Setup properties** on the navigation pane, and then choose **Add** in the details pane.
2. In the **Add Property Value** dialog box, in the **Name** box, type **AUTO_ACTIVATE**. Note that property names must be in uppercase.
3. In the **Value** box, type **1**, and then choose **OK**.

For information about how to configure the **AUTO_ACTIVATE** property by using the Config.xml file, see [Setting element](#) in [Config.xml file in Office 2013 Preview](#).

- **I accept the terms in the License Agreement** Select this check box to accept terms of your license agreement on behalf of the user.

If **Display level** is set to **Basic** or **None** and you supply a product key, Setup assumes that you also accept the license terms on behalf of the user. In this case, even if you do not select the **I accept the terms in the License Agreement** check box, the user is not prompted to accept license terms either during installation or the first time that an Office application runs.

- **Display level** Select the user interface that you want displayed to users during installation. The options are as follows:
 - **Full - default** Setup runs interactively, displaying all the user interface options and messages.
 - **Basic** Setup displays the Welcome screen, prompts for the product key and license terms, if they are needed, and displays a progress bar and completion notice. No other options are presented to the user.
 - **None** Setup runs silently and displays no user interface.

 **Important:**

In enterprise deployments, we recommend that you set **Display level** to **None** to make sure that that Setup runs silently. This prevents prompts to users to enter information, and also prevents the installation from waiting for user interactions, even when files are being used. Setting **Display level** to **None** selects **Suppress modal**. Clear the **Completion notice** check box and choose **I accept the terms in the license agreement** to make sure that the options are silenced and the license agreement is accepted. Administrators must also make sure that no Office applications run during an installation of Office 2013 Preview.

If you set **Display level** to **Basic** and select the **Suppress modal** option, users may be prompted if there are any Office files that are being used. Setting **Display level** to

None prevents prompting users in these cases. The **Suppress modal** option does not prevent files-in-use messages from being displayed; only **Display level** set to **None** prevents files-in-use messages from being displayed.

- **Completion notice** Select this check box if you want Setup to display a message to the user when installation is complete.
- **Suppress modal** Select this check box if you do not want Setup to display error messages and other dialog boxes that might interrupt the installation. If you set **Display level** to **Full**, error messages and other dialog boxes are displayed regardless of the state of this check box.
- **No cancel** Select this check box if you want to disable the cancel button (the **X** in upper corner). This setting only applies when **Display level** is set to **Full** or **Basic**.

 **Note:**

The Setup customization file (.msp) sets the licensing information only during the initial installation.

The previous licensing and user interface options are identical to the settings in the Config.xml file that are shown in the following table.

Config.xml settings and corresponding OCT options

| OCT option | Config.xml setting |
|--|---|
| Product key | PIDKEY element |
| I accept the terms in the License Agreement | AcceptEula attribute of the Display element |
| Display level | Level attribute of the Display element |
| Completion notice | CompletionNotice attribute of the Display element |
| Suppress modal | SuppressModal attribute of the Display element |

 **Note:**

If there are multiple products on the network installation point and you do not specify which product Setup is to install, Setup uses full display level when it prompts the user for a product, regardless of how you set **Display level** in the Setup customization file. You use the **/config** command-line option to specify which product to install. For more information, see [Deploy Office 2010 by using Setup from a network installation point](#).

Remove previous installations

Specify the earlier versions of Office applications that you want to keep or remove. This option is only recognized by Setup when you first install Office on a user's computer.

By default, Setup removes earlier versions of Office applications. To keep an installed Office application, choose **Remove previous installations** in the OCT, and, in the results pane, select **Remove the following earlier versions of Microsoft Office programs**, in the list select the Office application that you do not want to remove, choose **Details**, and in the **Select Earlier Versions to Remove** dialog box, under **Choose which earlier versions you want Setup to remove**, clear the check box for the product that you want to remove, and then choose **OK**.

 **Important:**

Outlook 2013 Preview cannot coexist with earlier versions of Outlook. If you choose to keep earlier versions, do not install Outlook 2013 Preview.

Add installations and run programs

Run additional executable programs before or after the Office installation is complete. Setup runs command lines in the order listed in the tool and does not finish the installation until all command lines are run.

 **Note:**

The **Add installations and run programs** option in the OCT (command-lines that are entered in the **Add Program Entry and Modify Program Entry** dialog boxes) and the **Command** element in the Config.xml file and are intended to be used only for initial product installations and uninstalls. The **Command** element commands are processed only during initial installations and uninstalls. If **Command** element commands are used for customizations after the initial installation, they are ignored.

The command line can be specified to run an arbitrary command or to run a lightweight executable that you want to run when this product is installed.

The **Add installations and run programs** option in the OCT and the **Command** element in Config.xml do not provide the software deployment capabilities that an enterprise software deployment and management tool provides, such as the ability to track deployment progress and troubleshoot problems. Therefore, we recommend that you limit the use of **Command** element in Config.xml and **Add installations and run programs** in the OCT to running only lightweight executables or arbitrary commands that will not make changes to the computer or that do not require user input. For example, you can run a utility to copy logs or a command to launch a Welcome page at the end of installation.

- **To add a program to the list in OCT**, choose **Add installations and run programs** and in the results pane choose **Add**.
- **To change a program**, select the program from the list and then choose **Modify**.
- **To remove a program**, select the program and then choose **Remove**.
- **To change the order of programs in the list**, select a program and then choose the **Move** arrows to move the program up or down in the list.

Note:

Do not add a program that requires the computer to be restarted, unless it is the last program in the list. If a custom program restarts the computer, the Office installation will be complete. However, the custom programs that appear later in this list will not run.

Command-lines that are entered in the **Add Program Entry** and **Modify Program Entry** dialog boxes or by using the [Command element](#) in the Config.xml file are intended to be used only for initial product installations or uninstallations. **Command** element commands are processed only during initial installations and uninstallations. If **Command** element commands are used for customizations after the initial installation, they are ignored.

Add/Modify Program Entry dialog box

When you add or change a program entry, enter the following information in the **Add Program Entry** dialog box or **Modify Program Entry** dialog box, and then choose **OK**.

- **Target** Enter the path and file name of the program.
- **Arguments** Enter a string of command-line options. For example, `/q /path c:\temp`.
- **Run this program after the Office product has been installed.** The program runs after the Office installation is complete. This is the recommended option. If the program does not close correctly or if the program restarts the computer, the Office installation is not affected. However, programs that are further down the list do not run.
- **Run this program before the Office product has been installed.** The program runs before the Office installation starts. If the program does not close correctly or if it restarts the computer, Office is not installed, and programs that are further down the list do not run.

In the **Add Program Entry** dialog box or **Modify Program Entry** dialog box, you can include any of the following standard Windows folders in the path of the executable file.

Windows folders

| Folder | Description |
|----------------------|--|
| [INSTALLLOCATION] | The folder in which Office is installed |
| [WindowsFolder] | Windows folder |
| [SystemFolder] | Windows System32 folder |
| [ProgramFilesFolder] | Program Files folder |
| [CommonFilesFolder] | Program Files\Common Files folder |
| [DesktopFolder] | Windows Desktop folder |
| [StartMenuFolder] | Windows Start menu |
| [ProgramMenuFolder] | Windows Start\Programs menu |

Office security settings


Customize the security settings for Office applications.

 **Important:**

Security settings specified in a Setup customization (.msp) file provide only initial default settings on users' computers. Users can change the settings after installation. To help lock down and enforce security settings, you must use Group Policy. For more information, refer to the recommendations in the [2007 Microsoft Office Security Compliance Management Toolkit](http://go.microsoft.com/fwlink/p/?LinkId=158689) (<http://go.microsoft.com/fwlink/p/?LinkId=158689>).

The following table lists the available options.

Security settings

| Setting | Description |
|---------------------------|--|
| Trusted Publishers | Manage the list that identifies trusted sources for digitally signed macros, add-ins, Microsoft ActiveX controls, and other executable code that is used by Office applications. Office applications share a certificate-based list of trusted sources with Internet Explorer. Choose Add to add a digital certificate (CER file). |
| Trusted Locations | <p>Manage the list that identifies locations from which any file can be opened without a check by the Trust Center security feature. Choose Add to add a new location, enter the following information, and then choose OK:</p> <ul style="list-style-type: none">• Application Select the Office application that uses this location. This is supported by Access 2013 Preview, Excel 2013 Preview, PowerPoint 2013 Preview, Visio 2013 Preview, and Word 2013 Preview.• Path Enter the path of the trusted location. Enter a fully qualified path with drive letter or UNC path. The path can include environment variables.• Subfolders of this location are also trusted Select this check box to include subfolders as trusted locations.• Description Enter text to describe the purpose of the location. <p>To remove a trusted location from this list, select the location and then choose Remove.</p> <p> Note:</p> <p>When you specify one or more trusted locations here, the Trusted Locations list previously defined on the user's computer is cleared and replaced by this list.</p> |

| Setting | Description |
|--|---|
| Remove all Trusted Locations written by OCT during installation | Clears the Trusted Locations list on the user's computer. Use this check box to clear the Trusted Locations list on the user's computer without adding new locations. |
| Default Security Settings | <p>Set default security levels for add-ins, templates, and Office applications. You can set security options for the following Office applications:</p> <ul style="list-style-type: none"> • Microsoft Access • Microsoft Excel • Microsoft Outlook • Microsoft PowerPoint • Microsoft Project • Microsoft Publisher • Microsoft Visio • Microsoft Word <p>The following security options are available:</p> <ul style="list-style-type: none"> • Allow trusted locations options <ul style="list-style-type: none"> • Allow trusted locations that are NOT on user's computer • Allow Trusted Locations on the User's machine only (application default) • Disable all trusted locations. Only files signed by trusted publishers will be trusted • Application Add-ins warnings options <ul style="list-style-type: none"> • Disable all Application Extensions • Require that Application Extensions are signed by a trusted publisher • Require that Application Extensions are signed and silently disable unsigned Extensions • Enable all installed Application Add-ins (application default) • VBA macro warnings options <ul style="list-style-type: none"> • Disable all VBA macros • Disable Trust Bar warning for unsigned VBA macros (unsigned code will be disabled) • Disable all VBA macros with notification (application default) • No security checks for VBA macros (not recommended, |

| Setting | Description |
|--------------------------------------|---|
| | <p>code in all documents can run)</p> <ul style="list-style-type: none"> • Add-ins and templates (Project 2013 Preview only) <ul style="list-style-type: none"> • Trust all installed add-ins and templates • Do not trust installed add-ins and templates • Security level (Project 2013 Preview only) <ul style="list-style-type: none"> • Very High – Only macros installed in trusted locations will be able to run. All other signed and unsigned macros are automatically disabled • High – Only signed macros from trusted sources will be able to run; unsigned macros are disabled • Medium – The user can choose whether to run potentially unsafe macros • Low (not recommended) – Users are not protected from potentially unsafe macros |
| Unsafe ActiveX Initialization | <p>Determine whether unsigned and, therefore potentially unsafe, ActiveX controls can initialize using persisted data, that is, data that is saved from one instance of the control to the next. The possible values are as follows:</p> <ul style="list-style-type: none"> • <do not configure> – Setup does not modify the setting specified on the user's computer. New applications are installed with the default setting, which is Prompt user to use persisted data. • Prompt user to use control defaults – The user is warned before an application begins ActiveX controls that might be unsafe. If the user trusts the source of the document, the control is initialized by using its default settings. • Prompt user to use persisted data – The user is warned before an application begins ActiveX controls that might be unsafe. If the user trusts the source of the document, the control is initialized by using persisted data. • Do not prompt – All unsigned ActiveX controls run without prompting the user. This setting provides the least protection and we do not recommend it. • Do not prompt and disable all controls – All unsigned ActiveX controls are disabled without prompting the user. |

Modify Setup properties

Modify Setup properties that are applied during the Office installation. You can customize Setup properties only when you first install Office on a user's computer. Properties set in a customization file do not take effect if you apply the file to an existing installation.

To add a property, choose **Add**. To change a property that you have added, select the property and then choose **Modify**. To remove a property that you have added, select the property and then choose **Remove**.

For more information about properties and their values, see [Setup properties in Office 2010](#).

Add/Modify Property Value dialog box

When you add or change a Setup property, enter the information that is shown in the following table in the **Add/Modify Property Value** dialog box, and then choose **OK**.

Add/Modify property value settings

| Setting | Description |
|--------------|---|
| Name | The property name. Property names must all be in uppercase. |
| Value | The value of the property. |

Features

Use the **Features** section of the OCT to configure user settings and to customize which Office features are installed.

Modify user settings

Set the default values of Office application settings for users who install Office with this customization file.

 **Note:**

When you use the OCT to configure user settings, it establishes the initial default values for the settings. Users can change most of the settings after Office is installed. If you want to enforce user settings, use Group Policy.

You can use the OCT to provide default user settings for the following Office applications:

- **Microsoft Access 2013**
- **Microsoft Excel 2013**
- **Microsoft InfoPath 2013**
- **Microsoft Office 2013**

- **Microsoft OneNote 2013**
- **Microsoft Outlook 2013**
- **Microsoft PowerPoint 2013**
- **Microsoft Project 2013**
- **Microsoft Publisher 2013**
- **Microsoft SharePoint Designer 2013**
- **Microsoft SharePoint Workspace 2013**
- **Microsoft Visio 2013**
- **Microsoft Word 2013**

Some applications also provide computer settings, including the following: **Microsoft InfoPath 2013 (Machine)**, **Microsoft Office 2013 (Machine)**, **Microsoft PowerPoint 2013 (Machine)**, and **Microsoft Visio 2013 (Machine)**.

To configure an option, expand the application folder and subfolders in the user settings navigation pane until the setting that you want to configure is listed in the details pane, and choose the setting. Configurable settings that are associated with that element appear on the **Setting** column in the details pane. Double-click a setting in the details pane, and select one of the options shown in the following table.

OCT user and computer settings states

| Setting | Description |
|-----------------------|---|
| Not Configured | The setting remains as it is. |
| Enabled | The setting is changed, based on your choices in the dialog box. |
| Disabled | The setting is disabled. Disabling an option may differ from not configuring the option. See the description of the specific option for more information. |

Choose **Show all settings** to display all available user settings. Choose **Show configured settings only** to display only those settings that you have configured.

Select the **Migrate user settings** check box to preserve users' custom settings from an earlier version of Office. If you change user settings and also select this check box, Setup first applies the modified settings and then migrates the user's existing custom settings, overwriting any conflicting settings.

Note:

When you choose **Enabled** to view the options for a setting and then choose **OK**, **Previous Setting**, or **Next Setting**, the status changes to **Configured**, even if you do not change the setting. If you unintentionally configure the setting by using an empty hyperlink, path, or file name, errors might result. If you chose **Enabled** and want to ignore your changes or avoid

configuring the setting, choose **Cancel**. You can also return a setting to the **Not Configured** state by double-clicking the setting, selecting **Not Configured**, and choosing **OK**.

Set feature installation states

Customize how Office features are installed on the user's computer.

To change the installation state of a feature, choose **Set feature installation states** in the OCT. In the results pane, open the shortcut menu (or right-click the feature), and choose the installation state. Some parent features consist of multiple child features. Choose the plus sign (+) that is next to the parent feature to expand the tree and view child features.

When you change the installation state of a feature, the name of the feature and the names of all its child features, if any, are displayed in bold font. This indicates that Setup will apply these changes to the installation. Features that are not displayed in bold font are installed by using the default installation state. To remove a change, select the feature and select the **Reset** option or select the feature and choose the **Reset Branch** button.

The following feature installation states are typically available to users during Setup. Not all installation states are available for every feature. For example, if a feature contains a component that cannot be advertised, **Installed on First Use** is not included in the list of available installation states for that feature.

Feature installation states

| State | Description |
|---------------------------------|---|
| Run from My Computer | Setup copies files and writes registry entries and shortcuts that are associated with the feature to the user's hard disk. The application or feature runs locally. |
| Run All from My Computer | Same as Run from My Computer , except all child features that belong to the feature are also set to this state. |
| Installed on First Use | Setup leaves components for the feature and its child features in the local installation source until the user attempts to use the feature for the first time, at which time the components are installed. This is also known as an advertised feature. |
| Not Available | The components for the feature and the child features that belong to this feature are not installed on the computer. |

 **Note:**

The following subcomponents of Publisher 2013 Preview are not visible in the Setup feature installation state tree in the Office 2013 Preview release:

- Commercial Printing and the Enhanced RGB to CMYK Conversion subcomponent
- Font Schemes
- PaperDirect Previews
- Publisher Templates and the Business Publications and Other Publications subcomponents

The following options are also available for each feature.

