Deployment guide for Microsoft Office 2013

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

The content in this book is a copy of selected content in the Office 2013 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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If your question is about Microsoft Office products, and not about the content of this book, please search the Microsoft Help and Support Center or the Microsoft Knowledge Base at:

http://support.microsoft.com
Volume activation of Office 2013

Updated: October 16, 2012

Summary: Find articles that provide information about how to plan and deploying volume activation for Office 2013.

Audience: IT Professionals

Microsoft policy requires the activation of all editions of Office 2013 client software, including Volume License editions. For Office 2013, 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. It does not apply to either Office Professional Plus for Office 365 or Office 365 ProPlus, both of which are licensed through subscription.

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

### Articles about volume activation for Office 2013

<table>
<thead>
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<th>Article</th>
<th>Description</th>
</tr>
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<td>Volume activation methods in Office 2013</td>
<td>Learn about the methods that are available for activating volume-licensed editions of Office 2013.</td>
</tr>
<tr>
<td>Deploy volume activation of Office 2013</td>
<td>Describes how to prepare and configure the Office 2013 client and the Office KMS host for volume activation.</td>
</tr>
<tr>
<td>Use tools to configure client computers in Office 2013</td>
<td>Provides details about the Office Software Protection Platform script (ospp.vbs) and describes the Volume Activation Management Tool (VAMT) for Windows Installer-based (MSI-based) versions of Office 2013.</td>
</tr>
</tbody>
</table>
Plan volume activation of Office 2013

Published: July 16, 2012

Summary: Explains how to plan which methods to use for activating volume-licensed (VL) editions of Office 2013.

Audience: IT Professionals

You can plan the deployment of Office Activation Technologies for volume activation of Office 2013 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. It does not apply to either Office Professional Plus for Office 365 or Office 365 ProPlus, 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. To help determine which activation method to use for Windows, see the Windows Volume Activation Planning Guide. Most likely, Office 2013 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 is five computers. This means that Office 2013 client computers will be activated only after five or more client computers have requested activation.
- You do not have to enter a product key for Office 2013 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 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 Use tools to configure client computers in Office 2013.

**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 (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 client computers connect to the local Office 2013 KMS host for activation.
- **Multiple Activation Key (MAK)** If you use a MAK key, Office 2013 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 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 running on desktops has the KMS client key installed, whereas Office 2013 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 KMS client with respect to activation.

**License state of the Office 2013 KMS client**

<table>
<thead>
<tr>
<th>License state</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed</td>
<td>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.</td>
</tr>
<tr>
<td>Out-of-tolerance</td>
<td>If activation does not occur during the 180-day period, Office 2013 goes into the out-of-tolerance state for 30 days. Users then see notifications that request activation.</td>
</tr>
<tr>
<td>Unlicensed notification</td>
<td>If activation does not occur during the out-of tolerance state, Office 2013 goes into the unlicensed notification state. Users then see notifications that request activation and a red title bar.</td>
</tr>
</tbody>
</table>

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 Office KMS host in Deploy volume activation of Office 2013.
Important:

The KMS host key for Office 2013 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 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 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 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 client products**

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

- 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.

**Important:**

If you already have a KMS host that is set up to activate Windows products, you still have to install the Office 2013 KMS host license files, enter the Office 2013 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 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 KMS host, follow the steps in Prepare and configure the Office KMS host in Deploy volume activation of Office 2013.
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 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, a third volume activation method is available: Active Directory-Based activation.

As with KMS, Active Directory-Based activation can activate all Office 2013 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 VL clients within the domain. The Office 2013 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 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 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 7 VL edition, Windows Server 2008 R2, Windows 8 VL edition, or Windows Server 2012 to act as a single KMS host that responds to both Windows and Office 2013 KMS client activation requests. This works as long as the appropriate Office 2013 KMS host licenses are installed and a valid KMS host key is installed, and the key is activated against Microsoft hosting activation servers. You can install Office 2013 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 Beta release cannot be used to activate client computers that run the final release version of Office 2013. 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.

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 Office KMS host in Deploy volume activation of Office 2013.

Prepare KMS clients

By default, Volume License editions of Office 2013 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 Use tools to configure client computers in Office 2013.

Activate as a standard user

Office 2013 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 Use tools to configure client computers in Office 2013.

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 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 of Office 2013.

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.

Deploy volume activation of Office 2013

Volume activation methods in Office 2013
Use tools to configure client computers in Office 2013

Troubleshoot volume activation for Office 2010

KMS activation

MAK independent activation

MAK proxy activation

Active Directory-Based Activation Overview

Volume Activation Management Tool Technical Reference
Volume activation methods in Office 2013

Published: July 16, 2012

Summary: Learn about the methods that are available for activating volume-licensed editions of Office 2013.

Applies to: Office 2013 | Visio 2013 | Project 2013

Audience: IT Professionals

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

- 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 and Visio 2013.

Important:
This information applies to volume-licensed editions of Office 2013. It does not apply to either Office Professional Plus for Office 365 or Office 365 ProPlus, both of which are licensed through subscription.

KMS and MAK activation

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

Office 2013 can be activated by using KMS on the following platforms:
## KMS host platforms for Office 2013 activation

<table>
<thead>
<tr>
<th>If Office 2013 runs on…</th>
<th>It can activate against a KMS host that runs on…</th>
</tr>
</thead>
</table>

**Important:**
If you are setting up a KMS host on Windows 7 VL edition or Windows Server 2008 R2, you must first install the patch as described in Microsoft Knowledge Base article [2757817: An update that adds support for Windows 8 and for Windows Server 2012 to Windows Vista, Windows Server 2008, Windows 7, and Windows Server 2008 R2 KMS hosts is available](https://support.microsoft.com/en-us/kb/2757817). This patch allows the KMS host to activate Office 2013 clients that run Windows 8.

For Office 2013, 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](https://support.microsoft.com/en-us/kb/962397).

- **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 by using the Office 2013 Volume License Pack](https://support.microsoft.com/en-us/kb/2757817) in this article.

- **If you install the Office 2013 Volume License Pack on Windows 8**  If you click Yes, the RSAT download page opens.
  - When the application opens, the dialog box in the following figure appears. Either click Yes to install the Remote Server Administration Tools (RSAT) for Windows, or click No to run slmgr.vbs to set up a KMS host or Active Directory-Based activation. We recommend that you install RSAT.

  **Figure: Office 2013 Volume License Pack dialog box**

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Important:

If you set up an Office 2013 KMS host on Windows 8: Although the Office 2013 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 by using the Office 2013 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:

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

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

<table>
<thead>
<tr>
<th>Product</th>
<th>GVLK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office 2013 Professional Plus</td>
<td>PGD67-JN23K-JGVVVKTHP4-GXR9G</td>
</tr>
<tr>
<td>Project 2013 Professional</td>
<td>NFKVM-DVG7F-TYWYR-3RPHY-F872K</td>
</tr>
<tr>
<td>Visio 2013 Professional</td>
<td>B3C7Q-D6H2-2VRFW-HHWUDG-FVQB6</td>
</tr>
</tbody>
</table>
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 VL clients through their connection to the domain. To set up Active Directory-Based activation for Office 2013, configure Active Directory Domain Services (AD DS) from either a Windows 8 VL edition computer or a Windows Server 2012 computer. The Office 2013 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 client for 180 days.

For more information about Active Directory-Based activation, see Active Directory-Based Activation Overview.

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

**KMS activation.** You can set up an Office 2013 KMS host on Windows Server 2012 through the VA (volume activation) server role. When you run the Office 2013 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 KMS host on Windows Server 2012.

**Active Directory-Based activation.** You can use the Office 2013 VL Pack to set up Active Directory-Based activation. After the forest is activated, each Office 2013 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 VL client must be reactivated for an additional 180 days in order to stay activated.

**Volume Activation Management Tool (VAMT) 3.0**


For more information about VAMT 3.0, see Plan volume activation of Office 2013.
Plan volume activation of Office 2013

Active Directory-Based Activation Overview

Volume Activation Management Tool Technical Reference

Plan KMS activation of Office 2010

Plan MAK independent activation of Office 2010

Plan MAK proxy activation of Office 2010

Deploy volume activation of Office 2010

Tools to configure client computers in Office 2010

Troubleshoot volume activation for Office 2010
Deploy volume activation of Office 2013

Updated: October 16, 2012

Summary: Describes how to prepare and configure the Office 2013 Preview client and the Office KMS host for volume activation.

Applies to: Office 2013

Audience: IT Professionals

You can use various methods to deploy Office Activation Technologies, depending on the requirements of your organization. Before you read this article, we recommend that you read Plan volume activation of Office 2013 and Volume activation methods in Office 2013. For additional planning resources, see “Evaluate Client Connectivity” in Volume Activation Planning Guide.

⚠️ Important:
   This information applies to volume-licensed editions of Office 2013. It does not apply to either Office Professional Plus for Office 365 or Office 365 ProPlus, both of which are licensed through subscription.

In this article:

- Prepare and configure the Office 2013 Preview client
- Prepare and configure the Office KMS host
- Configure DNS

Prepare and configure the Office 2013 Preview client

Before you deploy Office 2013, you must first decide the activation method for each computer in your organization. These methods include the following:

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

You must make sure that the appropriate product key for your specific activation method is installed on the computer. This section describes how to check whether the correct product key is installed, and how to install a different product key if it is required.

⚠️ Important:
   If you deploy an image or create a virtual machine, you must rearm the installation of Office 2013 before you capture the image or create the virtual machine. For information about
capturing an image, see Configure Office 2010 for capturing an image. For more information about rearming an Office 2013 installation, see Rearm the Office installation later in this article.

**Activate KMS clients**

All volume license editions of Office 2013 have a KMS client key preinstalled.

For the Office 2013 KMS host, you install and enable only one key to activate all volume license editions of Office 2013 KMS clients. If the Office 2013 KMS host is installed and configured, KMS activation occurs transparently to the user when an Office 2013 client is first installed.

For additional configuration options, such as how to specify the KMS host name on the KMS client, see Use tools to configure client computers in Office 2013.

**Activate Active Directory-Based activation clients**

Active Directory-Based activation of Office applies only for Office 2013 clients that run on Windows 8 or Windows Server 2012. Active Directory-Based activation uses the same client product key and host key that are used by KMS. By using Active Directory-Based activation, the Software Protection Platform Service (SPPSvc) periodically attempts to activate the product key against either an Activation Object (AO) in AD DS or a discoverable KMS host if the Active Directory-Based activation attempt fails.

For more information about Active Directory-Based activation, see Active Directory-Based Activation Overview.

**Activate MAK clients**

If you use Multiple Activation Key (MAK), you must enter the MAK key by using one of the following supported methods:

- Before you deploy Office 2013
  - Office Customization Tool (OCT)
  - Config.xml file
- After you deploy Office 2013
  - Volume Activation Management Tool
  - The Backstage view
  - The ospp.vbs script

⚠️ Important:

Because different products require different MAK keys, you should first verify that the MAK key for the product is correct.
Office Customization Tool (OCT)

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 enter a MAK by using the OCT, follow these steps:

1. In the Type a valid 25-character volume license key with no spaces field, enter the MAK key (five sets of five numbers or characters), and then press ENTER.
2. After making any other necessary changes in the OCT, save the .msp file.

Note:
When you use a MAK key in the OCT, you can activate Office 2013 while you install the MAK key by setting the AUTO_ACTIVATE property value to 1. For more information, see Licensing and user interface in Office Customization Tool (OCT) in Office 2013.

Remember that you do not have to enter a product key in the OCT if you are using KMS activation. For more information about the OCT, see Office Customization Tool (OCT) in Office 2013.

Config.xml file

To enter a MAK by using the Config.xml file, follow these steps:

1. Add the following line to the Config.xml file:
   `<PIDKEY Value="AAAAABBBBBCCCCCDDDDDDEEEEEE" />`
   Where `AAAAABBBBBCCCCCDDDDDDEEEEEE` is the 25-character product key.

   Note:
   You can activate Office 2013 while you install the MAK key by setting the AUTO_ACTIVATE property value to 1. For more information, see Setting element in Config.xml file in Office 2013.

   You do not have to enter the MAK key in the Config.xml file if you are using KMS activation. For more information about how to use the Config.xml file, see Config.xml file in Office 2013.

Volume Activation Management Tool

If you have to change the product key on Office 2013 clients after installation, we recommend that you use Volume Activation Management Tool (VAMT) 3.0. For more information about VAMT 3.0, see
The Backstage view
This method lets you change the product key on one computer at a time. If you want to change multiple computers, follow these steps:

1. Open an Office 2013 application.
2. Choose the File tab.
3. Choose Help.
4. Choose Change Product Key and enter the product key.