Feature options

| Option | Description |
|---------------|---|
| Hidden | Setup does not display the feature in the feature tree during installation if Setup runs interactively. The symbol [H] is prepended to the feature name to indicate the feature is hidden. |
| Locked | The installation state that you choose for this feature cannot be changed by the user during installation or in maintenance mode after Office is installed. The symbol [L] is prepended to the feature name to indicate the feature is locked. |
| Reset | The feature is returned to its default installation state. This is the same as selecting the feature and choosing the Reset Branch button. |

If you explicitly set a feature to its default state, the symbol **[F]** is prepended to the feature name to indicate that the feature will be forced into this state. This is useful if you are creating a Setup customization file to change an existing Office installation. If you do not change the installation state of a feature, Setup does not change the feature on the user's computer. If you specify a change, including setting the feature to its default state, Setup ensures that the feature is set to that state on the user's computer.

When you change the installation state of a feature, Setup might change the installation state of a parent or child feature to match the installation state. For example, if you set a parent feature to **Installed on First Use**, but set a child feature to **Run from My Computer**, Setup also changes the state of the parent feature to **Run from My Computer**.

Setup does not display hidden features in the feature tree when users run Setup interactively. The feature is installed according to its defined installation state. Child features that belong to the hidden feature are also hidden.

**Tip:**

The best use of the **Hide** setting is to simplify the feature tree for users. For example, you might hide the Office Tools branch of the feature tree so that users do not have to decide which tools they need to install. Only the tools that you select are installed.

**Note:**

If you set the **Hidden** option for a feature by using the OCT or the Config.xml file during an initial installation of Office 2013 Preview, you cannot unhide that feature in the feature tree by using another Config.xml file or applying a second customization .msp file after the initial installation. This means that the feature is not displayed in the feature tree during installation. The feature remains hidden. The feature will not be displayed in **Add or Remove Programs (Change or Remove Programs)** in Control Panel under the **Add or Remove Features** option for Office 2013 Preview (or under the **Programs and Features** option in Windows Vista). However, you can unlock the feature to install and run locally later by using an .msp customization file or a Config.xml file.

If you set the **Locked** option for a feature by using the OCT or the Config.xml during initial installation, that feature can be unlocked and installed locally by using an .msp customization file or a Config.xml file.

For example, you can customize the Config.xml file to modify the **OptionState** element and add the following line to install the feature (Access in this example) on the user's computer and to set child features of the feature to the specified state.

```
<OptionState Id="ACCESSFiles" State="Local" Children="force" />
```

You can also use the OCT to create an .msp customization file to unlock the feature by setting the feature installation state to **Run All from My Computer** in the **Set feature installation states** screen.

For information about the **OptionState** element, see [Config.xml file in Office 2013 Preview](#).

If you set a feature to **Not Available** and hide the feature in the feature tree, users can still change the setting and install the feature by installing the parent feature or by running Setup in maintenance mode. For example, if you set the **Name Smart Tag Plugin** feature to **Not Available** and **Hidden**, users can still install the feature by setting the parent **Smart Tags Plugins** feature to **Run All from My Computer**.

If you want to help prevent users from installing hidden features, select the **Not Available**, **Hidden**, and **Locked** installation states. In this case, the feature or application is not installed and is not available in maintenance mode. Users cannot install the feature by changing the state of the parent feature. The only way to reverse the **Not Available**, **Hidden**, and **Locked** installation state selection after Office is installed is to use the OCT to create a Setup customization file that is configured to change the installation state of the feature. Then you apply the customization file to the user's computer.

Additional content

Use this section to add or remove custom files, registry entries, and shortcuts during the installation.

Add files

Add files to users' computers when Office is installed.

To create a list of files to add to the user's computer during installation, choose **Add**, select the file that you want to add to the list, and choose **Add** again. To change the destination path of a file, select the file in the **Add custom files** list and choose **Modify**. To remove a file from the list, select the file and choose **Remove**. You can use the **SHIFT** and **CTRL** keys to select multiple files at the same time.

When you add files to an Office installation, note the following:

- Files are copied into the Setup customization file when you save the customization file and exit the OCT. Large files increase the size of the customization file and the time that is required to create the file.
- If you revise a file that is currently included in the customization file, you must open the customization file by using the OCT, remove the file from the **Add files** list, add the revised version, and save the customization file.
- If the user removes, repairs, or reinstalls Office, the custom files are removed or reinstalled together with Office. Setup does not reinstall a custom file if the file has changed since installation.

File Destination Path dialog box

In the **Destination path on the user's computer** dialog box, enter the folder where you want to install the file on users' computers, and Choose **OK**.

You can select multiple files at the same time by using the **SHIFT** and **CTRL** keys. These files will be associated with the same destination folder. You can use the special folder names that are shown in the following table in the destination path.

Special folders

| Folder | Description |
|----------------------|---|
| [INSTALLLOCATION] | The folder in which Office is installed |
| [ROOTDRIVE] | The local disk drive that has the most free space |
| [ProgramFilesFolder] | Program Files folder |
| [CommonFilesFolder] | Program Files\Common Files folder |
| [WindowsFolder] | Windows folder |
| [SystemFolder] | Windows System32 folder |
| [PersonalFolder] | The user's My Documents folder |
| [AppDataFolder] | The user's Application Data folder |
| [NetHoodFolder] | The user's My Network Places folder |

Remove files

Remove files from users' computers when Office is installed.

To create a list of files to remove from the user's computer during installation, choose **Add**. To modify the path or name of a file, select the file in the **Remove files** list and choose **Modify**. To remove a file from the list, select the file and choose **Remove**. You can use the SHIFT key and CTRL key to select multiple files at the same time.

Note:

Files that are listed in the **Remove files** list are removed from the user's computer before files that are listed in the **Add files** list are installed. Therefore, you can delete existing files on a user's computer and replace them with new versions. If the destination file on a user's computer is renamed or changed, an added file that has the same name does not replace it.

File Path dialog box

In the **File path** dialog box, enter the path and file name of the file that you want to add to the list of files to remove from the user's computer, and choose **OK**.

The path must begin with a drive letter, a UNC path, or one of the special folders shown in the following table.

Special folders (file path)

| Folder | Description |
|----------------------|---|
| [INSTALLLOCATION] | The folder in which Office is installed |
| [ROOTDRIVE] | The local disk drive that has the most free space |
| [ProgramFilesFolder] | Program Files folder |
| [CommonFilesFolder] | Program Files\Common Files folder |
| [WindowsFolder] | Windows folder |
| [SystemFolder] | Windows System32 folder |
| [PersonalFolder] | The user's My Documents folder |
| [AppDataFolder] | The user's Application Data folder |
| [NetHoodFolder] | The user's My Network Places folder |

Add registry entries

Add or change registry entries on users' computers when Office is installed.

To create a list of registry entries to add to users' computers, choose **Add**. To change an entry in the list, select the entry and choose **Modify**. To remove an entry from the list, select the entry and choose **Remove**. Choose **Import** to add a set of entries from a registry file (.reg file). If an entry in the .reg file duplicates an entry in the list, the OCT prompts you to decide whether to overwrite existing registry entries with entries in the .reg file.

 **Important:**

Registry entries customized in this section might override settings that are customized elsewhere in the OCT. Use this section to customize options that cannot be set directly in the Office user interface and that are not configurable by using other methods in the OCT.

You should not use the **Add registry entries** section of the OCT to add *registry-based policy keys* (Group Policy-based registry keys). Configuring and distributing those settings in a customization update (.msp file) to users is not supported, and the settings might not be applied correctly. Registry-based policy settings are settings that are stored in any of the four registry locations for Group Policy settings:

For user policy settings:

- HKCU\Software\Policies
- HKCU\Software\Microsoft\Windows\CurrentVersion\Policies

For computer policy settings:

- HKLM\Software\Policies
- HKLM\Software\Microsoft\Windows\CurrentVersion\Policies

The supported way to manage registry-based policy keys is to use Group Policy to apply the registry policy settings. By using Group Policy, you can centrally manage client registry keys. Use Group Policy to define configurations once and then rely on the operating system to enforce that state. Administrative Templates files are UNICODE text files that Group Policy uses to describe where registry-based policy settings are stored in the registry. All registry-based policy settings appear and are configured in Group Policy Management Editor in Group Policy Management Console (GPMC) under the Administrative Templates nodes.

Add/Modify Registry Entry dialog box

In the **Add/Modify Registry Entry** dialog box, enter the information that is shown in the following table for each registry entry, and then choose **OK**.

Add/Modify Registry Entry dialog box options

| Setting | Description |
|------------------|---|
| Root | Select the branch that contains the entries that you want to add or change. Settings are applied one time per user (HKEY_CURRENT_USER) or one time per computer (HKEY_LOCAL_MACHINE). You cannot add registry entries to the root of HKEY_USERS or HKEY_LOCAL_MACHINE . |
| Data type | Select a data type for the registry value. |

| Setting | Description |
|-------------------------|---|
| Key | Enter the name of the subkey where the entry is stored. For example, Software\Microsoft\Office\15.0\Common . |
| Create empty key | Select this check box if the registry entry does not contain a value name or value data. Some settings are determined by the presence or absence of the registry entry. |
| Value name | Enter a name for the new registry entry. If you include Value data but leave this field blank, the value is assigned the name <Default> . A key can have only one <Default> value name. |
| Value data | Enter the data (value) to store in the new registry entry. The data must match the data type. |

Remove registry entries

Remove registry entries from users' computers when Office is installed.

To create a list of registry entries to remove from users' computers, choose **Add**. To change an entry in the list, select the entry and choose **Modify**. To remove an entry from the list, select the entry and choose **Remove**.

To create a list of registry entries to remove from users' computers, choose **Add** and enter the following information for each registry entry.

Note:

If the user removes, repairs, or reinstalls Office, the custom registry entries are removed or reinstalled with Office.

Delete/Modify Registry Entry dialog box

In the **Delete/Modify Registry Entry** dialog box, enter the information that is shown in the following table for each registry entry, and then choose **OK**.

Delete/Modify Registry Entry dialog box options

| Entry | Description |
|-------------------|--|
| Root | Select the branch that contains the entries that you want to remove. |
| Key | Enter the full name of the subkey where the entry is stored. For example, Software\Microsoft\Office\15.0\Common . |
| Value name | Enter the name of the registry entry that you want to remove. Leave this field blank to remove the complete subkey, including all its value entries. |

Configure shortcuts

Add shortcuts to files that are installed with Office 2013 Preview or files that were already on the user's computer. You can configure shortcuts only when you first install Office on a user's computer. This option is ignored if you apply the Setup customization file to an existing installation.

Choose **Add** to add a new shortcut. To change a shortcut in the list, select the shortcut and choose **Modify**. To remove a shortcut from the list, select the shortcut and choose **Remove**.

Shortcuts with **Yes** in the **Installed** column are configured during installation. Shortcuts that have **No** in this column are configured if the corresponding product is later installed.

Note:

If you add a shortcut to a custom application or file, that shortcut is not updated or removed if the user changes, repairs, reinstalls, or removes Office.

Add/Modify Shortcut Entry dialog box

In the **Add/Modify Shortcut Entry** dialog box, enter the information that is shown in the following table for the shortcut that you create or change, and then choose **OK**.

Add/Modify Shortcut Entry dialog box options

| Setting | Description |
|-----------------|---|
| Target | Specify the application associated with the shortcut by selecting a predefined application keyword or by entering the name and path of the file to which the shortcut will point. If you select an application keyword, the OCT automatically enters information in the remaining boxes. The names in the list correspond to features that you select on the Set feature installation states page of the OCT, plus any custom files that you add to the installation on the Add files page. If you enter a name and path and the name or path contains a space, you must enclose the complete string in double quotation marks ("). You can add command-line options for the application by using the Arguments field. |
| Location | Specify the folder in which the shortcut is created by selecting a predefined folder keyword or by entering the name and path of the location of the shortcut. You can specify a subfolder by appending a backslash (\) followed by the subfolder name. For example, to install the Microsoft Word 2010 shortcut in the Microsoft Office subfolder in the Programs folder in the Start menu, select [ProgramMenuFolder] and append the subfolder name as follows: [ProgramMenuFolder]\Microsoft Office . You can use the following special folders for Location : <ul style="list-style-type: none">• [StartMenuFolder]: Windows Start menu.• [ProgramMenuFolder]: Windows Start\Programs menu.• [StartupFolder]: Startup folder in the Windows Start\Programs |

| Setting | Description |
|---------------------|--|
| | <p>menu.</p> <ul style="list-style-type: none"> • [DesktopFolder]: Windows Desktop folder. • [INSTALLLOCATION]: The folder in which Office is installed. • [FavoritesFolder]: The user's Favorites folder. • [AppDataFolder]: The user's Application Data folder. • [NetHoodFolder]: The user's My Network Places folder. |
| Name | Enter any string to specify a name for the shortcut. |
| Start in | Enter a path to specify the default starting folder for the application. If you leave this box blank, the default folder is set to the folder where the destination file resides. If the path is not valid on a user's computer, the user sees an error message when the user tries to use the shortcut. |
| Arguments | Enter optional arguments to pass to the application on the command line. |
| Shortcut key | <p>Enter an optional keyboard shortcut for the application or file. The syntax for the shortcut key is as follows:</p> <p><i>[modifier+]</i>VK_key</p> <p>where <i>modifier</i> is SHIFT, CTRL, ALT, or EXT, and VK_key is a virtual key name (virtual key names, and hexadecimal key codes and descriptions are provided in the following table). The modifier is optional. You can specify more than one, in any order, separated by plus signs (+). If you use a modifier, it must precede the virtual key name. You must enter one virtual key name. Do not use spaces anywhere in the key definition.</p> <p>For example,</p> <p>CTRL+VK_F12</p> <p>CTRL+SHIFT+VK_A</p> <p>ALT+CTRL+VK_SNAPSHOT</p> <p>Some key combinations, such as CTRL+ALT+VK_DELETE, might be used by the system or other processes. Do not use these combinations to open the application on the user's computer.</p> |
| Run | Select the kind of window in which the application or file is to start (Normal window , Minimized , or Maximized). |
| Change Icon | Select a different icon for the shortcut. |

The following table lists virtual key names and their corresponding hexadecimal key codes.

Virtual key names and hexadecimal key codes

| Virtual Key Name | Key Code (Hex) | Description |
|-------------------------|----------------|--|
| VK_0 – VK_9 | 30-39 | Keys 0-9 |
| VK_A – VK_Z | 41-5A | Keys A-Z |
| VK_NUMPAD0 – VK_NUMPAD9 | 60-69 | Keys 0-9 on the numeric keypad |
| VK_F1 ... VK_F24 | 70-87 | Function keys F1-F24 |
| VK_LBUTTON | 01 | Left mouse button |
| VK_RBUTTON | 02 | Right mouse button |
| VK_CANCEL | 03 | Control-break processing |
| VK_MBUTTON | 04 | Middle mouse button (three-button mouse) |
| VK_BACK | 08 | BACKSPACE key |
| VK_CLEAR | 0C | CLEAR key |
| VK_RETURN | 0D | ENTER key |
| VK_PAUSE | 13 | PAUSE key |
| VK_CAPITAL | 14 | CAPS LOCK key |
| VK_PRIOR | 21 | PAGE UP key |
| VK_NEXT | 22 | PAGE DOWN key |
| VK_END | 23 | END key |
| VK_HOME | 24 | HOME key |
| VK_LEFT | 25 | LEFT ARROW key |
| VK_UP | 26 | UP ARROW key |
| VK_RIGHT | 27 | RIGHT ARROW key |
| VK_DOWN | 28 | DOWN ARROW key |
| VK_SELECT | 29 | SELECT key |
| VK_EXECUTE | 2B | EXECUTE key |
| VK_SNAPSHOT | 2C | PRINT SCREEN key |
| VK_INSERT | 2D | INS key |
| VK_DELETE | 2E | DEL key |

| Virtual Key Name | Key Code (Hex) | Description |
|------------------|----------------|-----------------|
| VK_HELP | 2F | HELP key |
| VK_MULTIPLY | 6A | Multiply key |
| VK_ADD | 6B | Add key |
| VK_SEPARATOR | 6C | Separator key |
| VK_SUBTRACT | 6D | Subtract key |
| VK_DECIMAL | 6E | Decimal key |
| VK_DIVIDE | 6F | Divide key |
| VK_NUMLOCK | 90 | NUM LOCK key |
| VK_SCROLL | 91 | SCROLL LOCK key |

Outlook

Use the **Outlook** section of the OCT to customize the default Outlook 2013 Preview profile and to set Outlook 2013 Preview and Exchange Server 2010 options.

The OCT provides support for adding multiple Outlook email accounts.

Outlook Profile

Customize a user's default Outlook profile, which is the set of values in the Windows registry that defines user-specific information. An Outlook profile can contain multiple email accounts. Users can have multiple Outlook profiles. However, you can configure only one profile in the Setup customization file. The settings in the following table enable you to customize a user's Outlook profile.