Note:
An administrator can create a registry key that allows a standard user (a user who is not an administrator) to apply a MAK key and activate an Office 2013 application. This means that a standard user can switch a KMS client to MAK activation, manually activate a computer, and, if it is necessary, replace an existing MAK with a new MAK key. By default, all volume license editions of Office 2013 disable this behavior. To enable this behavior, add the following line to the Config.xml file:

<Setting Id="USEROPERATIONS" Value="1" />

Or, you can set the following registry key to enable or disable standard user (a user who is not an administrator) activation:

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\OfficeSoftwareProtectionPlatform

Enable Standard User Activation: "UserOperations"=dword:00000001
Disable Standard User Activation: "UserOperations"=dword:00000000 (Office 2013 volume license products default setting)

The ospp.vbs script
For information about how to enter a product key by using the ospp.vbs script, see Use tools to configure client computers in Office 2013.

Rearm the Office installation
There is a 25-day grace period from the time of installation of KMS clients before notifications to activate are displayed to the user. If you want to deploy an image, you must rearm your Office 2013 installation before you capture the image. If you do not rearm, users see notification dialog boxes at the time that the image is deployed, instead of 25-days after deployment. The 25-day grace period gives ample time for a KMS host to be found and activation to succeed. If activation is successful, users do not see notifications to activate.

Rearming is important for these reasons:

- The grace timer is reset to 30 days of grace.
- The grace timer is frozen.
The client machine ID (CMID) is reset.
- The KMS host uses the CMID to determine the number of unique clients.
- To check the CMID, use the command `ospp.vbs /dcmid`.

Rearm is also recommended for MAK deployment. If you are deploying Office 2013 that is configured for MAK activation, and you do not remotely activate for end-users through VAMT or ospp.vbs, users see an activation dialog box the first time that an Office 2013 application starts. The activation dialog box is slightly different 25 days after installation. Also, users might immediately see a red title bar if Office 2013 was not rearmed before image capture.

### To rearm your Office installation

1. Make sure all Office 2013 applications are closed.
2. Open an elevated command prompt.
3. Go to `%installdir%\%Program Files%\Microsoft Office\Office15`. If you installed the 32-bit edition of Office 2013 on a 64-bit operating system, `%Program Files%` is the Program Files (x86) folder.
4. At the command prompt, type `ospprearm.exe`. If the rearm succeeds, the following message displays: “Microsoft Office rearm successful.”

   **Note:**
   You can rearm 5 times, unless you activate Office by using a KMS host. If you run out of rearms, activating by using a KMS host lets you rearm one time.

5. Capture the image or save the virtual machine. For more information about how to capture the image, see [Configure Office 2010 for a hard disk image](#).

   **Important:**
   Do not open an Office application or run ospp.vbs, or anything related to Office 2013 while the image is being captured. Otherwise, the grace timer starts.

### Prepare and configure the Office KMS host

This section contains information about how to prepare and configure the Office 2013 KMS host to enable Office 2013 clients to activate through KMS.

**Important:**
At minimum, membership in the Administrators group of the KMS host server is required to prepare and configure the KMS host.

### Set up and activate the Office KMS host

Only the following operating systems can serve as the Office 2013 KMS host:

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

⚠️ Important:
The KMS host key for Office 2013 is not specific to a particular operating system. It can be used on any of the operating systems that were mentioned earlier. This includes both 32-bit and 64-bit editions.

The following operating systems are not supported as the Office 2013 KMS host:

- Windows Vista or with any service packs
- Windows Server 2008 or with any service packs

For more information, see [Volume Activation 2.0 for Windows Vista and Windows Server 2008](#).

Co-hosting with a Windows KMS host

If you currently have a Windows KMS host running on an operating system that supports an Office KMS host, we recommend that you use the same computer that you use for your Office KMS host. You must still run the steps in the following sections to install and activate an Office 2013 KMS host key. For more information, see [Plan volume activation of Office 2013](#).

To activate the Office KMS host

1. On the [Microsoft Office 2013 Preview KMS Host License Pack](#) website, download and run one of the following executable files, depending on whether you are running the 32-bit or the 64-bit edition of Office 2013.
   - office15prereleasevolumelicensepack_en-us_x86.exe
   - office15prereleasevolumelicensepack_en-us_x64.exe
   Then, follow the steps in the Instructions section on the website.

2. If your KMS host does not have an Internet connection, see [To activate an Office KMS host by telephone](#) later in this article.

3. If you have a firewall enabled, follow these steps to enable KMS through the firewall:
   a) In Control Panel, select **System and Security**, and then select **Windows Firewall**.
   b) Select the **Allow a program or feature through Windows Firewall** link.
   c) Select **Change Settings**.
   d) Select the **Key Management Service** check box, and then select **OK**.

>Note:
When you enable the firewall on a KMS host, the default TCP communications port number is 1688.

Activating an Office KMS host by telephone

If your KMS host does not have an Internet connection, you can activate the KMS host by telephone.

To activate an Office KMS host by telephone
1. Run the following command under C:\Windows\system32. The result is the installation ID for Office 2013. You will type this installation ID number into the telephone in step 3.
   `cscript slmgr.vbs /dti 2E28138A-847F-42BC-9752-61B03FFF33CD`

   **Note:**
   The 2E28138A-847F-42BC-9752-61B03FFF33CD value is the Office 2013 activation ID. Paste this value exactly as shown. We recommend pasting this number into Notepad, and then breaking up the number into six groups of six numbers.

2. Run `slui.exe 4`, and then call the telephone number displayed.

   **Note:**
   Ignore the displayed installation ID. This is for Windows.

3. At each prompt, enter a group of six numbers. This is the installation ID for Office 2013 that you obtained in step 1.

4. When you hear the response, note the numbers.

5. Run `cscript slmgr.vbs /atp xxxxxxxxxxxx 2E28138A-847F-42BC-9752-61B03FFF33CD`, where xxxxxxxxxxxx is the confirmation ID that you receive by telephone (there should be 48 numbers).

   **Note:**
   The 2E28138A-847F-42BC-9752-61B03FFF33CD value is the Office 2013 activation ID. Therefore, paste this value exactly as shown.

6. You should see a message that the confirmation ID was successfully deposited.

**Sppsvc state stopped error**

Because the KMS host service automatically stops, you might encounter the following error when you run KeyManagementServiceHost.exe.