Outlook profile customization options

| Setting | Description |
|-----------------------------|--|
| Use existing profile | Use the profile that is already configured on the user's computer, or if no profile exists, prompt the user to create a profile the first time Outlook starts. |
| Modify profile | <p>Select one of two options:</p> <ul style="list-style-type: none"> • Define changes to make to the existing default profile. If a default profile does not exist, Outlook creates a new one using your customizations. Modify the default profile on the user's computer. • Define changes to the profile named Specify the name of the profile to which your changes apply. <p>If no default profile exists or there is no profile by the name that you specify</p> |

| Setting | Description |
|--------------------|--|
| | with the second option, Outlook creates a profile that is based on the options that you choose in the other Outlook sections of the OCT. Outlook uses the default profile name or uses the profile name that you specify. |
| New profile | Create a new profile on the user's computer and make it the default profile. Existing profiles are not removed and remain available to users. You must enter a name in the Profile name text box. To find the name of an existing profile, open Mail in the Control Panel and choose Show Profiles . Outlook creates the profile, based on the options that you choose in the other Outlook sections of the OCT. |
| Apply PRF | Import an Outlook profile file (.prf) to define a new default profile or to update an existing profile. Selection of this option does not update the OCT with the settings in the .prf file. Enter a name and path for the profile in the Apply the following profile (PRF file) text box. If you created a .prf file for an earlier version of Outlook, you can import it to Outlook 2013 Preview if the profile defines only MAPI services. |

Add Accounts

Include new Outlook email accounts in the user's profile.

Select the **Do not customize Outlook profile and account information** option if you do not want to add accounts to a new or changed Outlook profile.

Select the **Customize additional Outlook profile and account information** option to specify new account information in a new or changed Outlook profile.

Choose **Add** to add a new account to the list. To change an account in the list, select the account and then choose **Modify**. To remove an account from the list, select the account and then choose **Remove**.

You can also specify the following:

- **Deliver new mail to the following location** When you configure an Exchange Server computer or add an Outlook data file (.pst), select this option to specify a delivery location for new email messages. The default location is the Exchange Server computer, if one is configured; otherwise, the location uses the .pst file on the user's computer.
- **Default e-mail account** Select the account that is the default email account for users.

Add Account and Account Settings dialog box

If you are adding a new account, select the kind of account that you want to add and then choose **Next**.

In the <account type> **Settings** dialog box, set the options that are appropriate for the kind of account that you are adding or changing, such as account name, user name, mail server, and email address. Choose **More Settings** for additional configuration options. If you are adding or changing an Exchange account, see [Exchange settings](#) in the next section. choose **Finish** when you are finished.

To make sure that that email services do not overlap, Outlook might not enable you to add more than one new account for the same kind of service. For example, Outlook verifies that all POP accounts

have unique names. The following table shows how Outlook determines whether a new account of the same type as an existing account can be added to the Setup customization file.

Adding additional accounts

| Account type | More than one of this type allowed? | Data used to determine whether conflict exists |
|--------------------------|-------------------------------------|--|
| POP3 | Yes | Account name |
| IMAP | Yes | Account name |
| Exchange | Yes | Account name |
| Outlook Data File (.pst) | Yes | File name and path of .pst file |
| Outlook Address Book | No | Existence of account |
| LDAP | Yes | Account name |

Exchange settings

Configure users' Microsoft Exchange settings in a new or changed Outlook profile. The following table lists the possible settings.

Exchange options

| Setting | Description |
|---|---|
| Account name | Specify a name for the Account type. |
| User name | Identify the user by using a specific value or replaceable parameter. If you specify the default %USERNAME%, Outlook uses the user's exact logon name, instead of prompting the user with possible variations when Outlook starts. |
| Exchange Server | Enter the name of an Exchange server that is likely to be available when users start Outlook. When a user starts Outlook for the first time, Outlook replaces this value with the user's correct Exchange server. Provide only a literal server name in this text box. For example, Exch-2-Srvr. Do not include backslashes (\\) or similar syntax. |
| Overwrite existing Exchange accounts | Select this option to replace an existing Exchange Server account in the user's profile with this account. |

More Exchange Server Settings

Choose the **More Settings** button in the **Exchange Settings** dialog box to configure Exchange Server offline use options and the Outlook Anywhere feature.

Exchange

Use the following options to configure user's Outlook profiles for offline use and Outlook Anywhere.

Outlook Anywhere options

| Option | Description |
|-----------------------------------|--|
| Configure Outlook Anywhere | <p>Connect to Exchange Mailbox using HTTP Select this option to enable Outlook Anywhere.</p> <p>If you have enabled Outlook Anywhere, you can configure the following options:</p> <ul style="list-style-type: none">• Use this URL to connect to the proxy server for Exchange Server name URL for the Outlook Anywhere proxy server Do not enter http://or https:// as part of the name. The appropriate entry (http:// or https://) is included automatically in the box after you enter the name, based on the authentication settings that you choose.• Connect using SSL only Select this option to connect by using Secured Sockets Layer only. If you want to support both server authentication and client authentication, select:<ul style="list-style-type: none">• Mutually authenticate the session when connecting with SSL If this is enabled, enter the Principal name for proxy server.• On fast network, connect using HTTP first, then connect using TCP/IP On a fast network, connect by using Outlook Anywhere (HTTP) first instead of the default LAN (TCP/IP).• On slow network, connect using HTTP first, then connect using TCP/IP On a slow network, connect by using Outlook Anywhere (HTTP) first instead of the default LAN (TCP/IP).• Use this authentication when connecting to the proxy server for Exchange The default method is Password Authentication (NTLM). |

Cached Mode

Use the following options to configure users' Outlook profiles to use a local copy of the Exchange mailbox.

Cached Mode options

| Option | Description |
|--|--|
| Do not configure Cached Exchange Mode | By default, Exchange mailboxes can be accessed from the Exchange Server computer, instead of being cached on users' computers in an offline Outlook Data File (.ost). |
| Configure Cached Exchange Mode | <p>Create an .ost file or use an existing .ost file. Users work with a local copy of their Exchange mailbox. If you select Use Cached Exchange Mode, you can configure Cached Exchange Mode for users by using the following options:</p> <ul style="list-style-type: none">• Download only headers Download copies of headers only from users' Exchange mailboxes.• Download headers followed by the full item Download copies of headers from users' Exchange mailboxes and download copies of messages.• Download full items Download copies of full messages (headers and message bodies) from users' Exchange mailboxes.• On slow connections, download only headers When a slow network connection is detected, download copies of headers only from users' Exchange mailboxes.• Download shared non-mail folders Download shared non-mail folders from other users' mailboxes.• Download Public Folder Favorites Download the list of Public Folder Favorites.• Customize location for .ost and .oab files<ul style="list-style-type: none">• Path and file name of the Outlook data (.ost) file Specify the name and location where the offline Outlook data file should be stored.• Directory path to store Offline Address Book files Specify the path where the offline Address Book files should be stored. |

Export Settings

Export settings to an Outlook profile file (.prf).

Choose the **Export Profile Settings** button to save the Outlook profile settings that you have defined in a .prf file.



Tip:

An efficient way to create an Outlook .prf file is to use the OCT to make selections and then export them to a .prf file, even if you are not using a Setup customization file when you deploy Office. You can edit the .prf file to make additional customizations that are not exposed in the OCT. For example, you can add an email provider that is not listed in the OCT.

Specify Send/Receive Groups

Define Send/Receive groups for Exchange accounts and folders, and specify the tasks that are performed on each group during a Send/Receive in Outlook. A Send/Receive group contains a collection of Outlook accounts and folders. You can specify different options for Send/Receive groups when Outlook is online and offline, as shown in the following table.

Send/Receive groups options

| Option | Description |
|---|---|
| Do not configure Send/Receive settings | Do not configure settings for Send/Receive groups. Outlook is configured to use only the All Accounts group and its default settings. (If users have created additional groups, those groups migrate when users upgrade to Outlook 2013 Preview.) |
| Configure Send/Receive settings | Configure settings for Send/Receive groups (Exchange accounts and folders only). <ul style="list-style-type: none">• Choose New to create a new group of accounts and folders.• Choose Modify to specify or redefine options for a Send/Receive group.• Choose Rename to change the name of an existing Send/Receive group.• Choose Remove to remove an existing Send/Receive group. |

New Exchange Group dialog box

Enter the name of the Exchange send/receive group that you are creating in the **New Group Name** box and then choose **OK**.

Modify Group dialog box

When you change a group, select from the following options in the **Modify Group** dialog box and then choose **OK**.

Select the options shown in the following table under **Select options for this Send/Receive group**.

Send/Receive settings for the selected group

| Option | Description |
|---|--|
| Send mail items | Send mail items from the Outbox when you execute a Send/Receive for this group. |
| Receive mail items | Receive mail items when you execute a Send/Receive for this group. |
| Make folder home pages available offline | Refresh the content in folder home pages when you execute a Send/Receive for this group. |
| Synchronize forms | Synchronize forms when you execute a Send/Receive for this group. |

Under **Change folder options for this Send/Receive group**, select a folder and provide the information that is shown in the following table.

Folder options for this Send/Receive group

| Option | Description |
|--|--|
| Include this folder in Send/Receive | <p>Add this folder to the set of folders that are updated during a Send/Receive for this Send/Receive group, and select from the following options:</p> <ul style="list-style-type: none">• Download headers only Download only headers for this folder when you update by executing a Send/Receive for this Send/Receive group.• Download complete item including attachments Download complete e-mail messages (or other items) for this folder when you update by executing a Send/Receive for this Send/Receive group.• Download only headers for items larger than When items are larger than the specified size, download only the header for the item. This setting applies to only this folder when you update by executing a Send/Receive for this Send/Receive group. |

Rename Exchange Group dialog box

Enter the new name of the Exchange send/receive group in the **New Group Name** box and then choose **OK**.

Send/Receive settings for the selected group

Specify settings for the Send/Receive group that is selected in the list. The name of the selected group appears in the option label. You can specify different settings for the Send/Receive group when Outlook is either online or offline.

- **When Outlook is Online**
 - **Include this group in Send/Receive** Execute a Send/Receive action on this group when the user chooses **Send/Receive**.
 - **Schedule an automatic Send/Receive every n minutes** Choose the interval between each Send/Receive action.
 - **Perform an automatic Send/Receive when exiting** Automatically execute a Send/Receive action for this group when the user exits Outlook.
- **When Outlook is Offline**
 - **Include this group in Send/Receive** Execute a Send/Receive action on this group when the user chooses **Send/Receive**.
 - **Schedule an automatic Send/Receive every n minutes** Choose the interval between each Send/Receive action.
- **Exchange Address Book**
 - **Download offline address book** Download the offline address book (OAB) when the user chooses **Send/Receive**.
 - Choose **Address Book Settings** to open the **Modify Address Book Settings** dialog box. You can select **Download changes since last Send/Receive** to download only updates to the address book since the last download. To download the full address book with each **Send/Receive**, clear the **Download changes since last Send/Receive** check box.

Modify Address Book Settings dialog box

Configure the default way in which Outlook updates the offline address book (OAB). Select from the following options:

- **Download changes since last Send/Receive** Outlook downloads only the changes that were made to the address book since the last Send/Receive. This generally takes less time to download than downloading the complete address book.
- **Full Details** When the address book is downloaded, Outlook copies all details for each entry.
- **No Details** When the address book is downloaded, Outlook copies only required information, such as the name and e-mail address for each entry. This takes less time to download, but address

details are not included in the offline address book. This is a legacy option that is supported by Outlook Address book (OAB) versions 2.0 and 3.0. If Outlook connects to a server that supports OAB 4.0 or a later version, the full details are downloaded even if this option is selected.

Downloading updated OCT files

After the initial release of Office, you can download updates of the OCT and .opax settings files from the [Microsoft Download Center](#). The Office 2013 Preview Administrative Templates download package includes an \Admin folder that contains the OCT and OCT files (.opax and .opal files).

If you have to update the OCT, replace the /Admin folder in your Office 2013 Preview installation files or installation image with the new /Admin folder that is included in the download package.

Config.xml file in Office 2013 Preview

Audience: IT Professionals

Administrators use the Config.xml file to perform installation and maintenance tasks for Office 2013 Preview.

The primary tool that administrators use to customize the installation of Windows Installer-based products in Office 2013 Preview is the Office Customization Tool (OCT). The customization tools and methods in Office 2013 Preview are the same as for Office 2010 and Office 2007. For more information about how to use the OCT to create a Setup customization file and to learn about updates to the OCT in Office 2013 Preview, see [Office Customization Tool \(OCT\) in Office 2013 Preview](#).

Use the Config.xml file to configure installation tasks and use it only when you run Setup. Config.xml is not installed or cached on users' computers. Administrators can edit the Config.xml file to customize the installation. By default, the Config.xml file that is stored in the core product folder, *core_product_folder_name.WW*, directs Setup to install that product. For example, the Config.xml file in the ProPlus.WW folder installs Office Professional Plus 2013 Preview.

You use the Config.xml file to perform the following installation tasks:

- Specify the path of the network installation point.
- Select which product to install.
- Customize Setup options, such as logging and the location of the Setup customization file and software updates.
- Set installation options, such as user and company name.
- Copy the Local Install Source (LIS) to the user's computer without installing Office.
- Add or remove languages from the installation.

You can also use the Config.xml file for maintenance operations such as adding or removing features, repairs, and removing installations. To do this, administrators must run Setup.exe again from the original source.

 **Important:**

To edit Config.xml, use a text editor, such as Notepad. Do not use a general-purpose XML editor, such as Word 2013 Preview.

In this article:

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Config.xml element quick reference

The following table lists the Config.xml elements. These elements can appear in any order, except for [Configuration element](#), which must be first, and elements such as [Command element](#), whose order in Config.xml affects how they are processed during installation.

Config.xml quick reference

| Element | Description |
|---|---|
| Configuration element | Top-level element |
| AddLanguage element | Add a language to the installation |
| ARP element | Values that control the text and behavior of the Programs and Features option, in Control Panel, to add or remove features for the product |
| Command element | Run a command during installation |
| COMPANYNAME element | The name of the organization or company of the user on whose computer the product is being installed |
| Display element | The level of UI that Setup displays to the user |
| DistributionPoint element | The fully qualified path of the network installation point from which the installation is to run |
| INSTALLLOCATION element | The fully qualified path of the folder on the user's computer in which the product is installed |
| LIS element | Options for how the Local Install Source (LIS) is cached on the user's computer |
| Logging element | Options for the kind of logging that Setup performs |
| OptionState element | Options to specify how individual product features are to be handled during installation |
| PIDKEY element | The 25-character volume license key |
| RemoveLanguage element | Remove a language from the installation |
| Setting element | Values for Windows Installer properties |

| Element | Description |
|--------------------------------------|---|
| SetupUpdates element | The search path for Setup to use to find Setup customization files |
| USERINITIALS element | The initials of the user on whose computer the product is being installed |
| USERNAME element | The name of the user on whose computer the product is being installed |

How Setup uses Config.xml

Setup looks for a copy of Config.xml in the same folder as Setup.exe. If a copy is not found there, Setup uses the Config.xml file that is located in the core product folder for the product that you are installing. (If multiple products are in the network installation point, Setup waits until you specify which product to install before it looks for the copy of Config.xml.) The copy of Config.xml that is located in the product folder identifies the product through the **Product** attribute of the [Configuration element](#).

You can also use the `/config` Setup command-line option to specify the location of the Config.xml file. For example:

```
\\server\share\setup.exe /config \\server\share\ProPlus.WW\config.xml
```

Note:

If you also created a Setup customization (.msp) file by using the OCT, the customizations that you define in Config.xml take precedence over those in the customization file.

Config.xml file format

XML elements in Config.xml begin with `<` and end with `/>`.

The basic element format is as follows:

```
<element [attribute="value"] [attribute="value"] ... />
```

For example:

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="yes" />
```

The following statements apply to format:

- Elements and attributes are case-sensitive.
- Attribute values must be enclosed in quotation marks (") and are not case-sensitive.
- An element definition can span multiple lines. Spaces, carriage returns, line feeds, and tab characters are ignored in an element definition.

The following is an example of an element definition that spans multiple lines.

```
<Display
  Level="none"
  CompletionNotice="no"
  SuppressModal="yes"
```

```
    AcceptEula="yes"  
  />
```

**Tip:**

For long element definitions, put attributes on separate lines and use indentation to make the file easier to read.

The [Configuration element](#) is a special case and is required. All other elements are contained in the [Configuration element](#), and the element is closed with **</Configuration>**, as shown in the following example.