**Error:** The Software Protection Platform service is not running: sppsvc State: Stopped

If you receive this error, perform the following:

1. At the command prompt, type the following command, and then press ENTER:
   `net start sppsvc`

2. Re-run KeyManagementServiceHost.exe.
   Alternately, you can perform the following:

   1. On the **Computer** short-cut menu, select **Manage**. The Microsoft Management Console appears.
   2. Under **Services and Applications**, select **Services**.
   3. In the services list, locate Software Protection. On the Software Protection short-cut menu, select **Start**, and then select **OK** to start the service.
4. Re-run KeyManagementServiceHost.exe.

**Manually install the Office 2013 Preview KMS host key and activate**

KeyManagementServiceHost.exe installs the Office 2013 KMS host license files on your KMS host. KeyManagementServiceHost.exe also prompts you for an Office 2013 KMS host key and tries to activate the KMS host. If you did not enter the Office 2013 KMS host key correctly, run KeyManagementServiceHost.exe again.

**The slmgr.vbs script**

If you want to manually enter the Office 2013 KMS host key and activate it, use the slmgr.vbs script. For more information, see Configure the Office 2013 Preview KMS host later in this article. Open an elevated command prompt, and then run the following commands:

```bash
slmgr.vbs /ipk <Office 2010 KMS host key>
slmgr.vbs /ato <Office 2010 activation ID>
```

The Office 2013 activation ID is 2E28138A-847F-42BC-9752-61B03FFF33CD.

**Configure the Office 2013 Preview KMS host**

The Software License Manager (slmgr.vbs) script is used to configure and retrieve volume activation information for the Office 2013 KMS host, and the Windows host. For more information about this script, see “KMS Activation” in Windows Volume Activation Deployment Guide.

The script can be run locally on the target computer or remotely from another computer. If a standard user runs slmgr.vbs, some license data might be missing or incorrect, and many operations are prohibited.

The slmgr.vbs script can use wscript.exe or cscript.exe, and administrators can specify which script engine to use. If no script engine is specified, slmgr.vbs runs by using the default script engine, wscript.exe. The cscript.exe script engine is recommended.

The Software Licensing Service must be restarted for any changes to take effect. To restart the Software Licensing Service, use the Microsoft Management Console (MMC) Services snap-in or run the following command:

```bash
net stop sppsvc && net start sppsvc
```

The slmgr.vbs script requires at least one parameter. If the script is run that has no parameters, it displays Help information. The following table lists slmgr.vbs command-line options, and a description of each. Most of the parameters in the table configure the KMS host. However, the parameters /sai and /sri are passed to KMS clients after the KMS clients contact the KMS host. The general syntax of slmgr.vbs is as follows (assuming cscript.exe is the script engine that you are using):

```bash
cscript slmgr.vbs /parameter
```

```bash
cscript slmgr.vbs [ComputerName] [User] [Password] [Option]
```
**ComputerName**  Name of remote computer. If a computer name is not passed, a local computer is used.

**User**  Account with required permission on remote computer.

**Password**  Password for the account. If a user account and password are not passed, current credentials are used.

**Option**  Options are shown in the following table.

The following table shows the command options for the slmgr.vbs command.

### Slmgr.vbs command options - standard

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ipk [ProductKey]</td>
<td>Installs the product key for Windows (default) or other application identified by the product key.</td>
</tr>
<tr>
<td>/ato [ActivationID]</td>
<td>Activates the KMS host for Windows (default), or the application that is identified when its Activation ID is provided. The Office 2013 Activation ID is 2E28138A-847F-42BC-9752-61B03FFF33CD.</td>
</tr>
<tr>
<td>/dti [ActivationID]</td>
<td>Displays the Installation ID that is used for telephone activation of the KMS host for Windows (default) or the application that is identified when its Activation ID is provided. The Office 2013 Activation ID is 2E28138A-847F-42BC-9752-61B03FFF33CD. You enter the Installation ID into the telephone to receive the Confirmation ID, which is used for activating the KMS host by using the /atp parameter.</td>
</tr>
<tr>
<td>/atp [ConfirmationID][ActivationID]</td>
<td>After the Confirmation ID is received, activates the KMS host for Windows (default) or the application that is identified when its Activation ID is provided. The Office 2013 Activation ID is 2E28138A-847F-42BC-9752-61B03FFF33CD.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>/dlv [ActivationID]</td>
<td>Displays detailed license information for Windows (default), or the application that is identified when its Activation ID is provided. The Office 2013 Activation ID is 2E28138A-847F-42BC-9752-61B03FFF33CD.</td>
</tr>
<tr>
<td>/dli [ActivationID]</td>
<td>Displays license information for Windows (default), or the application that is identified when its Activation ID is provided. The Office 2013 Activation ID is 2E28138A-847F-42BC-9752-61B03FFF33CD.</td>
</tr>
<tr>
<td>/upk [ActivationID]</td>
<td>Uninstalls the product key for Windows (default) or the application that is identified when its Activation ID is provided. The Office 2013 Activation ID is 2E28138A-847F-42BC-9752-61B03FFF33CD. <strong>Caution:</strong> If you intend to uninstall the product key for Office 2013, for example, and forget to enter the Activation ID, all installed product keys are uninstalled. This includes the product key for Windows.</td>
</tr>
<tr>
<td>/xpr [ActivationID]</td>
<td>Displays the expiration date for the current license state.</td>
</tr>
<tr>
<td>/sprt [PortNumber]</td>
<td>Sets the TCP communications port on a KMS host. It replaces PortNumber with the TCP port number to use. The default setting is 1688.</td>
</tr>
<tr>
<td>/cdns</td>
<td>Disables automatic DNS publishing by a KMS host.</td>
</tr>
</tbody>
</table>
The following table shows the command options for activating and Active Directory forest by using Active Directory-Based activation.

### Slmgr.vbs command options – Active Directory –based activation

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ad-activation-online [ProductKey]</td>
<td>Activates an Active Directory forest through the user-provided product key.</td>
</tr>
<tr>
<td>/ad-activation-apply-get-iid [ProductKey]</td>
<td>Displays installation ID for Active Directory forest.</td>
</tr>
<tr>
<td>/ad-activation-apply-cid [ProductKey][ConfirmationID]</td>
<td>Activates an Active Directory forest through the user-provided product key and the Confirmation ID.</td>
</tr>
</tbody>
</table>
Verify successful activation of the Office KMS host

To verify that the Office 2013 KMS host key is successfully installed and activated, use the slmgr.vbs script. Open an elevated command prompt on the KMS host, type the following command, and then press ENTER:

```
cscript slmgr.vbs /dlv all
```

To view information only for Office 2013, specify the Activation ID after the `/dlv` parameter:

```
cscript slmgr.vbs /dlv 2E28138A-847F-42BC-9752-61B03FFF33CD
```

The output should resemble the following example.

Note:

The following example is from Office 2010. The output for Office 2013 will be similar. However, it will contain the appropriate IDs, URLs, and so on, for Office 2013.

Name: Microsoft Office 2010, KMSHost edition
Description: Microsoft Office 2010 KMS, VOLUME_KMS channel
Activation ID: bfe7a195-4f8f-4f0b-a622-cf13c7d16864
Application ID: 59a52881-a989-479d-af46-f275c6370663
Extended PID: 55041-00006-199-00004-03-1033-7600-0000-3632009
Installation ID: 008585014214769124199722184000850026888810090785321136
Processor Certificate URL: http://go.microsoft.com/fwlink/p/?LinkID=88342
Machine Certificate URL: http://go.microsoft.com/fwlink/p/?LinkID=88343
Use License URL: http://go.microsoft.com/fwlink/p/?LinkID=88344
Product Key Certificate URL: http://go.microsoft.com/fwlink/p/?LinkID=88345
Partial Product Key: RP3HH
License Status: Licensed
Remaining Windows rearm count: 1
Trusted time: 12/29/2009 1:45:54 PM

Key Management Service is enabled on this computer
    Current count: 0
    Listening on Port: 1688
    DNS publishing enabled
    KMS priority: Normal

Key Management Service cumulative requests received from clients
    Total requests received: 0
    Failed requests received: 0
    Requests with License Status Unlicensed: 0
    Requests with License Status Licensed: 0
    Requests with License Status Initial grace period: 0
    Requests with License Status License expired or Hardware out of tolerance: 0
    Requests with License Status Non-genuine grace period: 0
    Requests with License Status Notification: 0

If the output shows “License Status: Licensed,” the Office 2013 KMS host key is successfully installed and activated.
After KMS clients send requests for activation, the current count is incremented. The current count must be 5 or larger before KMS clients are activated. The maximum current count is double the activation threshold, or 10. Administrators can also check the KMS log that is in the Applications and Services Logs folder for event ID 12290, the ID for KMS-related activity. The KMS log records activation requests from KMS clients. Each event displays the name of the computer and the time stamp of each activation request.

**Configure DNS**

To activate Office 2013 by using KMS, the Office KMS host must be discoverable. KMS hosts automatically publish their existence by creating service (SRV) resource records (RRs) on the DNS server. If there is only one KMS host and dynamic update, no action is required for the KMS host to create the SRV RR that publishes the KMS service location.

If there is more than one KMS host, only the first KMS host can create an SRV RR. Subsequent KMS hosts cannot change or update SRV RRs unless the default permissions on the DNS server are changed.

Changing the default permissions on the DNS server requires administrative rights in the domain, and the KMS hosts must all belong to the same Active Directory Domain Services (AD DS) domain. Create a global security group in AD DS for your KMS hosts. Add each KMS host to the new security group, and set the permissions on the DNS server to enable updates by members of the newly created security group.

For more information about how to configure DNS for the KMS host, see “Understanding KMS” in Customer Hosted Volume Activation Guide.

*Volume Activation Management Tool (VAMT) 3.0*

*Plan volume activation of Office 2013*

*Volume activation methods in Office 2013*

*Use tools to configure client computers in Office 2013*

*Office Customization Tool (OCT) in Office 2013*

*Customize Setup before installing Office 2013*

*Config.xml file in Office 2013*

*Active Directory-Based Activation Overview*

*Volume Activation Management Tool Technical Reference*

*Configure Office 2010 for a hard disk image*

*Configure Office 2010 for capturing an image*

*Volume Activation Planning Guide*

*Windows Volume Activation Deployment Guide*
Use tools to configure client computers in Office 2013

Summary: Details the Office Software Protection Platform script (ospp.vbs) and describes the Volume Activation Management Tool (VAMT) for Windows Installer-based (MSI-based) versions of Office 2013.

Applies to:

Audience: IT Professionals

The Office Software Protection Platform script (ospp.vbs) and the Volume Activation Management Tool (VAMT) tools can help you configure and test Volume License editions of Office 2013. Before you read this article, we recommend that you read Volume activation methods in Office 2013, Plan volume activation of Office 2013, and Deploy volume activation of Office 2013.

Important:

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

In this article:

- Tips for configuring KMS clients and hosts
- The ospp.vbs script
- Volume Activation Management Tool (VAMT)

Tips for configuring KMS clients and hosts

Generally, you do not have to configure Office KMS clients if the Office KMS host was correctly set up and configured. The KMS client automatically searches for the KMS host by using DNS and then attempts activation. The KMS service uses service (SRV) resource records (RR) in DNS to store and communicate the locations of KMS hosts.

By default, KMS hosts automatically publish the information that KMS clients need to find and connect to them by using DNS dynamic update protocol. By default, KMS clients query the DNS server for KMS service information.

You can manually configure KMS hosts and clients, depending on the network configuration and security requirements. For example, if the network environment does not use SRV records, you can manually configure a KMS client to use a specific KMS host. For more information about how to configure the KMS client, see The ospp.vbs script later in this article and Prepare and configure the Office 2013 Preview client in Deploy volume activation of Office 2013. For more information about how
to configure the KMS host, see Prepare and configure the Office KMS host in Deploy volume activation of Office 2013.

The ospp.vbs script

The Office Software Protection Platform script (ospp.vbs) enables you to configure volume editions of Office 2013 client products. You must open a command prompt by using administrator permissions and navigate to the folder that contains the script. The script is located in the %installdir%\Program Files\Microsoft Office\Office15 folder. If you are running 32-bit Office 2013 on a 64-bit operating system, the script is located in the %installdir%\Program Files (x86)\Microsoft Office\Office15 folder.

Running ospp.vbs requires the cscript.exe script engine. To see the Help file, type the following command, and then press ENTER:

cscript ospp.vbs /?