```
<Configuration Product="ProPlus">  
  <!-- <Display Level="full" CompletionNotice="yes" SuppressModal="no" AcceptEula="no" /> -->  
  -->  
  <!-- <Logging Type="standard" Path="%temp%" Template="Microsoft Office Professional Plus  
Setup(*) .txt" /> -->  
  -->  
  <!-- <USERNAME Value="Customer" /> -->  
  <!-- <COMPANYNAME Value="MyCompany" /> -->  
  <!-- <INSTALLLOCATION Value="%programfiles%\Microsoft Office" /> -->  
  <!-- <LIS CACHEACTION="CacheOnly" /> -->  
  <!-- <LIS SOURCELIST="\\server1\share\Office;\\server2\share\Office" /> -->  
  <!-- <DistributionPoint Location="\\server\share\Office" /> -->  
  <!-- <OptionState Id="OptionID" State="absent" Children="force" /> -->  
  <!-- <Setting Id="SETUP_REBOOT" Value="IfNeeded" /> -->  
  <!-- <Command Path="%windir%\system32\msiexec.exe" Args="/i \\server\share\my.msi"  
QuietArg="/q" ChainPosition="after" Execute="install" /> -->  
</Configuration>
```

Comments can be added anywhere and are delimited by "**<!--**" and "**-->**".

For example:

```
<!-- Configure install options for Microsoft Office Professional Plus 2010 -->  
<Configuration Product="ProPlus" >  
  <Display  
    <!-- Turn off all Setup UI and prevent prompting users-->  
    Level="none"  
    CompletionNotice="no"  
    SuppressModal="yes"  
    <!-- Accept the EULA for the user -->  
    AcceptEula="Yes"  
  />  
</Configuration>
```

Each Office product folder contains a default Config.xml file, which consists of a [Configuration element](#) that has the **Product** attribute set to the appropriate value for the product. [Configuration element](#) includes several examples of elements that are enclosed in comments. To activate these elements, remove the beginning and closing comment marks and enter the appropriate attribute values.

As shown in the following example, you can activate the [Display element](#) by changing this line:

```
<!-- <Display Level="full" CompletionNotice="yes" SuppressModal="no" AcceptEula="no" /> -->
```

to this:

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="yes" />
```

The **Display** options in the previous example direct Setup to run a silent installation, to prevent users from being prompted to enter information, and to prevent the installation from waiting for any user interaction.

Config.xml element reference

The following conventions are used in the descriptions in this reference.

Formatting conventions

| | |
|---------------|-------------------------------------|
| bold | Element or attribute name |
| normal | Text to be entered exactly as shown |
| <i>italic</i> | Placeholder for a value to be added |
| x y | Choose among multiple values |
| [x] | Optional value |

Configuration element

Top-level element. This element is required, and all other elements must appear in this element.

Syntax

```
<Configuration [Product="productID"] >
```

...

```
</Configuration>
```

Attributes

The following table describes **Configuration** element attributes and values.

Configuration element attributes

| Attribute | Value | Description |
|----------------|------------------|---|
| Product | <i>productID</i> | The value of the ID attribute in the Setup element in the Setup.xml file for the product that is being installed. |

Remarks

The **Product** attribute identifies the product affected by this Config.xml file. The *productID* is defined in the Setup.xml file that is located in the core folder for the product, in the **ID** attribute of the **Setup** element.

The **Product** attribute is optional, unless you set the [Display element Level](#) attribute to “basic” or “none”. In this case, the **Product** attribute is required. If the product specified by the **Product** attribute does not exist in the network installation point, Setup ends the installation.

Example

The *productID* for Office Professional Plus 2013 Preview is located in **ProPlus.WW\Setup.xml** in the following line:

```
<Setup Id="ProPlus" Type="Product" ... >
```

You use this *productID* in Config.xml to specify Office Professional Plus 2013 Preview by entering the following line:

```
<Configuration Product="ProPlus">  
  ...  
</Configuration>
```

AddLanguage element

Adds the specified language to the installation.

Syntax

```
<AddLanguage  
  Id="//-cc" | "match"  
  [ShellTransform="Yes"]  
>
```

Attributes

The following table describes **AddLanguage** element attributes and values.

AddLanguage attributes

| Attribute | Value | Description |
|-----------------------|--------------|---|
| Id | //-cc | The language identifier. |
| | match | Matches the language Id of the user's Windows user locale. |
| ShellTransform | Yes | Specifies the language for the shell user interface. If more than one |

| Attribute | Value | Description |
|-----------|-------|--|
| | | AddLanguage element is specified, one (and only one) language must specify the ShellTransform element. |

Remarks

The language must be available on the network installation point.

You can have multiple elements for **AddLanguage** and [RemoveLanguage element](#). If both the [RemoveLanguage element](#) and the **AddLanguage** element specify the same language, the **AddLanguage** element takes precedence and the language is installed.

Note:

If more than one **AddLanguage** element is specified, one (and only one) language must specify the **ShellTransform** element or Setup ends the installation.

There are three language concepts that you should know about when you install the Office 2013 Preview:

- Setup user interface (UI): the language of the installation.
- Shell UI: the language of shortcuts, right-click context menus, and tooltips.
- Office UI: the language of the Office user interface and menus.

When there are multiple Office languages, these three values are determined as follows:

By default, the Setup UI depends on the set of available resources for installation and the ability to match the user locale. By default, the Setup UI matches the user locale. The Shell UI depends on the set of languages that is being installed and, by default, follows the Setup UI. The default Office UI language depends on the user locale and current user settings. The default is to use the Windows user locale set on each user's computer. This means that in the default case, the Setup UI, Shell UI, and Office UI will all be the same.

A *locale* in the Windows operating system is a set of user preference information related to the user's language, environment, and cultural conventions. This information is represented as a list of values that are used to determine the correct input language, keyboard layout, sorting order, and the formats that are used for numbers, dates, currencies, and time. The user locale is a per-user setting that determines the formats that are used, by default, to display dates, times, currency, and numbers, and the sorting order of text. A user locale is specified for each account that is created on a computer.

If an administrator specifies multiple languages for installation in the Config.xml file, the Shell UI language must be selected from the set of languages that are being installed. To do this, administrators specify the **ShellTransform** attribute of the **AddLanguage** element in the Config.xml file.

AddLanguage specifies the language that Setup uses for the Shell UI. However, this does not necessarily affect the choice of Setup UI or Office UI when it is installed on the user's computer.

For example, if you have an Office image with English, French, German, and Spanish, to specify that Setup install full language support for all these languages and have the Shell UI follow the user's default regional options, you add the following elements in the Config.xml file.

```
<AddLanguage Id="match" ShellTransform="yes"/> <AddLanguage Id="en-us" /> <AddLanguage Id="fr-fr" /> <AddLanguage Id="de-de" /> <AddLanguage Id="es-es" />
```

In the previous example, Setup installs all the specified languages and the Shell UI matches the language of the user's locale. If more languages were available in the source image, the **match** value in the previous example might install an additional language if the **match** language does not resolve to one of the other four explicitly called-out languages. For instance, if Japanese was also included in the source, this example would install Japanese in addition to the other four languages when it is installed on a computer that has the user locale set to Japanese.

Example

```
<AddLanguage Id="en-us" ShellTransform="Yes" />
```

ARP element

Specifies values that control the text and behavior of **Programs and Features** in Control Panel for the product.

Syntax

```
<ARP attribute="value" [attribute="value"] ... />
```

Attributes

The following table describes **ARP** element attributes and values.

ARP attributes

| Attribute | Value | Description |
|--------------------|---------------------|---|
| ARPCOMMENTS | <i>text</i> | Additional text. Can be up to 255 characters, although all characters might not be displayed. |
| ARPCONTACT | <i>text</i> | List of technical support contacts. |
| ARPNOMODIFY | Yes | Prevents users from changing the product installation by making the Change button unavailable. |
| | No (default) | Allows users to modify the product installation. |
| ARPNOREMOVE | Yes | Prevents users from removing the product by making the Remove button unavailable. |

| Attribute | Value | Description |
|------------------|--------------|---|
| | No (default) | Allows users to remove the product. |
| ARPURLINFOABOUT | URL | URL for the product's home page. |
| ARPURLUPDATEINFO | URL | URL for information about product updates. |
| ARPHELPLINK | URL | URL of a website where users can receive technical support. |
| ARPHELPTELEPHONE | text | Telephone numbers for technical support. |

Command element

Specifies a command line to run. For more information, see [Remarks](#) later in this article.



Tip:

The equivalent option in the OCT is [Add installations and run programs](#).

Syntax

<Command

Path="path"

[**QuietArg**="arguments"]

[**Args**="args"]

[**ChainPosition**="Before" | "After"(default)]

[**Wait**="mseconds"]

[**Execute**="Install"(default) | "Uninstall"]

[**Platform**="x86"(default) | "x64"]

/>

Attributes

The following table describes the **Command** element attributes.

Command attributes

| Attribute | Value | Description |
|----------------------|--------------------------|--|
| Path | <i>path</i> | Fully qualified path of the executable file. If the path value contains a space, you must use double quotation marks as shown in the following example: <code>"\\server\share\Office 14\copylogs.bat"</code> |
| QuietArg | <i>string</i> | String of arguments to be appended to the command line if you configure a silent installation. For more information about when to use the QuietArg attribute, see the Remarks section that follows this table. |
| Args | <i>string</i> | String of arguments to be passed to the executable. For information about when to use the Args attribute for chained installations, see the Remarks section, following this table. If the value of the Args element includes quotation marks, you can enclose the whole value in single (') quotation marks, as shown in the following example: Args=''/param value'' |
| ChainPosition | Before | This command is executed before the primary product installation. |
| | After (default) | This command is executed after the primary product installation. |
| Wait | <i>mseconds</i> | When you install a product with the Display element Level attribute set to "full" or "basic," this is the number of milliseconds to wait after you run the program before you continue the installation. The default is 0 (zero), which indicates no waiting. |
| Execute | Install (default) | Setup executes this command when the primary product is installed. |
| | Uninstall | Setup executes this command when the primary product is uninstalled. |
| Platform | x86 (default) | Specifies that this program requires the Intel |

| Attribute | Value | Description |
|-----------|------------|--|
| | | x86 platform. This command runs only if the computer on which the installation is run matches this platform requirement. |
| | x64 | Specifies that this program requires a 64-bit processor that supports the x64 extensions to the x86 architecture. This command runs only if the computer on which the installation is run matches this platform requirement. |

Remarks

The **Command** element in the Config.xml file and the **Add installations and run programs** option in the OCT (command-lines entered in the **Add Program Entry** and **Modify Program Entry** dialog boxes) are intended to be used only for initial product installations and uninstallations. The **Command** element commands are processed only during initial installations and uninstallations. If **Command** element commands are used for customizations after the initial installation, they are ignored.

The command line can be specified to run an arbitrary command or to run a lightweight executable that you want to run when this product is installed.

The **Command** element in Config.xml and the **Add installations and run programs** option in the OCT do not provide the software deployment capabilities that an enterprise software deployment and management tool provides, such as the ability to track deployment progress and troubleshoot problems. Therefore, we recommend that you use the **Command** element in Config.xml and **Add installations and run programs** in the OCT to run only lightweight executables or arbitrary commands that will not change the computer or that do not require user input. For example, you can run a utility to copy logs or a command to launch a Welcome page at the end of installation.

Important:

Chaining is not as reliable as installing each product separately. For example, if you chain two installations together and one of the products fails or encounters an unexpected error, the primary installation and the chained installation might not be completed successfully. Therefore, we recommend that you do not use the chaining approach. The recommended method for installing multiple products together in enterprise environments is to use a deployment management program, such as Microsoft System Center 2012 Configuration Manager or Microsoft Systems Management Server (SMS) 2003, or a third party tool, instead of chaining.

The use of **Args** and **QuietArg** is as follows:

- The **Args** attribute is always appended to the command. This can include switches such as **"/install"** or **"Company=MyCorporation."**
- The **QuietArg** attribute is also appended if setup is running silently (with **Display** set as **Display="none"**). In such cases, you can specify the **QuietArg** attribute by using the **"/quiet"** switch, for example, you can use: **QuietArg="/quiet"**.

The following statements apply to the **Wait** attribute:

- Setting the **Wait** attribute to 0 milliseconds indicates no waiting after you run the program before you continue the installation. The command will execute and move on immediately. Return codes are only respected if the **Wait** value is nonzero. If you specify 0, Setup will not wait to continue the installation after it runs the specified program. Therefore,, there is no return code to report in that case.
- Setting the **Wait** attribute to any positive nonzero value will wait exactly the number of milliseconds you specify. If the process ends earlier than the specified time, setup will continue. If the process has not ended when the specified time is up, setup will fail.
- Setting the **Wait** attribute to -1 indicates to wait indefinitely. This can be problematic because if the command process stops responding (hangs), setup will stop responding and will wait indefinitely for the command to run.

If there are two or more **Command** elements in the Config.xml file, they run in the order in which they are specified in Config.xml.

Examples

```
<Command Path="\\server\share\myscript.exe" Args='/id "123 abc"' QuietArg="/q" Wait="30000" />
```

COMPANYNAME element

The name of the organization or company of the user on whose computer the product is being installed.



Tip:

The equivalent option in the OCT is the **Organization name** setting in [Installation location and organization name](#).

Syntax

```
<COMPANYNAME Value="companyname" />
```

Attributes

The following table describes **COMPANYNAME** element attributes and values.

COMPANYNAME attributes

| Attribute | Value | Description |
|--------------|--------------------|-----------------------------------|
| Value | <i>companyname</i> | The company or organization name. |

Example

```
<COMPANYNAME Value="Microsoft Corporation" />
```

Display element

The level of UI that Setup displays to the user.



Tip:

The equivalent option in the OCT is the **Display level** and license agreement settings in ["Licensing and user interface"](#) in [Office Customization Tool \(OCT\) in Office 2013 Preview](#).

Syntax

```
<Display
```

```
  Level="None" | "Basic" | "Full"(default)
```

```
  CompletionNotice="Yes" | "No"(default)
```

```
  SuppressModal="Yes" | "No"(default)
```

```
  NoCancel="Yes" | "No"(default)
```

```
  AcceptEula="Yes" | "No"(default)
```

```
/>
```

Attributes

The following table describes **Display** element attributes and values.

Display attributes

| Attribute | Value | Description |
|-------------------------|-----------------------|---|
| Level | None | No Setup UI is displayed. If you set Display Level="none" , Setup runs a silent (unattended) installation. See the Remarks section for more information. |
| | Basic | Setup displays a Welcome screen, the product key (PIDKEY) page (if it is needed), the software license terms page (if you need it), a progress bar, and the completion notice (if it is allowed). |
| | Full (default) | Setup displays all UI to the user. |
| CompletionNotice | Yes | Only applies if Level is set to "basic" or "none": Setup displays |

| Attribute | Value | Description |
|----------------------|--------------|---|
| | | the completion notice. |
| | No (default) | Only applies if Level is set to "basic": Setup does not display the completion notice. |
| SuppressModal | Yes | Only applies if Level is set to "basic": Setup does not display error messages and other dialog boxes that might interrupt the installation. |
| | No (default) | Only applies if Level is set to "basic": Setup displays errors and other dialog boxes as needed. |
| NoCancel | Yes | If Level is set to "full" or "basic", disable the cancel button (X in upper-right corner of the progress dialog box). |
| | No (default) | If Level is set to "full" or "basic", let the user cancel the installation from the progress bar. |
| AcceptEULA | Yes | Microsoft Software License Terms are accepted on behalf of the user. Setup does not display the software license terms page. |
| | No (default) | If Level is not set to "none", Setup displays the software license terms page. |

Remarks

If this element is not defined, the default settings are used. If an invalid value is specified, Setup ends the installation.

If the **Level** attribute is set to "basic" or "none" and you supply a product key by using the [PIDKEY element](#), Setup assumes that you also accept the license agreement on behalf of the user.

Note:

In enterprise deployments, we recommend that you set the **Display Level** value to "none" to direct Setup to run a silent installation. This prevents prompts to users to enter information, and prevents the installation from waiting for user interactions, even when files are in use. Setting the **Display Level** value to "none" assumes that the **SuppressModal** and **CompletionNotice** attributes are silenced and that the Microsoft Software License Terms is accepted.

Administrators must also make sure that no Office applications run during an installation of the Office 2013 Preview.

If you set the **Display Level** value to “basic” and **SuppressModal** to “yes”, users might be prompted if any Office files are being used. Setting **Display Level** to “none” prevents prompting users in these cases. The **SuppressModal** attribute does not prevent *files in use* messages from being displayed. Only if **Display Level** is set to “none” are *files in use* messages prevented from being displayed.

The **Display** element is used by Setup only if Setup finds the Config.xml file in the same folder as setup.exe, or if you specify the Config.xml file by using the Setup **/config** command-line option. If Setup uses the Config.xml file in the product folder, Setup uses the default display options.