The general syntax is as follows:

cscript ospp.vbs [Option:Value] [ComputerName] [User] [Password]

Option  Specifies the option and value to use to activate a product, install or uninstall a product key, install and display license information, set Key Management Service (KMS) host name and port, and remove KMS host. The options and values are listed in the tables in this section.

ComputerName  Name of the remote computer. If a computer name is not provided, the local computer is used.

User  Account that has the required permission on the remote computer.

Password  Password for the account. If a user account and password are not provided, the current credentials are used.

⚠️ Important:

Before you run ospp.vbs, be sure that:

- The Windows firewall allows Windows Management Instrumentation (WMI) traffic on the remote computer.
- You have credentials that have the required permissions on the remote computer, or you can pass credentials that have the required permissions to the remote computer.
- The cmd.exe command is elevated. On the cmd.exe interface short-cut menu (right-click), choose Run as administrator.

The following table describes the ospp.vbs global options.

Global options for ospp.vbs

---

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<table>
<thead>
<tr>
<th>Global option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/act</td>
<td>Activates installed Office 2013 product keys.</td>
</tr>
<tr>
<td>/inpkey:value</td>
<td>Installs a product key (replaces existing key) with user-provided product key. Value option is required.</td>
</tr>
<tr>
<td>/unpkey:value</td>
<td>Uninstalls an installed product key with the last five digits of the product key to uninstall (as displayed by the /dstatus option). Value parameter is required.</td>
</tr>
<tr>
<td>/inslic:value</td>
<td>Installs a license with user-provided path of the .xrm-ms license. Value parameter is required.</td>
</tr>
<tr>
<td>/dstatus</td>
<td>Displays license information for installed product keys.</td>
</tr>
<tr>
<td>/dstatusall</td>
<td>Displays license information for all installed licenses.</td>
</tr>
<tr>
<td>/dhistoryacterr</td>
<td>Displays the failure history for MAK/Retail activation.</td>
</tr>
<tr>
<td>/dinstid</td>
<td>Displays Installation ID for offline activation.</td>
</tr>
<tr>
<td>/actcid:value</td>
<td>Activates product with user-provided Confirmation ID. Value parameter is required.</td>
</tr>
<tr>
<td>/rearm</td>
<td>Resets the licensing status for all installed Office 2013 product keys.</td>
</tr>
<tr>
<td>/rearm:value</td>
<td>Resets the licensing status for an Office 2013 license with a user-provided SKUID value. Value parameter is required. Use this option with the SKUID value specified by using the /dstatus option if you have run out of rearms and have activated Office through KMS or AD-based activation to gain an additional rearm.</td>
</tr>
<tr>
<td>/ddescr:value</td>
<td>Displays the description for a user-provided error code. Value parameter is required.</td>
</tr>
</tbody>
</table>

The following table describes the ospp.vbs options for configuring the KMS client.
KMS client options for ospp.vbs

<table>
<thead>
<tr>
<th>KMS client option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/dhistorykms</td>
<td>Displays KMS client activation history.</td>
</tr>
<tr>
<td>/dcmid</td>
<td>Displays KMS client machine ID (CMID).</td>
</tr>
<tr>
<td>/sethst:value</td>
<td>Sets a KMS host name with a user-provided host name. Value parameter is required. This sets HKLM\Software\Microsoft\OfficeSoftwareProtectionPlatform\KeyManagementServiceName (REG_SZ).</td>
</tr>
<tr>
<td>/setprt:value</td>
<td>Sets a KMS port with a user-provided port number. Value parameter is required. This sets HKLM\Software\Microsoft\OfficeSoftwareProtectionPlatform\KeyManagementServicePort (REG_SZ).</td>
</tr>
<tr>
<td>/remhst</td>
<td>Removes KMS host name (sets port to default).</td>
</tr>
<tr>
<td>/cachst:value</td>
<td>Allows or denies KMS host caching. Value parameter is required (TRUE or FALSE).</td>
</tr>
<tr>
<td>/actype:value</td>
<td>(Windows 8 and newer versions only) Sets volume activation type. Value parameter is required. Values: 1 (for Active Directory-Based), 2 (for KMS). 0 (for both).</td>
</tr>
<tr>
<td>/skms-domain:value</td>
<td>(Windows 8 and newer versions only) Sets the specific DNS domain in which all KMS SRV records can be found. This setting has no effect if the specific single KMS host is set by the /sethst option. Value parameter is the Fully Qualified Domain Name (FQDN) and is required.</td>
</tr>
<tr>
<td>/ckms-domain</td>
<td>(Windows 8 and newer versions only) Clears the specific DNS domain in which all KMS SRV records can be found. The specific KMS host is used if it is set by the /sethst option. Otherwise, auto-discovery of the KMS host is used.</td>
</tr>
</tbody>
</table>

Scenarios that use ospp.vbs

The following scenarios assume that you are running ospp.vbs in an elevated command prompt.

ℹ️ Note:
Any changes that you make affect only the Office 2013 client products. You have to configure the Windows client separately by using the slmgr.vbs script. For more information about how to use slmgr.vbs, see Deploy volume activation of Office 2013.
**To change the product key to a MAK key on a remote computer**

1. If the remote computer is named contoso1, run the following command to enter the product key. This assumes that you have administrator credentials on the remote computer. If your credentials on the remote computer differ from your logon name and password, you must type your logon name and password at the command line, and then press ENTER:
   
   ```
cscript ospp.vbs /inpkey:xxxxx-xxxxx-xxxxx-xxxxx contoso1
   ```

2. To activate the remote computer, type the following command, and then press ENTER:
   
   ```
cscript ospp.vbs /act contoso1
   ```

**To diagnose KMS activation errors**

1. If the computer has the KMS client key installed, check the licensing status. To do this, type the following command, and then press ENTER:
   
   ```
cscript ospp.vbs /dstatusall
   ```

2. To check the KMS activation history, type the following command, and then press ENTER:
   
   ```
cscript ospp.vbs /dhistorykms
   ```

3. To trigger activation, type the following command, and then press ENTER:
   
   ```
cscript ospp.vbs /act
   ```

4. Check the error message for error code 0xC004F042. If in the notification dialog boxes, you see an error code that is shown to users, you can also use that code to check the error message. To do this, type the following command, and then press ENTER:
   
   ```
cscript ospp.vbs /ddescr:0xC004F042
   ```

**To set test KMS host name, and then set to auto-discovery**

1. If you are testing a KMS host named kmstest.contoso.com, and you want to specify it in the KMS client, type the following command, and then press ENTER:
   
   ```
cscript ospp.vbs /sethst:kmstest.contoso.com
   ```

   **Note:**
   
   If you change the default port on the KMS host, you must run ospp.vbs with the `/setprt` option.
   
   **For example:** `cscript ospp.vbs /setprt:1750`

2. To trigger activation, type the following command, and then press ENTER:
   
   ```
cscript ospp.vbs /act
   ```

3. To check the KMS activation history to see whether the host was successfully contacted, type the following command, and then press ENTER:
   
   ```
cscript ospp.vbs /dhistorykms
   ```
4. Now you want this KMS client to use Domain Name System (DNS) for auto-discovery of the production KMS host. To remove the KMS host name, type the following command, and then press ENTER:

cscript ospp.vbs /remhst

**Volume Activation Management Tool (VAMT)**

Volume Activation Management Tool (VAMT) 2.0 and VAMT 3.0 provide a graphical user interface to manage volume activation. In addition to the operating systems under which VAMT 2.0 runs, VAMT 3.0 can run under Windows 8 and Windows Server 2012. For more information about VAMT 2.0, see [Volume Activation Management Tool (VAMT) 2.0](#) and the Help file that is included with VAMT 2.0. For more information about VAMT 3.0, see [Volume Activation Management Tool (VAMT) 3.0](#) and [Volume Activation Management Tool Technical Reference](#).

[Volume Activation Management Tool (VAMT) 2.0](#)

[Volume Activation Management Tool (VAMT) 3.0](#)

[Volume activation methods in Office 2013](#)

Plan volume activation of Office 2013

Deploy volume activation of Office 2013

[Volume Activation Management Tool Technical Reference](#)

[Volume Activation Management Tool (VAMT) 2.0](#)
Customize installations of Office 2013

Updated: October 16, 2012

Summary Find articles that will help you learn how to customize a client installation of Office 2013.

Applies to: Office 2013

Audience: IT Professionals

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

Articles about how to customize Office 2013

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<th>Description</th>
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<td>Provides information about how to use the Office Customization Tool (OCT) to customize a Windows Installer-based installation of Office 2013.</td>
</tr>
<tr>
<td>Configure a silent installation of Office 2013</td>
<td>Provides information about how to configure a silent installation of Windows Installer-based (MSI) Office 2013.</td>
</tr>
<tr>
<td>Create custom configurations of Office 2013</td>
<td>Provides information about customizing an Office 2013 Windows Installer-based (MSI) installation by using the Office Customization Tool (OCT) and the Config.xml file.</td>
</tr>
<tr>
<td>Office Customization Tool (OCT) in Office 2013</td>
<td>Provides information about how to use the Office Customization Tool to customize Windows Installer-based Office 2013 installations.</td>
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<tr>
<td>Config.xml file in Office 2013</td>
<td>Provides information about how to use the Config.xml file to customize Windows Installer-based Office 2013 installations.</td>
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<tr>
<td>Article</td>
<td>Description</td>
</tr>
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<td>Setup properties in Office 2013</td>
<td>Provides information about the Windows Installer properties that are available for Windows Installer-based Office 2013 installations.</td>
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<td>Setup architecture overview for Office 2013</td>
<td>Provides information about the Windows Installer-based Office 2013 Setup architecture.</td>
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<tr>
<td>Customize the Accessibility Checker for Office 2013</td>
<td>Provides information about how to use Group Policy settings to control what the Accessibility Checker checks for when it runs on Office 2013 files.</td>
</tr>
</tbody>
</table>
Customize Setup before installing Office 2013

Published: July 16, 2012

Summary: Learn about how to use the Office Customization Tool to customize a Windows Installer-based installation of Office 2013.

Applies to: Office 2013

Audience: IT Professionals

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

In Office 2013 (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 Plan volume activation of Office 2013 and Volume activation methods in Office 2013 articles 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, 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, 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, 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 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 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 source files is read-only. The Setup.xml and Package.xml files, such as ProPlusWW.xml for Office Professional 2013, 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, 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 source files at a location that can be easily accessed on the server, and copy all the files and folders from the Office 2013 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, 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 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 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 sources
   - `setup.exe /admin` starts the OCT

3. Choose the Office 2013 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 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 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, 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 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.

**Note:**

In enterprise deployments, we recommend that you set Display level to None to make sure 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.

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 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 products, such as Office Professional Plus 2013 and Visio Professional 2013, you can include one customization .msp file for Office Professional Plus 2013 and one customization .msp file for Visio Professional 2013 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](#).

**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](#).

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 while users are not logged on to the network, set the display level to **None**, which installs Office 2013 without displaying any Setup user interface.

**Note:**

When you install Office 2013 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 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 silently, you have implicitly accepted the license terms.

The Windows Installer properties **DISPLAY** and **PIDKEY** do not work in Office 2013 (or in Office 2010 or Office 2007). Instead, in Office 2013, 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.
Plan volume activation of Office 2013

Volume activation methods in Office 2013

Office Customization Tool (OCT) in Office 2013

Config.xml file in Office 2013
Configure a silent installation of Office 2013

Published: October 16, 2012

**Summary:** Provides information about how to configure a silent installation of the Windows Installer-based (MSI) version of Office 2013.

**Applies to:** Office 2013

**Audience:** IT Professionals

You can configure a silent installation (unattended installation) of the MSI-based version of Office 2013 by using the Config.xml file or the Office Customization Tool (OCT). The Config.xml file is used to configure installation tasks and is used *only* when you run Setup. It is not installed or cached on users’ computers. You can edit the Config.xml file to customize an installation.

A silent installation of an Office 2013 product requires no user interaction. You can modify the Config.xml file manually for the product that you are installing and specify options for **Display** element attributes so that the installation occurs silently and does not prompt users to enter information or wait for user input. The **Display** element specifies the level of user interface that Setup displays to users.

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.

You can also use the OCT to set silent installation options.

In this article:

- [Modify the Config.xml file to configure a silent installation](#)
- [Use the OCT to configure silent installation and automatic activation](#)

If you are using Key Management Service (KMS) activation to activate Office 2013 (MSI) for an enterprise deployment, a product key entry is not required because all Volume License editions of Office 2013 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. When you install a Volume License edition of Office 2013, Office seeks a KMS host to activate against.