Example

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="Yes" />
```

DistributionPoint element

Specifies the fully qualified path of the network installation point from which the installation is to run.

Syntax

```
<DistributionPoint Location="path" />
```

Attributes

The following table describes **DistributionPoint** element attributes and values.

DistributionPoint attributes

| Attribute | Value | Description |
|-----------|-------------|---|
| Location | <i>path</i> | The fully qualified path of the network installation point from which the installation is to run. |

Remarks

If this is not specified, Setup assumes that the **Setup.exe** file is located at the root of the network installation point.

Note:

The **DistributionPoint** element is used by Setup only if Setup finds the Config.xml file in the same folder as setup.exe, or if you specify the Config.xml file by using the Setup **/config** command-line option. If Setup uses the Config.xml file in the product folder, it ignores this element because the network installation point has already been found.

Example

```
<DistributionPoint Location="\\server1\office" />
```

INSTALLLOCATION element

Specifies the fully qualified path of the folder on the user's computer where the product is installed.



Tip:

The equivalent option in the OCT is the **Default installation path** setting in [Installation location and organization name](#).

Syntax

```
<INSTALLLOCATION Value="path" />
```

Attributes

The following table describes **INSTALLLOCATION** element attributes and values.

INSTALLLOCATION attributes

| Attribute | Value | Description |
|-----------|-------------|--|
| Value | <i>path</i> | The fully qualified path of the folder on the user's computer in which the product is installed. |

Remarks

You can use system environment variables in the path. If this element is not specified, Office is installed in **%ProgramFiles%\Microsoft Office**.

Example

```
<INSTALLLOCATION Value="%ProgramFiles%\MyApps" />
```

LIS element

Controls how the Local Installation Source (LIS) is cached on the user's computer and specifies the location of one or more network installation points that contain the installation files for the product.

Syntax

```
<LIS
```

```
[CACHEACTION="CacheOnly" | "RemoveCacheOnly"]
```


```
[SOURCELIST="semicolon-delimited-path-list"]
```

/>

Attributes

The following table describes **LIS** element attributes and values.

LIS attributes

| Attribute | Value | Description |
|--------------------|--------------------------------------|--|
| CACHEACTION | CacheOnly | Setup copies the LIS to the user's computer, but does not install the product.  Note: Do not use Command elements in a Config.xml file that specifies the CacheOnly value because the specified commands will not run. |
| | RemoveCacheOnly | If the cache is copied to the user's computer and Office is not installed, Setup removes the LIS from the user's computer but does not install or uninstall the product. |
| SOURCELIST | <i>semicolon-delimited-path-list</i> | A list, separated by semicolons, of one or more network installation points that contain the installation files for the product. The equivalent option in the OCT is Additional network sources . |

Remarks

By default, the LIS is created in the folder **\\MsoCache\\All Users** at the root of the drive on which Office is installed. Setup customization files and software updates in the Updates folder in the network installation point are also copied.

If you specify [INSTALLLOCATION element](#), the drive designation in the path is used to determine on what drive the LIS is created. For example, if the [INSTALLLOCATION element](#) path is **E:\officefiles**, the LIS is created on drive E. The sources listed by the SOURCELIST attribute are kept with the installed product and are used by Setup if the LIS on the user's computer is missing or corrupted.

Example

```
<LIS CACHEACTION="CacheOnly" />  
<LIS SOURCELIST="\\server1\office;\\server2\corpdata" />
```

Logging element

Specifies the kind of logging that Setup performs.

Syntax

```
<Logging  
  Type="Off" | "Standard"(default) | "Verbose"  
  Path="path"  
  Template="filename.txt"  
>
```

Attributes

The following table describes **Logging** element attributes and values.

Logging attributes

| Attribute | Value | Description |
|-----------------|---------------------------|---|
| Type | Off | Setup performs no logging. |
| | Standard (default) | Setup writes installation information to the log file. |
| | Verbose | Setup writes all installation information to the log file. |
| Path | <i>path</i> | The fully qualified path of the folder used for the log file. You can use environment variables. Default is %temp% . |
| Template | <i>filename.txt</i> | The name of the log file. If you insert the string * anywhere in the file name, a unique log file is created for each installation performed by setup.exe (see the explanation later in this article). If the * character is not included and the file name |

| Attribute | Value | Description |
|-----------|-------|---|
| | | that is specified already exists, log information is appended to the existing file. The .txt file name extension must be included. The default template is SetupExe(*).log . |

Remarks

You can specify a * anywhere in the **Template** value. Setup inserts a string in that location that has the following format.

YYYYMMDDHHMMSSxxx

where:

1. YYYY = Year
2. MM = Month
3. DD = Day
4. HH = Hour
5. MM = Minute
6. SS = Seconds
7. xxx = a unique string generated by Setup

Note:

The **Logging** element is used by Setup only if Setup finds the Config.xml file in the same folder as setup.exe, or if you specify the Config.xml file by using the Setup **/config** command-line option. If Setup uses the Config.xml file in the product folder, Setup uses the default logging options.

Example

```
<Logging Type="standard" Path="%temp%"
  Template="MyLog(*).txt"
/>
```

In the following example, Setup creates a log file every time that it installs the product. Setup uses unique file names such as the following:

```
%temp%\MyLog(20060428110717CFC).txt
%temp%\MyLog(20060429113143C70).txt
```

OptionState element

Specifies how specific product features are handled during installation.

 **Important:**

In most situations, we recommend that you use the OCT to change the installation state of features. The equivalent option in the OCT is [Set feature installation states](#).

Syntax

<OptionState

 Id="optionID"

 State="Absent" | "Advertise" | "Local"

 [Children="force"]

/>

Attributes

The following table describes **OptionState** element attributes and values.

OptionState attributes

| Attribute | Value | Description |
|-----------------|------------------|---|
| Id | <i>optionID</i> | An item that the user can choose to install. |
| State | Absent | The feature is not installed. |
| | Advertise | The feature is installed the first time that it is used. |
| | Local | The feature is installed on the user's computer. |
| Children | force | All child features of the feature are set to the specified state. |

Remarks

A feature is an item that the user can choose to install. The **Id** value for a feature is defined in the **Option** element of the Setup.xml file in the core product folder.

 **Note:**

The following subcomponents of Publisher 2013 Preview are not visible in the Setup feature installation state tree in Office 2013 Preview.

- Commercial Printing and the Enhanced RGB to CMYK Conversion subcomponent
- Font Schemes
- PaperDirect Previews

-
- Publisher Templates and the Business Publications and Other Publications subcomponents

Example

```
<OptionState Id="ExcelAddinFiles"  
  State="Absent"  
  Children="force"  
>  
</>
```

PIDKEY element

The 25-character volume license key.

Note:

The equivalent option in the OCT is the **Product key** setting in [Licensing and user interface in Office Customization Tool \(OCT\) in Office 2013 Preview](#). For more information about volume licensing in Office Professional 2013 Preview, see [Plan volume activation of Office 2013 Preview](#).

A product key entry is not required for enterprise deployments that use Key Management Service (KMS) activation because all Volume License editions of Office 2013 Preview have a KMS client key pre-installed. KMS is one of the methods that are provided by Office Activation Technologies for activating products licensed under Microsoft Volume Licensing programs. KMS uses a KMS host key to activate a KMS host computer and establish a local activation service in your environment. Office 2013 Preview connects to the local KMS host for activation. By default, the **Use KMS client key** option is selected in the OCT (in the **Licensing and user interface** section).

A Multiple Activation Key (MAK) key is another method that Office Activation Technologies provide for activating products licensed under Microsoft Volume Licensing programs. By using a MAK, clients activate Office 2013 Preview online with Microsoft-hosted activation servers or by telephone. Administrators can use the Config.xml file to enter a MAK key. See the [Remarks](#) section for more information about how to add a MAK key.

Similar to KMS activation, which activates all Office Volume License clients that are connected to a KMS host, Active Directory-Based Activation activates all Office Volume License clients in an Active Directory domain. For more information about Active Directory-Based Activation, see [Active Directory-Based Activation Overview](#). For more information about volume activation, see [Plan volume activation of Office 2013 Preview](#).

Important:

This information applies to volume-licensed editions of Office 2013 Preview. It does not apply to either [Office Professional Plus for Office 365](#) or Office 365 ProPlus Preview, both of which are licensed through subscription. The **PIDKEY** element must not be used to set product keys for Office Professional Plus for Office 365. For information about Office Professional Plus for Office 365, see [Overview of Office 365 ProPlus Preview](#).

Syntax

```
<PIDKEY Value="25-character-key" />
```

Attributes

The following table describes **PIDKEY** element attributes and values.

PIDKEY attributes

| Attribute | Value | Description |
|--------------|-------------------------|--------------------------------------|
| Value | <i>25-character-key</i> | The 25-character volume license key. |

Remarks

When the **PIDKEY** value is set, users are not required to enter a product key when they install Office. To enter a MAK key in the Config.xml file, add the following line to the file.

```
<PIDKEY Value="AAAAABBBBBCCCCDDDDDEEEEE" />
```

Where **AAAAABBBBBCCCCDDDDDEEEEE** is the 25-character product key. For more information about licensing for Office 2013 Preview, see the [Office Activation Technologies guide](#).

Example

```
<PIDKEY Value="1234512345123451234512345" />
```



Note:

If the **Level** attribute of the [Display element](#) is set to "basic" or "none" and you supply a product key by using the **PIDKEY** element, Setup assumes that you also accept the license agreement on behalf of the user. In this case, regardless of how you set the **AcceptEULA** attribute of the [Display element](#), the user is not prompted for the license agreement either during installation or the first time that an Office application runs.

RemoveLanguage element

Removes the specified language from the installation.

Syntax

```
<RemoveLanguage Id="//-cc" />
```

Attributes

The following table describes **RemoveLanguage** element attributes and values.

RemoveLanguage attributes

| Attribute | Value | Description |
|-----------|-------|--------------------------|
| Id | //-cc | The language identifier. |

Remarks

If the language is not installed on the user's computer, the **RemoveLanguage** element is ignored.

You can have multiple elements for [AddLanguage element](#) and **RemoveLanguage**. If both **RemoveLanguage** and [AddLanguage element](#) elements specify the same language, the [AddLanguage element](#) element takes precedence and the language is installed.

Example

```
<RemoveLanguage Id="en-us" />
```

Setting element

Allows you to specify values for Windows Installer properties.



Tip:

The equivalent option in the OCT is "[Modify Setup properties](#)" in [Office Customization Tool \(OCT\) in Office 2013 Preview](#).

Syntax

```
<Setting Id="name" Value="value" />
```

Attributes

The following table describes **Setting** element attributes and values.

Setting attributes

| Attribute | Value | Description |
|-----------|--------------|---|
| Id | <i>name</i> | The name of the Windows Installer property. |
| Value | <i>value</i> | The value to assign to the property. |

Remarks

Not all Windows Installer properties can be specified in the **Setting** element. If a blocked property is specified, Setup ends the installation process. If a supported property is specified, Setup passes the property directly to Windows Installer.

The **Setting** element supports the following Key Management System (KMS) properties:

- **KMSSERVICENAME** — Specifies the KMS host name.
- **KMSSERVICEPORT** — Specifies the KMS host port.

For example, to use the KMS properties, use the following syntax:

```
<Setting Id="KMSSERVICENAME" Value="contoso.com" />  
<Setting Id="KMSSERVICEPORT" Value="1234" />
```

where:

contoso.com is the name of the KMS host

1234 is the port number value

Note:

The recommended tool for specifying the **KMSSERVICENAME** and **KMSSERVICEPORT** values is the Office Software Protection Platform script (ospp.vbs). To set the KMS host name and port values by using ospp.vbs, run the following commands:

```
ospp.vbs /sethst:value
```

```
ospp.vbs /setprt:value
```

In the preceding example, the **sethst value** is the KMS host name, and the **setprt value** is the KMS host port.

Alternatively, you can set the KMS attributes in the Config.xml file, such as in a scenario that has a 32-bit Office 2013 Preview installation on a computer that runs a 64-bit edition of Windows. For information about volume activation, see [Plan volume activation of Office 2013 Preview](#).

The **Setting** element supports the **AUTO_ACTIVATE** property for product key activation. This property specifies that product activation occur automatically during Office 2013 Preview deployment and it uses the following syntax.

```
<Setting Id="AUTO_ACTIVATE" Value="1" />
```

Note:

Not setting **AUTO_ACTIVATE** is the same as setting **AUTO_ACTIVATE** to a *value* of 0. The result is that product activation does not occur during Office 2013 Preview deployment.

Note that you can also set the **AUTO_ACTIVATE** property value by using the Office Customization Tool. To do this, follow these steps:

1. In the OCT, select **Modify Setup properties** on the navigation pane, and then click **Add** in the details pane.
2. In the **Add Property Value** dialog box, in the **Name** box, type **AUTO_ACTIVATE**. Note that property names must be uppercase.

3. In the **Value** box, type **1**, and then click **OK**.

The **Setting** element supports the **REMOVEPREVIOUS** property. This property removes the specified application from the installation and uses the following syntax.

```
<Setting Id="REMOVEPREVIOUS" Value="Option Id" />
```

where *Option Id* is the identifier value for the Office 2013 Preview application. To specify multiple applications, use a comma-separated list to indicate the appropriate *Option Id* values.

 **Note:**

If you install Outlook, a previously installed version of Outlook is always removed, regardless of the user's preference.

If you specify **REMOVEPREVIOUS** with an *Option Id* value, only the specified applications are removed.

If you do not specify **REMOVEPREVIOUS**, any previously installed Office applications for which a replacement is being installed are removed. This is the default behavior.

If you specify **REMOVEPREVIOUS** with a blank value (**REMOVEPREVIOUS=""**), no applications are removed.

The **Setting** element also supports the **SETUP_REBOOT** property. **SETUP_REBOOT** begins a restart after installation. It uses the following syntax. You must use all uppercase letters for the **SETUP_REBOOT** property.

```
<Setting Id="SETUP_REBOOT" Value="value" />
```

where *value* can be one of the following:

- **AutoAlways** — Always begin a restart. Do not prompt the user.
- **Always** — Always prompt for a restart at the end of setup.
- **IfNeeded** — Prompt for a restart at the end of setup if setup requires a restart. (Default)
- **AutoIfNeeded** — Begin a restart if setup requires a restart. Do not prompt the user.
- **Never** — Never begin or prompt for a restart.

Examples

```
<Setting Id="SETUP_REBOOT" Value="Never" />  
<Setting Id="REMOVEPREVIOUS" Value="WORDFiles" />
```

SetupUpdates element

Specifies a search path for Setup to use to find Setup customization files.


Syntax

```
<SetupUpdates  
  [CheckForSUpdates="Yes"(default) | "No"]  
  [SUpdateLocation="path-list"]  
>
```

Attributes

The following table describes **SetupUpdates** element attributes and values.

SetupUpdates attributes

| Attribute | Value | Description |
|-------------------------|----------------------|--|
| CheckForSUpdates | Yes (default) | Setup uses the path list in SUpdateLocation to find Setup customization files. |
| | No | Setup does not search for Setup customization files by using the path list in SUpdateLocation . |
| SUpdateLocation | <i>path-list</i> | A list of fully qualified paths to folders, separated by semicolons.  Note: Environment variables cannot be used in the SUpdateLocation path. If an environment variable is used in the path, Setup ignores update files that are located in the specified path location. |

Remarks

Setup looks in all the specified folders for Setup customization files that were created for the product that is being installed, and applies them in alphabetical order by file name. If a Setup customization file was specified in the Setup command line, that file is applied first, followed by any files that are found in the folder that is specified by this element.

Example

```
<SetupUpdates  
  CheckForSUpdates="Yes"  
  SUpdateLocation="\\server1\office\updates;\\server2\corpdata\updates"  
>
```

USERINITIALS element

The initials of the user on whose computer the product is being installed.

Syntax

`<USERINITIALS Value="value" />`

Attributes

The following table describes **USERINITIALS** element attributes and values.

USERINITIALS attributes

| Attribute | Value | Description |
|-----------|--------------|---------------------|
| Value | <i>value</i> | The user's initials |

Example

`<USERINITIALS Value="JD" />`

USERNAME element

The name of the user on whose computer the product is being installed.

Syntax

`<USERNAME Value="value" />`

Attributes

The following table describes **USERNAME** element attributes and values.

USERNAME attributes

| Attribute | Value | Description |
|-----------|--------------|------------------|
| Value | <i>value</i> | The user's name. |

Remarks

The Office 2013 Preview **Username** element data is populated as follows.

If the user who runs Office is the same user who installed Office, the **Username** and **Initials** supplied during setup are used. The user is *not* prompted when Office first starts. This case is most popular for home users who install Office themselves.

If the user who is running Office is *not* the same user who installed Office, Office prompts the user to confirm his or her **Username** and **Initials** when Office first starts. This case is most popular in a corporate environment, where an administrator installs Office for the user.

The value for the **Username** element shown to the user at first start time might be pre-populated with a default value from a previously installed version of Office or from the currently logged-on user. Note that the default value is not used unless it is confirmed by the user. If an earlier version of Office is installed on the computer, the registry key that was created by the earlier version of Office is used. For example, if the previous Office installation is Microsoft Office 2003, the registry key is provided at **HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Common\UserInfo**.

Example

```
<USERNAME Value="John Doe" />
```

Sample Config.xml file

The following example shows a Config.xml file for a typical installation. The example uses the Office Professional Plus 2013 Preview version of the product.

```
<Configuration Product="ProPlus">

  <!-- <Display Level="full" CompletionNotice="yes" SuppressModal="no" AcceptEula="no" /> -->

  <!-- <Logging Type="standard" Path="%temp%" Template="Microsoft Office Professional Plus
Setup(*) .txt" /> -->

  <!-- <USERNAME Value="Customer" /> -->

  <!-- <COMPANYNAME Value="MyCompany" /> -->

  <!-- <INSTALLLOCATION Value="%programfiles%\Microsoft Office" /> -->

  <!-- <LIS CACHEACTION="CacheOnly" /> -->

  <!-- <LIS SOURCELIST="\\server1\share\Office;\\server2\share\Office" /> -->

  <!-- <DistributionPoint Location="\\server\share\Office" /> -->

  <!-- <OptionState Id="OptionID" State="absent" Children="force" /> -->

  <!-- <Setting Id="SETUP_REBOOT" Value="IfNeeded" /> -->

  <!-- <Command Path="%windir%\system32\msiexec.exe" Args="/i \\server\share\my.msi"
QuietArg="/q" ChainPosition="after" Execute="install" /> -->

</Configuration>
```

Setup command-line options for Office 2013 Preview

Audience: IT Professionals

The Setup.exe command line is used for very few operations in Office 2013 Preview (just as in Office 2010 and Microsoft Office 2007). Setup recognizes the command-line options that are described in this article.

In this article:

- [/admin](#)
- [/adminfile \[path\]](#)
- [/config \[path\]](#)
- [/modify \[ProductID\]](#)
- [/repair \[ProductID\]](#)
- [/uninstall \[ProductID\]](#)

 **Note:**

Although Setup recognizes only a few command-line options in Office 2013 Preview, you can still make all the same changes to the Office installation. Instead of using the command line, you use the [Office Customization Tool \(OCT\) in Office 2013 Preview](#) to set Setup properties and make other customizations. You can also edit the Config.xml file for the product that you are installing.

/admin

Runs the Office Customization Tool to create a Setup customization file (.msp file).

Example

```
\\server\share\Office15\setup.exe /admin
```

/adminfile [path]

Applies the specified Setup customization file to the installation. You can specify a path of a specific customization file (.msp file) or to the folder where you store customization files.

 **Note:**

The **/adminfile** command-line option can be used only during initial installation of the product. The recommended location for customization files is the Updates folder at the root of the network installation point. When you store a customization file in this folder, you do not have to specify the file on the command line. Setup automatically finds the customization file that matches the product that is

being installed and applies the file during the installation. The Updates folder can only be used to deploy software updates during an initial installation of Office 2013 Preview.

If you store more than one customization file per product in the Updates folder, Setup applies all the files to the installation. If you want to create unique configurations for different groups of users, you must store the customization files in a separate folder and specify the customization file that you want on the command line.

Example

```
\\server\share\Office15\setup.exe /adminfile \\server\share\MyUpdates\Engineering.msp
```

where **Office15** is the root of the network installation point.

/config [path]

Specifies the Config.xml file that Setup uses during the installation. By default, the Config.xml file that is stored in the core product folder directs Setup to install that product. For example, the Config.xml file in the ProPlus.WW folder installs Office Professional Plus 2013 Preview.

You can edit Config.xml to make additional customizations to the installation. This includes specifying one or more language versions to install. Use **/config** on the Setup command line to point to the location of the default Config.xml file for a product or to point to a custom Config.xml file.

Example

```
\\server\share\Office15\setup.exe /config \\server\share\Office15\ProPlus.WW\Config.xml
```

where **Office15** is the root of the network installation point.

Note:

You must use a fully qualified path. Setup does not recognize relative paths with **/config**.

/modify [ProductID]

Used with a modified Config.xml file to run Setup in maintenance mode and make changes to an existing Office installation. For example, you can use the **/modify** option to add or remove features. Look up the value of [ProductID] in the Setup.xml file for the product that you want to modify.

The Setup.xml file is located in the core product folder on the network installation point. In Setup.xml, [ProductID] is equal to the value of the Id attribute of the Setup element. For example:

```
<Setup Id="ProPlus" Type="Product" ProductCode="{20150000-0011-0000-0000-0000000FF1CE}">
```

Example

```
\\server\share\Office15\setup.exe /modify ProPlus /config  
\\server\share\Office15\AddOutlookConfig.xml
```

where **Office15** is the root of the network installation point.

/repair [ProductID]

Runs Setup to repair the specified product from the user's computer. Look up the value of [ProductID] in the Setup.xml file for the product that you want to modify.

Example

```
\\server\share\Office15\setup.exe /repair ProPlus
```

where:

- **Office15** is the root of the network installation point.
- **ProPlus** is the [ProductID] ([ProductID] is equal to the ID attribute of the Setup element listed in \\server\share\Office15\ProPlus.WW\setup.xml), where **ProPlus.WW** is the location of the Office Professional Plus 2013 Preview installation files.

You can customize the **/repair** option by using it with **/config** and a modified Config.xml file. This is necessary if you want to run a "silent" repair. In enterprise deployments, we recommend that you run a silent repair to prevent prompting users to enter information, and to prevent the installation from waiting for user interactions, even when files are being used.

To run a silent repair

1. Using a text editor, edit the following element attributes in the \\server\share\Office15\ProPlus.WW\SilentRepairConfig.xml file:

```
<Configuration Product="ProPlus">
```

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="yes" />
```

```
</Configuration>
```

- i. At the command line, use the following syntax:

```
\\server\share\Office15\setup.exe /repair ProPlus  
/config \\server\share\Office15\ProPlus.WW\SilentRepairConfig.xml
```

/uninstall [ProductID]

Runs Setup to remove the specified product from the user's computer. Look up the value of [ProductID] in the Setup.xml file for the product that you want to modify.

Example

```
\\server\share\Office15\setup.exe /uninstall ProPlus
```

where:

- **Office15** is the root of the network installation point.

-
- **ProPlus** is the [ProductID] ([ProductID] is equal to the ID attribute of the Setup element listed in `\\server\share\Office15\ProPlus.WW\setup.xml`), where **ProPlus.WW** is the location of the Office Professional Plus 2013 Preview installation files.

You can customize the `/uninstall` option by using it with `/config` and a modified Config.xml file. This is necessary if you want to run a “silent” uninstall. In enterprise deployments, we recommend that you run a silent uninstall to prevent prompting users to enter information, and to prevent the installation from waiting for user interactions, even when files are being used.

To run a silent uninstall

1. Using a text editor, edit the following element attributes in the `\\server\share\Office15\ProPlus.WW\SilentUninstallConfig.xml` file:

```
<Configuration Product="ProPlus">
```

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="yes" />
```

```
</Configuration>
```

- i. At the command line, use the following syntax:

```
\\server\share\Office15\setup.exe /uninstall ProPlus  
/config \\server\share\Office15\ProPlus.WW\SilentUninstallConfig.xml
```

Note:

In Office 2013 Preview, just as in Office 2010 and Office 2007, you cannot use the Setup.exe command line to set Windows Installer properties, such as **PIDKEY** or **DISPLAY**. Setup does not pass these properties to Windows Installer. Instead, you make these customizations by using the Office Customization Tool or Config.xml. For a complete list of Setup properties, including blocked and unsupported properties, see [Setup properties in Office 2010](#). The information also applies to Office 2013 Preview.

Customize the Accessibility Checker for Office 2013 Preview

The Accessibility Checker in Office 2013 Preview lets users create more accessible documents for people who have disabilities. The Accessibility Checker (like a spelling checker, but for accessibility issues) is a core feature of Excel 2013 Preview, PowerPoint 2013 Preview, and Word 2013 Preview.

Audience: IT Professionals

In this article:

- [Increase the visibility of violations](#)
- [Control what the checker reports](#)

Increase the visibility of violations

The settings that are provided in [Control what the checker reports](#) later in this article are used to control the Accessibility Checker. Of these settings, most are about stopping the Accessibility Checker from performing a particular check.

The policy setting **Increase the visibility of Accessibility Checker violations** controls how strongly an accessibility error will be emphasized in the user interface. If enabled, you can specify what happens when a document, workbook, or spreadsheet has accessibility errors, as shown here:

- Accessibility violations do not change the **Prepare for Distribution** area in the Office Backstage view (default).
- Accessibility errors cause the **Prepare for Distribution** area to be strongly emphasized in the Backstage view.
- Accessibility errors or warnings cause the **Prepare for Distribution** area to be less strongly emphasized in the Backstage view.

If disabled or not configured, the Accessibility Checker user interface is presented in its normal state.

Important:

Group Policy settings can be used to control the Accessibility Checker. For Excel 2013 Preview, PowerPoint 2013 Preview, and Word 2013 Preview, the Group Policy settings are located in the gpedit node <AppName>\File tab\Check Accessibility.

Control what the checker reports

The following tables provide the complete Group Policy settings that can be used to control the Accessibility Checker for Excel 2013 Preview, PowerPoint 2013 Preview, and Word 2013 Preview.

Group Policy settings for Excel 2013 Preview

| Setting for Excel 2013 Preview | Associated registry key | Description |
|---|-------------------------|---|
| Stop checking for alt text accessibility information | AltText | If enabled, the Accessibility Checker does not determine whether objects such as images and shapes contain alternative text. If disabled or not configured, objects are checked for alternative text and any issues that it finds will appear in the Accessibility Checker. |
| Stop checking for table header accessibility information | TableHeaders | If enabled, the Accessibility Checker does not determine whether tables have a header row specified. If disabled or not configured, tables are checked for header rows and any issues that it finds will appear in the Accessibility Checker. |
| Stop checking to ensure workbooks allow programmatic access | ProgrammaticAccess | If enabled, the Accessibility Checker does not check whether workbooks have blocked programmatic access through Digital Rights Management (DRM). If disabled or not configured, workbooks are checked for programmatic access and any issues that it finds will appear in the Accessibility Checker. |
| Stop checking for merged cells | MergedCells | If enabled, the Accessibility Checker does not check |

| Setting for Excel 2013 Preview | Associated registry key | Description |
|---|-------------------------|--|
| | | <p>whether tables have merged cells.</p> <p>If disabled or not configured, worksheets are checked for merged cells and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure hyperlink text is meaningful | MeaningfulHyperlinks | <p>If enabled, the Accessibility Checker does not check whether hyperlinks have meaningful text.</p> <p>If disabled or not configured, hyperlink text is checked and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure non-default sheet names | SheetNames | <p>If enabled, the Accessibility Checker does not check whether worksheets with content have non-default names.</p> <p>If disabled or not configured, worksheet names are checked and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking for blank table rows used as formatting | BlankTableRows | <p>If enabled, the Accessibility Checker does not check whether blank table rows are used as formatting.</p> <p>If disabled or not configured, tables are checked for blank rows and any issues that it finds will appear in the Accessibility Checker.</p> |

Group Policy settings for PowerPoint 2013 Preview

| Setting for PowerPoint 2013 Preview | Associated registry key | Description |
|--|-------------------------|---|
| Stop checking for alt text accessibility information | AltText | <p>If enabled, the Accessibility Checker does not determine whether objects such as images and shapes contain alt text.</p> <p>If disabled or not configured, objects are checked for alternative text and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure hyperlink text is meaningful | HyperlinkText | <p>If enabled, the Accessibility Checker does not check whether hyperlinks have meaningful text.</p> <p>If disabled or not configured, hyperlink text is checked and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking for media files which might need captions | ClosedCaptions | <p>If enabled, the Accessibility Checker does not flag media files that might need caption information.</p> <p>If disabled or not configured, presentations are scanned for media files and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking for table header accessibility information | HeaderRow | <p>If enabled, the Accessibility Checker does not determine whether tables have a header row specified.</p> <p>If disabled or not</p> |

| Setting for PowerPoint 2013 Preview | Associated registry key | Description |
|--|-------------------------|--|
| | | configured, tables are checked for header rows and any issues that it finds will appear in the Accessibility Checker. |
| Stop checking for blank table rows and columns | BlankRowCol | <p>If enabled, the Accessibility Checker does not determine whether blank rows and blank columns were inserted into tables.</p> <p>If disabled or not configured, tables are checked for blank rows and blank columns and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking for merged and split cells | SimpleStructure | <p>If enabled, the Accessibility Checker does not determine whether tables have merged or split cells.</p> <p>If disabled or not configured, tables are checked for merged and split cells and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking that slide titles exist | HasTitle | <p>If enabled, the Accessibility Checker does not determine whether every slide has a title placeholder.</p> <p>If disabled or not configured, slides are checked for titles and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to make | UniqueTitle | If enabled, the |

| Setting for PowerPoint 2013 Preview | Associated registry key | Description |
|---|-------------------------|--|
| sure that each slide has a unique title | | <p>Accessibility Checker does not determine whether every slide has a unique title.</p> <p>If disabled or not configured, slide titles are checked for uniqueness and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure a meaningful order of objects on slides | NonPlaceholderShapes | <p>If enabled, the Accessibility Checker does not check whether a slide has non-placeholder objects which might be read back out of order.</p> <p>If disabled or not configured, slides are checked for objects which might be read back out of order and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure presentations allow programmatic access | IRM | <p>If enabled, the Accessibility Checker does not check whether presentations have blocked programmatic access through DRM.</p> <p>If disabled or not configured, presentations are checked for programmatic access and any issues that it finds will appear in the Accessibility Checker.</p> |

Group Policy settings for Word 2013 Preview

| Setting for Word 2013 Preview | Associated registry key | Description |
|--|-------------------------|---|
| Stop checking for alt text accessibility information | AltText | If enabled, the Accessibility Checker does not determine whether objects such as images and shapes contain alt text. If disabled or not configured, objects are checked for alternative text and any issues that it finds will appear in the Accessibility Checker. |
| Stop checking to ensure hyperlink text is meaningful | MeaningfulHyperlinks | If enabled, the Accessibility Checker does not determine whether hyperlinks have meaningful text. If disabled or not configured, hyperlink text is checked and any issues that it finds will appear in the Accessibility Checker. |
| Stop checking for table header accessibility information | TableHeaders | If enabled, the Accessibility Checker does not determine whether tables have a header row specified. If disabled or not configured, tables are checked for header rows and any issues that it finds will appear in the Accessibility Checker. |
| Stop checking for blank table rows and columns | BlankTableCells | If enabled, the Accessibility Checker does not determine whether blank rows and blank columns were inserted into tables. If disabled or not configured, tables are checked for blank rows and blank columns and any issues that it finds will appear in the Accessibility Checker. |

| Setting for Word 2013 Preview | Associated registry key | Description |
|---|-------------------------|---|
| Stop checking for merged and split cells | 2DTableStructure | <p>If enabled, the Accessibility Checker does not determine whether tables have merged or split cells.</p> <p>If disabled or not configured, tables are checked for merged and split cells and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure documents allow programmatic access | ProgrammaticAccess | <p>If enabled, the Accessibility Checker does not check whether documents have blocked programmatic access through DRM.</p> <p>If disabled or not configured, documents are checked for programmatic access and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure long documents use styles for structure | StylesAsStructure | <p>If enabled, the Accessibility Checker does not check whether long documents have used styles to define content structure.</p> <p>If disabled or not configured, documents are checked for style usage and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure styles have been used frequently | HeadingSpacing | <p>If enabled, the Accessibility Checker does not check whether documents that use styles have used them frequently enough to accurately represent the document's content structure.</p> <p>If disabled or not configured, the frequency of style usage is checked and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure headings are succinct | SuccinctHeadings | <p>If enabled, the Accessibility Checker does not check whether headings in a document are</p> |

| Setting for Word 2013 Preview | Associated registry key | Description |
|--|-------------------------|---|
| | | <p>succinct.</p> <p>If disabled or not configured, document headings are checked for length and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking whether objects are floating | FloatingObjects | <p>If enabled, the Accessibility Checker does not check whether a document has objects that are floating instead of inline.</p> <p>If disabled or not configured, objects are checked for floating text wrapping properties and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking whether blank characters are used for formatting | BlankCharacters | <p>If enabled, the Accessibility Checker does not check whether multiple consecutive white-space characters are used for formatting.</p> <p>If disabled or not configured, documents are checked for consecutive white-space usage and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking for image watermarks | ImageWatermarks | <p>If enabled, the Accessibility Checker does not check whether a document has image watermarks.</p> <p>If disabled or not configured, documents are checked for watermarks and any issues that it finds will appear in the Accessibility Checker.</p> |
| Stop checking to ensure heading styles do not skip style level | HeadingOrder | <p>If enabled, the Accessibility Checker does not check whether headings in a document are used in order.</p> <p>If disabled or not configured, the ordering of headings in a document is checked and any</p> |

| Setting for Word 2013 Preview | Associated registry key | Description |
|--|--------------------------|--|
| | | issues that it finds will appear in the Accessibility Checker. |
| Stop checking for tables used for layout | LayoutTablesReadingOrder | If enabled, the Accessibility Checker does not flag layout tables (that is, tables that have no style applied). If disabled or not configured, tables that have no styles are flagged and violations appear in the Accessibility Checker. |

Roll out Office 2013 Preview

Audience: IT Professionals



The following table lists and describes articles that will help you deploy Office 2013 Preview.

Articles about rolling out Office 2013 Preview

| Article | Description |
|---|--|
| Setup architecture overview for Office 2013 Preview | Provides information about the Windows Installer-based Office 2013 Preview Setup architecture. |
| | |

Setup architecture overview for Office 2013 Preview

Audience: IT Professionals

The Setup architecture in Office 2013 Preview, introduced in Microsoft Office 2007, streamlines all aspects of installing, customizing, and maintaining Office.

The Setup program unifies and manages the complete installation process. This includes customizing users' Office configuration, deploying multiple languages at the same time, and applying software updates to new installations. This article provides an overview of the Setup architecture, Setup sequence of events, language-neutral design and deployment of multiple languages, customization methods, required local installation source, and updates process.

The Setup architecture helps administrators manage tasks such as the following more efficiently:

- Deployment process so that Office is installed in the most efficient way for their environment.
- Customization of Office so that users get optimal configuration on their computers.
- Deployment of language-specific features for users who are located in offices around the world.
- Deployment of Office in a way that makes future maintenance, such as software updates, as efficient as possible.

In versions of Office earlier than Office 2007, a single Office product such as Microsoft Office Standard was contained in a single *Windows Installer (MSI) file*. An MSI file is a relational database that Windows Installer uses to install a product. As with the Office 2007 and Office 2010, the Office 2013 Preview products consist of multiple MSI files, and no single MSI file represents a complete product. A language-neutral core package (MSI file) is combined with one or more language-specific packages to make a complete product. For example, an Office product such as Office Professional Plus 2013 Preview consists of the core package plus one or more language-specific packages. Setup assembles the individual packages, orchestrates a seamless installation, and handles customization and maintenance tasks during and after installation of Office on users' computers.

Office 2010 introduced native 64-bit versions of Office products to support 64-bit processors, which are becoming the standard for systems ranging from servers to desktop computers. Office 2013 Preview also provides support for 32-bit Office 2013 Preview applications that run on 64-bit Windows operating systems by using Windows-32-on-Windows-64 (WOW64). WOW64 is the x86 emulator that enables 32-bit Windows-based applications to run seamlessly on 64-bit Windows. Office 2013 Preview lets users continue to use existing third-party Office add-ons, which are primarily 32-bit because no 64-bit versions are available yet for many add-ons. Providing support for 32-bit Office 2013 Preview that runs on 64-bit operating systems prevents the 32-bit add-ons from being blocked. For more information about 64-bit editions of Office 2013 Preview, see [64-bit editions of Office 2013](#).

In this article:

- [Setup process](#)
- [Language-neutral design](#)
- [Streamlined customization model](#)
- [Required local installation source](#)

-
- [Consolidated update process](#)

Setup process

Typically, the first step in a corporate installation of Office is to create a network installation point, a task as easy as copying all files and folders from the Office product CD to a shared network location. At a minimum, the network installation point contains the language-neutral core package plus language-specific folders for one language. This installation point serves as the initial source for all users who install Office.

In the simplest scenario, you deploy an Office product from the network installation point with one language version and a single set of customizations for all users. Setup handles this scenario automatically. If you deploy multiple products or languages, you can add them to the same network installation point and specify exactly which products and languages to include in the installation. In all these scenarios, Setup performs the same tasks to assemble the correct set of MSI files and complete the installation.

Note:

The Office 2013 Preview does not let you create an administrative installation point by running Setup with the `/a` command-line option to extract compressed source files, as was possible with Office versions earlier than the 2007 Office system. All installations now occur from the compressed source.

Setup sequence of events

The basic Setup sequence of events is as follows and occurs in the same order in every deployment scenario:

1. Run Setup.
2. Check prerequisites.
3. Read XML data.
4. Build the feature tree.
5. Create a local installation source on the user's computer.
6. Install Office.
7. Apply the customization file.
8. Apply software updates.

Run Setup

Setup.exe is the program that begins all the mechanisms of the installation process. It is located at the root of the network installation point. You run Setup one time for each Office product that you install. When it runs, Setup searches the network installation point for an Office product to install. If the installation point contains more than one Office product, Setup gives the user a choice of products to install.

You can circumvent the selection process and determine which Office product is installed by pointing Setup.exe to the Config.xml file in a core product folder. For example, if you want to install Office Professional Plus 2013 Preview, you can use the following command line:

```
\\server\share\Office15ProPlus\setup.exe /config \\server\share\Office15ProPlus\Pro.WW\Config.xml
```

where **Office15ProPlus** is the root of the network installation point.

In versions of Office earlier than Office 2007, Setup.exe called Windows Installer (Msiexec.exe) to install Office. Although Setup still uses Windows Installer, Setup bypasses the Windows Installer executable program. The Msiexec.exe command line cannot be used to install the Office 2013 Preview (or Office 2007 or Office 2010).

 **Note:**

This version of Setup.exe recognizes only a few command-line options.

Check prerequisites

When Setup starts, it checks for several installation prerequisites. This includes minimum operating system requirements and administrative permissions. A user must be an administrator of the client computer to install Office, or you must use a tool such as Microsoft System Center 2012 Configuration Manager to run the installation by using elevated permissions.

When you run Setup.exe from the x64 folder, Setup determines whether there are 32-bit Office applications installed. If Setup detects 32-bit Office applications, it displays an error message that informs users that they must first uninstall all 32-bit Office applications if they want to continue with the installation of Office 2013 Preview 64-bit. The error lists the installed 32-bit Office applications. If Setup does not detect 32-bit Office applications, it installs the 64-bit edition of Office 2013 Preview.

When you run Setup.exe from the x32 folder, Setup determines whether there are 64-bit Office 2013 Preview applications installed. If Setup detects 64-bit Office 2013 Preview, an error message is displayed and Setup is blocked. If Setup does not detect 64-bit Office 2013 Preview, it installs the 32-bit edition of Office 2013 Preview. For more information, see [Setup process](#) in [64-bit editions of Office 2013](#).

 **Note:**

To install Office on computers where users lack administrative permissions, you must run Setup in a context that provides it with administrative permissions. After Office is installed, users who do not have administrative permissions can run all installed features. This includes installing features on demand.

For example, in organizations where users are not the administrators of their computers, administrators can use the following methods of providing Office Setup with the appropriate permissions:

- Log on to the computer as an administrator and install Office 2013 Preview.
- Use a software management tool, such as Microsoft Systems Management Server or System Center 2012 Configuration Manager.
- Deploy Office 2013 Preview to computers by using Group Policy computer startup scripts.

Read XML data

Setup collects information about each package on the installation point, collects default settings for the installation, and incorporates customizations that you specify. Setup collects all this information in the form of XML data from several sources:

- **Setup.xml and Package.xml files for each package** Each folder on the installation point — both the folder for the language-neutral core package and the folder for each language-specific package — contains a Setup.xml and a *Package.xml* file (for example, ProPlusWW.xml for Office Professional Plus 2013 Preview). Information in these files enables Setup to do the following:
 - Identify a product and the available languages for that product.
 - Match language-neutral and language-specific elements to create complete features.
 - Build a consolidated feature tree.
 - Collect the set of MSI files that are required for the installation.

 **Note:**

The Setup.xml and *Package.xml* files are signed and cannot be changed. Altering these files causes Setup to fail.

- **Setup customization file** Early in the installation process, Setup determines whether you have specified a Setup customization file (.msp file) for the product that is being installed. A Setup customization .msp file is created when administrators use the Office Customization Tool (OCT) to customize an installation of Office 2013 Preview. The OCT is part of the *Setup program* and is the recommended tool for most customizations. The customization file contains all the modifications that you specify for an installation. This includes customizations that control the installation process. The OCT is available in volume licensed versions of Office 2013 Preview, Office 2010, and Office 2007. To determine whether your Office 2013 Preview installation is a volume licensed version, check the Office 2013 Preview installation disk to see whether it contains a folder that is named Admin. If the Admin folder exists, the disk is a volume license edition; otherwise, the disk is a retail edition.

If no customization file is specified on the command line or in the Config.xml file, Setup searches the Updates folder on the installation point for a customization file that is specific to the product that is being installed. By default, the Updates folder is included on the installation point. In most cases, it is the recommended location in which to store both a Setup customization .msp file and software updates for all the Office products included on the installation point.

 **Important:**

If you plan to deploy multiple Setup customization files (.msp files), you can place only one customization .msp file in the Updates folder for each Office 2013 Preview product that you are installing during the initial installation. Only one Setup customization .msp file (patch) for each Office 2013 Preview product that you are installing is supported in the Updates folder. You must deploy the rest of the customization .msp files for a product after the first Office installation is completed.

If you are deploying multiple Office 2013 Preview products, such as Office Professional Plus 2013 Preview and Visio Professional 2013 Preview, you can include one customization .msp file for Office Professional Plus 2013 Preview and one customization

.msp file for Visio Professional 2013 Preview in the Updates folder. The customization .msp files that you place in the Updates folder will be deployed first. Therefore, they must include any Setup customizations that cannot be changed after the installation, for example, the installation location.

If you are deploying an initial installation of Office 2013 Preview and you also want to deploy Office 2013 Preview software updates, such as service packs and hotfixes, Setup can apply the product updates as part of the installation process. You can place the Office 2013 Preview product updates in the Updates folder. In scenarios such as this where the Updates folder includes both one Setup customization .msp file and product updates, Setup applies only the Setup customization .msp file during the initial installation. The product updates are applied after the installation is complete.

Setup uses XML data that is appended to the customization file to determine how to install the product. For example, it determines whether to run quietly and which features to display in the feature tree. Settings in a customization file overwrite default settings contained in the Setup.xml and *Package.xml* files.

For more information about Setup customization files, see [Streamlined customization model](#). For information about how to use the OCT, see [Office Customization Tool \(OCT\) in Office 2013 Preview](#).

- **Config.xml file** Each core product folder contains a Config.xml file that directs Setup to install that product. You can edit Config.xml to customize the installation process. For example, you can use elements in Config.xml to specify which products or languages to include in the installation. Settings in Config.xml take precedence over settings in a customization file and default settings that are contained in the Setup.xml and *Package.xml* files.

For more information about how and when to edit Config.xml, see [Config.xml file in Office 2013 Preview](#).

Build the feature tree

Setup uses the information that is contained in the XML files to create a single feature tree that includes all available applications and features in the product. You view the feature tree and specify which applications and features to install on users' computers by using the Office Customization Tool. If you let users run Setup interactively, they view the feature tree, which includes your modifications, in the Setup user interface.

Create a local installation source on the user's computer

Setup calls a program named **Office Source Engine (Ose.exe)** to create a required local installation source (LIS) on the user's computer. To create the local installation source, Setup copies files from the installation point to a *hidden* folder on the user's computer. The default location is **MSOCache\All Users** at the root of the drive on which Office is installed. Later, Setup uses Windows Installer to install Office from this local installation source.

The local installation source provides several important benefits:

- After Office is installed, Setup can repair, reinstall, or add Office features by using the local source.

-
- Users who apply software updates are less likely to be prompted for a network or CD source because an installation source is available locally.
 - You can deploy the local installation source in advance and trigger the installation of Office on users' computers later to reduce the load on the network. In this scenario, you can even run Setup from the local installation source. This lets users complete the Office installation without using a network connection.

For more information about the local installation source, see [Required local installation source](#).

Install Office

When the installation starts, Setup checks for required disk space and feature dependencies, and then calls Windows Installer to install the correct set of packages (MSI files) on the user's computer from the local installation source. Setup uses the XML data that was described previously to determine which set of MSI files to include. The progress bar that Setup displays to users during the installation takes the whole installation process into consideration. This includes applying customizations and software updates from the Updates folder.

Note:

Although Setup uses Windows Installer to install Office, Windows Installer alone cannot install the individual MSI files independent of Setup.

Apply the customization file

During the installation process, Setup applies the customization file to the user's configuration. The result resembles the effect of applying a Windows Installer transform (MST file) in earlier versions of Office: your customizations become the default configuration for users. In addition to the XML data that customizes the installation process, the customization file might include default user settings, feature installation states, Outlook profiles, and other modifications to the user's configuration.

Customization files are product-specific; Setup applies only those files that are relevant to the product being installed.

Note:

If you plan to deploy multiple Setup customization .msp files (patches), you can place only one Setup customization .msp file for each Office 2013 Preview product in the Updates folder for an initial installation. You must deploy the rest of the customization .msp files after the Office installation is complete. Only one customization file for each product patch in the Updates folder is supported. The customization .msp file that you place in the Updates folder will be deployed first. Therefore, it must include any Setup customizations that cannot be changed after the installation, for example, the installation location.

If you create different configurations for different groups of users, we recommend that you store the customization files in another location and then use the **/adminfile** option on the Setup command line to specify the file that you want. For example:

```
\\server\share\Office15\setup.exe /adminfile \\server\share\Office15\MyUpdates\Engineering.msp
```

where **Office15** is the root of the network installation point.

 **Note:**

When you precache the local installation source, Setup copies the Updates folder from the network installation point to the local installation source. In this manner, your customizations can be included in offline installation scenarios. This is the only circumstance in which Setup caches the customization file on the local computer before the installation.

For more information, see [Precache the local installation source for Office 2010](#). The information also applies to Office 2013 Preview.

Apply software updates

At the end of the installation process, Setup checks the Updates folder on the installation point for software updates (.msp files). Unlike Setup customization files that you create by using the Office Customization Tool, software updates are distributed by Microsoft to enhance the product.

If you are deploying Office to users and you also have to deploy a set of software updates, Setup can apply the updates as part of the initial installation process. Costing (estimated required disk space) and progress bar indicators all take this step of the installation process into consideration. From a user's perspective, the complete process is a single event. This model preserves the original installation point and still lets you give new users the most up-to-date version of the product.

 **Note:**

The Updates folder is used only for initial or new installations of Office 2013 Preview. The Updates folder can contain only one Setup customization .msp file, and multiple service packs and hotfixes that are in .msp format only.

For more information about the software update process, see [Consolidated update process](#).

Including more than one product on the installation point

If the network installation point contains more than one Office 2013 Preview product, Setup searches all folders and subfolders for Config.xml and Setup.xml files and then prompts the user to select a product to install.

If you are installing more than one Office product, it is more efficient to store all the products on the same installation point and then customize Setup to install a specific Office product on users' computers.

 **Note:**

When you copy multiple Office products to the same installation point, you might be prompted to overwrite shared Setup files. Because these files are duplicated among all Office 2013 Preview products, you do not have to recopy any of the duplicate folders. When you are prompted to overwrite duplicate Setup files, choose **No**. This efficient design saves space and ensures consistency when you create and replicate network installation points.

Running Setup interactively

You can choose to run the installation quietly so that users see little or none of the process. However, if you let users view the Setup user interface, the choices that you make affect several aspects of Setup behavior. For example:

- If more than one Office product is available on the installation point and a user runs Setup.exe without command-line options, Setup gives the user a choice of products to install.
- If more than one language is available on the installation point, Setup matches the language of Office to the Windows user locale on the user's computer. This is by default. However, if a user selects the **Customize** installation option, the **Languages** tab in the Setup interface gives the user a choice of all available languages on the network installation point.
- If you enter a product key and accept the Microsoft Customer License Terms in the customization file or Config.xml, those Setup screens are not displayed to the user during Setup.

Note:

A product key entry is not required for enterprise deployments that use Key Management Service (KMS) activation because all Volume License editions of Office 2013 Preview have a KMS client key pre-installed. KMS is one of the methods that are provided by Office Activation Technologies for activating products that are licensed under Microsoft Volume Licensing programs. A prompt for a product key does not occur for Volume License editions of Office 2013 Preview, even when Setup runs in interactive mode. For more information about volume activation, see [Plan volume activation of Office 2013 Preview](#).

- If you use a customization file to hide and lock certain features, those features are not displayed in the feature tree.

To learn more about how to customize display settings, see [Customize Setup before installing Office 2013](#).

Language-neutral design

In Office 2013 Preview (and in Office 2010 and Office 2007), an Office product such as Office Professional Plus 2013 Preview is organized as follows:

- Language-neutral elements are grouped in one core package (MSI file).
- Language-specific elements are organized in separate packages by application.

This arrangement of files simplifies international deployments. The most basic installation of an Office product consists of the core package plus one language. Adding more languages is as easy as copying additional Single Language Packs (SLPs) to the network installation point — all work with the core product in exactly the same way. All language versions of Office, including the English version, are deployed in the same manner. Setup combines the language-neutral core package with the language-specific packages in a seamless installation process.

Important:

The current Office 2013 Preview release includes English, Japanese, and Spanish language sources *only*. Later releases will provide additional languages.

Language versions of Office

Every Office product must include at least one set of language-specific packages. You cannot deploy just the core package (MSI file) by itself. On the Office product CD and the network installation point, these language packages are contained in folders. Each folder name includes a language tag, in the form *ll-cc* (for example, *en-us* for English U.S.), that identifies the language. Each folder also contains a set of installation files.

For example, the Office Professional Plus 2013 Preview product is spread out among the files in these folders. Elements that are not specific to any language, such as *Winword.exe* (the executable file for Word 2013 Preview), are located in the core *ProPlus.WW* package. Other elements, such as Help and the user interface for Word 2013 Preview, are located in the appropriate language-specific package for Word or for shared Office features.

Both language-neutral and language-specific elements are required to make a functionally complete feature. *Winword.exe* by itself does not represent a Word application that anyone can use. Similarly, the core Office Professional Plus 2013 Preview MSI file in the *ProPlus.WW* folder does not represent a complete Office product.

Setup assembles all these parts into a whole product. The *Package.xml* and *Setup.xml* files in each folder contain information that Setup uses to assemble complete features, build a consolidated feature tree, and collect the correct set of MSI files for the installation. After collecting the XML data and assembling the required MSI files, Setup uses Windows Installer to install Office on the user's computer. From a user's perspective, this process happens automatically and seamlessly.

You cannot deploy a specific application in Office 2013 Preview by detaching the language-specific folder that contains the individual MSI file, such as the *Word.en-us* folder. However, you can determine which applications and features are installed on users' computers by customizing the installation.

Note:

None of the MSI files on an Office installation point can be installed independently by using Windows Installer or any other method. Also, none of the digitally signed XML files (*Setup.xml* and *Package.xml*) can be edited or altered. In Office 2013 Preview, Setup is required to collect the files and installation information and to orchestrate the installation process.

Language packs for Office

Language-specific packages are used in two contexts: in the language version of an Office product, and in the Single Language Pack (SLP) for that language. For example, the Japanese version of Office Professional Plus 2013 Preview includes a language-specific folder for each application and for shared features in Office Professional Plus 2013 Preview. The same folders are included in the Japanese SLP, which includes language-specific folders for other products in Office 2013 Preview.

Language packs can be deployed as separate products, or they can be used to deploy an Office product in multiple languages. You are not required to enter a unique product key for language packs, whether you are deploying them separately or as part of the installation of another product.

Note:

In versions of Office earlier than the Office 2007, enterprise customers added languages by deploying Multilanguage User Interface (MUI) packs after a U.S. English version of Office was installed. Localized versions, such as the Japanese version of Office Standard Edition, were

not identical to the core version with a Japanese MUI pack. This design was simplified and improved in Office 2007 and is the same in Office 2013 Preview and Office 2010.

Streamlined customization model

In versions of Office earlier than Office 2007, several tools were required to customize Setup and to manage Office after installation. Office 2007 introduced a consistent, streamlined model. In Office 2013 Preview (as in the Office 2007 and Office 2010), administrators can use Setup to install, customize, and manage Office. To enforce specific user and computer settings, administrators can use Group Policy (see [Using Group Policy](#)).

Using the Office Customization Tool

You customize an Office installation by using the Office Customization Tool, a component of Setup, which is included in volume licensed versions of Office 2013 Preview client. Start the OCT by running Setup with the **/admin** command-line option. By using the OCT, create a Setup customization file (.msp file), which you place in the Updates folder in the network installation point. The Updates folder is used only for initial or new installations of Office 2013 Preview (and Office 2010 and Office 2007), and only one customization patch in the Updates folder is supported.

A Setup customization file is an expanded form of a Windows Installer .msp file. Each file is configured for a specific product, such as Office Professional Plus 2013 Preview or OneNote 2013 Preview. When you run Setup to install an Office product, Setup looks in the Updates folder for a customization file that corresponds to the product that you are installing. As Setup installs the product, it applies the customizations from this file.

You can create more than one Setup customization file to configure Office for different groups of users. When you run Setup, you specify the appropriate customization file to use for each installation by using the Setup command-line option **/adminfile**, or by using Config.xml (see [Using the Config.xml file to customize Office](#)).

For complete details on how to use the OCT to create a Setup customization file, see [Office Customization Tool \(OCT\) in Office 2013 Preview](#).

Customizing a new installation

By using a Setup customization file that you create with the OCT, you can modify the way Setup installs Office on a user's computer the first time. For example, the OCT lets you customize Office in the following ways:

- Direct Setup to run without user interaction (quietly).
- Predefine the product key and accept the Microsoft Software License Terms on behalf of the user.
- Specify where you want to install Office files on the user's computer.
- Choose whether to remove earlier versions of Office before you install the Office 2013 Preview.

Note:

We recommend that enterprise customers first uninstall any earlier versions of Office before they install Windows Installer-based Volume License editions of Office 2013 Preview.

- Determine which Office features are installed.
- Specify the default values for many user options, including Outlook settings.

Note:

Office 2013 Preview does not support side-by-side installations of 64-bit and 32-bit Office, including across applications. For example, there is no support for side-by-side installations of the 2007 Office system 32-bit with Office 2013 Preview 64-bit, or for Access 2013 Preview 64-bit and Excel 2013 Preview 32-bit. You cannot use the Office 2013 Preview customization tools to configure side-by-side installations or customizations of 64-bit and 32-bit Office. For example, you cannot create a custom side-by-side installation by using 64-bit Office Professional 2013 Preview and 32-bit Visio 2013 Preview single image. For more information about 64-bit Office 2013 Preview, see [64-bit editions of Office 2013](#).

For information about how to customize Setup, see [Customize Setup before installing Office 2013](#).

Making changes to an existing Office installation

If you have to change an existing Office installation, use the same tool that you used to customize the original installation: Run the OCT to update a Setup customization file or to create a new one. Then apply the customization file to the user's computer exactly as you would a software update. The user's existing Office installation will be updated with your customizations. This means that the customizations that are available when you install Office are also available when you change Office after installation.

Note:

There are some customizations that Setup applies only when you are installing Office for the first time. These include the following: specifying where you can install Office on the user's computer, defining the product key, and removing earlier versions of Office applications. The OCT identifies the customizations that apply only to a new installation.

Using the Config.xml file to customize Office

You can use the Config.xml file to change your Office installation. You can customize most of the same options that you can with the Office Customization Tool, including some additional options that are not available in the OCT.

Using the Config.xml file is the recommended method for performing the following installation tasks:

- Instructing Setup to copy the *local installation source* to the user's computer without installing Office.
- Specifying the path of the network installation point.
- Selecting the product or language to install.
- Changing where Setup looks for Setup customization files and updates.

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- Making last-minute or one-off customizations that do not warrant running the OCT to create a new customization file.

If you put the Config.xml file in the same folder as Setup.exe, Setup finds and uses the file. You can also specify the location of the file by using the `/config` Setup command-line option.

 **Note:**

If you specify both a Setup customization file and the Config.xml file, the customizations that you define in Config.xml take precedence over the same customizations in the customization file.

For a complete description of the contents and format of the Config.xml file, see [Config.xml file in Office 2013 Preview](#).

Using Setup command-line options

Setup recognizes only a few command-line options in the Office 2013 Preview. This is the same as for Office 2007 and Office 2010. The OCT is the primary tool to configure Setup properties and specify other customizations.

You can use Setup.exe commands to perform the following tasks:

- Run the Office Customization Tool to create a Setup customization (.msp) file.
- Apply the specified Setup customization file to the installation. For example, you can specify a path of a specific customization file (.msp file) or to the folder where you store customization files.
- Specify the Config.xml file that Setup uses during the installation.
- Run Setup in maintenance mode and change an existing Office installation.
- Run Setup to repair the specified product from the user's computer.
- Run Setup to remove the specified product from the user's computer.

For more information about the Setup.exe commands, see [Setup command-line options for Office 2010](#). The information also applies to Office 2013 Preview. For information about Windows Installer properties that were used in earlier versions of Office, and about properties that can be used when you install Office 2013 Preview, see [Setup properties in Office 2010](#). The information also applies to Office 2013 Preview

Using Group Policy

Administrators can use Group Policy settings to define and maintain an Office configuration on users' computers. Group Policy is used to configure the Office 2013 Preview policy settings that are contained in Administrative Templates, and the operating system enforces those policy settings. In an Active Directory environment, administrators can apply policy settings to groups of users and computers in a site, domain, or organizational unit to which a Group Policy object is linked. True policy settings are written to the approved registry keys for policy, and these settings have access control list (ACL) restrictions that prevent people who are not administrator users from changing them. This allows administrators to create highly restricted or lightly managed configurations.

Administrators can use policy settings for the Office 2013 Preview applications to manage most options that configure the Office user interface. These include the following:

-
- Menu commands and their corresponding toolbar buttons
 - Shortcut keys
 - Most options in the **Options** dialog box

 **Note:**

Most of the Office 2013 Preview policy settings are also available in the OCT (OPA settings). To configure initial default settings in a Setup customization .msp file, administrators can use the OCT. However, users can change most of the settings after the installation. Use Group Policy if you want to enforce specific configurations. Group Policy settings have precedence over OCT settings.

Required local installation source

In Office 2013 Preview, Setup creates a local installation source on the user's computer as part of the default installation process. Setup installs all Office 2013 Preview products in a two-step process. First, Setup copies compressed installation source files to the user's computer. Second, Setup calls Windows Installer to perform the actual installation from the local installation source. After the installation is complete, the local installation source remains available for any Setup operations that require access to an original source. Minimum disk space requirements include the local installation source.

 **Note:**

In Office 2003, large organizations typically installed the product from an administrative installation point. Installing Office from a local installation source was optional. However, In the Office 2013 Preview, and in Office 2010 and Office 2007, the administrative installation option no longer exists. The local installation source is a required part of the design.

The local installation source makes the distribution of software updates process more efficient and reliable. Neither the network installation point nor the user's local installation source is ever updated directly. Users' installations remain synchronized when they apply the client version of software updates.

Additional benefits of having a complete installation source always available on the local computer include the following:

- You can deploy the local installation source to users before they install Office. This minimizes the effect on the network and makes sure that all users install the product and begin to use Office 2013 Preview applications at the same time.
- Users can perform maintenance tasks, such as applying software updates, without being prompted for their Office CD or a network source.
- Traveling users, or users who have slow or intermittent network connections, can run Setup without access to the network if they have a local installation source that was installed in advance.

These benefits come at minimal cost. Although the local installation source does use some hard disk space, creating the local installation source and installing Office takes approximately the same time as installing Office by itself.

Creating a local installation source on users' computers

When users install Office from a DVD or from a network installation point, Setup creates the local installation source by using a program called the Office Source Engine (Ose.exe) to copy required installation files to a *hidden* folder on the local computer. The default location is \MSOCache\All Users at the root of the drive on which Office is installed.

Each package that consists of an Office product, both the language-neutral core package and one or more language-specific packages, has a separate download code. The package is cached in the subfolder under MSOCache\All Users. Setup always caches a complete local installation source, which includes all the files that are associated with the product that is being installed. If the installation point includes multiple languages, Setup caches only the packages for the languages that are installed on the user's computer.

When additional Office products are installed on the user's computer, those products are cached in the same local installation source.

Note:

If a user installs a second Office product on a different drive, Setup creates a second local installation source at the root of that drive. In this scenario, shared files might be duplicated between the two local installation sources. However, this design makes sure that each local installation source is complete and functions correctly.

Users cannot unintentionally delete the local installation source or remove it by using the Setup user interface or the Windows Disk Cleanup Wizard. If the MSOCache folder is deleted or corrupted, Setup automatically re-creates or repairs the folder the next time that a source is required. If users do not have sufficient disk space, they are prompted to free up space. You can rely on the fact that every user has access to a source when you distribute new updates or customizations.

Note:

Once the local installation source is created, its location on the user's computer is fixed. Unless the user specifies a different drive, additional Office products installed later are always added to the existing MSOCache\All Users folder.

Deploying the local installation source by itself

Because Setup performs the installation of Office from the local installation source, you can minimize the demand on the network by deploying the installation source beforehand. For example by using your usual method for running Setup on users' computers, you can distribute the local installation source to one group of users at a time. After all users have a precached source, you can have everyone run Setup to install Office at the same time. In this scenario, most of the installation activity occurs on the local computer instead of over the network.

For more information, see [Precache the local installation source for Office 2010](#). This information also applies to Office 2013 Preview.

You can also run Setup directly from the local installation source on the local computer. Running Setup locally means that no activity, even loading Setup files and reading metadata, occurs over the network. In this scenario, you must identify the subfolder in MSOCache\All Users that contains the core product that you want to install. Each core product subfolder contains a copy of the Setup program, and running

Setup from a specific folder installs that product. This method lets users install Office without relying on a network connection.

For more information, see [Install Office 2010 from local installation source](#). This information also applies to Office 2013 Preview

Consolidated update process

In versions of Office earlier than Office 2007, you made several choices to make sure that client computers received the latest Office software updates and that client computers did not become out of sync with the administrative installation point. You might have configured Setup to chain software updates with new installations of Office, or you might have applied updates to the administrative installation point and reinstalled Office on all the client computers.

The architecture that was introduced in Office 2007 makes this process much simpler. In Office 2013 Preview, Office 2010, and Office 2007, you create a *network installation point* that you never have to update. Instead, a simple copy operation makes software updates available for new installations. You update existing installations independent of the network installation point so you do not have to worry about keeping client computers synchronized with the installation source.

Applying Office updates during new installations

When you obtain Office software updates from Microsoft, copy the updates into the Updates folder in the root of the network installation point. The existing files in the network installation point remain the same as when you first copied them from the Office CD.

Note:

You can use the Updates folder to incorporate the installation of updates with an *initial installation* of the Office 2013 Preview products. Only Windows Installer update files that are contained in this folder are installed with the initial installation. Therefore, you must extract the updates from Microsoft Self-Extractor packages. You can also place a Setup customization .msp patch in the Updates folder to customize initial installations.

When you run Setup to install Office on a client computer, Setup looks in the Updates folder for software updates and incorporates the updates automatically as it installs Office. If there are multiple updates in the folder, Setup applies only those updates that are targeted at the Office product being installed. If the Updates folder includes both a Setup customization .msp file (patch) and product updates, Setup applies only the Setup customization .msp file with the initial installation and the product updates are applied after the installation is completed. Setup also applies the updates in the correct sequential order. The result is that the user receives the latest updates with the new installation of Office.

Tip:

To direct Setup to look for software updates in a folder other than the Updates folder, use the **SetupUpdates** element in the Config.xml file. For more information, see [SetupUpdates element](#) in [Config.xml file in Office 2013 Preview](#).

Updating existing Office installations

After Office is installed, you apply software updates directly to the client computer without returning to the network installation point. You do this through a deployment management program such as Microsoft Systems Management Server or System Center 2012 Configuration Manager, by using Windows Server Update Services, or by updating computers directly from the Internet by using Microsoft Update.



Note:

After Office is installed on a client computer, a reinstallation of Office reapplies only those software updates that were applied during the original installation. If you copied new software updates in the Updates folder, they will not be applied during the reinstallation.

Language in Office 2013 Preview

Audience: IT Professionals



The following table lists and describes articles that will help you Configure Office 2013 Preview to work with multiple languages.

Articles about how to deploy Office 2013 Preview in other languages

| Article | Description |
|---------|-------------|
| | |
| | |
| | |

Security in Office 2013 Preview

Audience: IT Professionals

New security controls are available in Office 2013 to help you plan a robust defense against threats while maintaining information worker productivity.

An organization's success often depends on the productivity of its information workers and the integrity and confidentiality of its intellectual property. Many IT departments find it difficult to satisfy these business needs because protection often comes at the expense of productivity.



The articles that are listed in the following table describe the security controls that are available in Office 2013 Preview.

Office 2013 Preview security articles on TechNet

| Article | Description |
|---------|-------------|
| | |

Virtualize Office 2013 Preview

Audience: IT Professionals

You can deploy Office 2013 Preview by using virtualization technologies, such as Microsoft Application Virtualization (App-V) or Remote Desktop Services (formerly known as Terminal Services). App-V enables you to run Office 2013 Preview in a self-contained environment on an end-user computer. Remote Desktop Services provides a method for multiple users to connect to and use a centrally managed installation of Office 2013 Preview



The following table lists and describes articles that will help you deploy Office 2013 Preview by using virtualization technologies.

Articles about how to use virtualization technologies to deploy Office 2013 Preview

| Article | Description |
|---------|-------------|
| | |
| | |
| | |

Group Policy for Office 2013 Preview

Audience: IT Professionals

Group Policy is an infrastructure that is used to deliver and apply one or more desired configurations or policy settings to a set of targeted users and computers in an Active Directory directory service environment. When you have Office 2013 Preview installed, you can use Group Policy to:

- Control entry points to the Internet from Office 2013 Preview applications.
- Manage security in the Office 2013 Preview applications.
- Hide settings and options that are unnecessary for users to perform their jobs and that might distract them or result in unnecessary support calls.
- Create a highly managed standard configuration on users' computers.



The following table lists and describes articles that will be useful for IT administrators who plan to use Group Policy to configure and enforce settings for Office 2013 Preview applications.

Articles about how to use Group Policy with Office 2013 Preview

| Article | Description |
|---------|-------------|
| | |
| | |
| | |
| | |

Outlook 2013 Preview

Audience: IT Professionals



To plan an Outlook deployment or configure Outlook Anywhere, Cached Exchange Mode, and security and protection features, or to customize Outlook profiles, follow the steps that are described in these articles.

Outlook 2013 Preview deployment articles on TechNet

| Article | Description |
|---------|-------------|
| | |
| | |

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