A Multiple Activation Key (MAK) key is another method that Office Activation Technologies provides for activating products that are licensed under Microsoft Volume Licensing programs. If you use MAK activation, you can add a MAK key by using the **PIDKEY** element in the Config.xml file. Note that the **PIDKEY** element is only used for volume license editions of Office 2013. It does not apply to Office 365 ProPlus which is licensed through subscription.

You can also use the **AUTO_ACTIVATE** property of the **Setting** element in Config.xml to specify that product activation occur automatically during Office 2013 deployment.
Important:

When the AUTO_ACTIVATE property is used for an installation, only one attempt is made to activate Office 2013. If that activation attempt fails (for example, because of proxy issues, user rights, or Internet connectivity issues), another attempt will not be made and users will later be prompted to activate Office 2013.

For more information about volume activation, see Plan volume activation of Office 2013 and Deploy volume activation of Office 2013.

Modify the Config.xml file to configure a silent installation

To configure a silent installation of an Office 2013 product that requires no user interaction, modify the Config.xml file for the product that you are installing, set the Display element's Level attribute to "none," and set CompletionNotice, SuppressModal, and AcceptEula attributes as shown in the following procedure. Then, save the Config.xml file. This example also shows how to set options to add a MAK product key, set automatic activation options, and prevent computer restarts.

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 specify silent installation options in Config.xml

1. Open the Config.xml file for the Office product (such as Office Professional Plus 2013) that you are installing by using a text editor tool such as Notepad.

2. Locate the line that contains the Display element, as shown in the following example:
   
   ```
   <!-- <Display Level="full" CompletionNotice="yes" SuppressModal="no" AcceptEula="no" /> -->
   ```

3. Modify the Display element entry with the silent options that you want to use. Make sure that you remove the comment delimiters, "<!--" and "-->." For example, use the following syntax:

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

   These options will direct Setup to run silently, prevent the prompting of users to enter information, and prevent the installation from waiting for user interactions. For more information about the syntax and Config.xml, see Display element in Config.xml file in Office 2013.

4. To suppress restarts, add the following lines:

   ```
   <Setting Id="SETUP_REBOOT" Value="Never" />
   ```
<Setting Id="REBOOT" Value="ReallySuppress"/>

5. To add a MAK key, use the PIDKEY element to enter the 25 character volume license key. Add the following line to the Config.xml file:
   <PIDKEY Value="AAAAABBBBBCCCCCDDDDDEEEEE"/>

   AAAAAABBBBBCCCCCDDDDDEEEEE represents the product key. Use your organization's specific MAK product key for Office 2013.

6. To set the automatic activation option, add the following line to the Config.xml file:
   <Setting Id="AUTO_ACTIVATE" Value="1"/>

   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 deployment.

7. Save the Config.xml file.

⚠️ Important:

   If any Office applications are running when you do a silent install of Office 2013, a restart may be required at the end of setup. Instruct users to close any Office applications before you install Office 2013. Otherwise their open documents may lose unsaved changes during the upgrade.

   After you modify the Config.xml file to specify silent installation options, you can install Office Professional Plus 2013 by using the following command:

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

   Where:

   \server\share\Office15 is the path of the Office Professional Plus 2013 source files.

   /config is a Setup command-line option that specifies the location of the Config.xml file. See Setup command-line options for Office 2013.

   \server\share\Office15\ProPlus.WW\config.xml is the location of your customized Config.xml file for Office Professional Plus 2013.

⚠️ Note:

   If you use the Config.xml file to set silent installation options as in the previous example, you will also want to use the OCT to create a Setup customization file (.msp file) to configure additional installation customizations. For example, you can use the OCT to set feature installation states to change the default way in which Office features are installed. For a complete description of the areas that you can configure by using the OCT, see Office Customization Tool (OCT) in Office 2013. Note that the OCT is available with Volume Licensing editions of Office 2013 (and Office 2010 and Office 2007). To determine whether your Office 2013 installation is a Volume Licensing edition, check the Office 2013 installation disk to see whether it contains a folder named Admin. If the Admin folder exists, the product is Volume Licensing edition.
You can also set silent installation options by using the OCT instead of manually editing the
Config.xml file. For more information, see the Licensing and user interface section in Office
Customization Tool (OCT) in Office 2013. (The Level attribute of the Display element in the
Config.xml file is equivalent to the Display Level option in the OCT). In enterprise
deployments, we recommend that you set the Display Level to None if you use the OCT to
make sure that Setup runs silently, to prevent prompting users to enter information, and to
prevent the installation from waiting for any user interaction. This includes when files are being
used. Setting the Display Level to None assumes that the Suppress modal and Completion
notice options are silenced and that the I accept the terms in the License Agreement check
box is selected. As noted previously, administrators must also make sure that no other Office
applications are running during an installation of Office 2013.

Use the OCT to configure silent installation and automatic activation
The following example shows how to use the OCT to set silent installation options, enter a MAK product
key, and specify the AUTO_ACTIVATE property value for automatic activation.

To configure silent installation and automatic activation options in the OCT
1. 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 source files. For example, use
   \server\share\Office15\setup.exe /admin.
2. To set silent installation options, choose Licensing and user interface in the navigation
   pane, in the details pane choose None in the Display level drop-down box, choose
   Suppress modal, clear the Completion notice check box, and then choose I accept the
   terms in the License Agreement.
3. To enter a MAK key, choose Licensing and user interface in the navigation pane, and in
   the details pane select Enter another product key, add your organization’s MAK product
   key for Office 2013 in the Product key text box.
4. To set automatic activation options, choose Modify Setup properties on the navigation
   pane, and then choose Add in the details pane.
5. In the Add/Modify Property Value dialog box, in the Name box, type AUTO_ACTIVATE. Note
   that property names must be uppercase.
6. In the Value box, type 1, and then choose OK.
7. When you complete your customizations in the OCT, click Save as on the File menu to
   save the Setup customization .msp file. You can save the customization .msp file in the
   Updates folder on the network installation point. Note that you can place only one Setup
customization .msp file per product in the Updates folder for initial installations. For more
   information about using the Updates folder, see "Updates folder" in Office Customization
   Tool (OCT) in Office 2013.

A network installation point is a secure shared location on the network to which you copy all source
files, and any language packs that you want to deploy, from the Office 2013 installation media. For
more information about the network installation point, see Create a network installation point in Customize Setup before installing Office 2013.

To install Office 2013, 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 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.

Config.xml file in Office 2013
Office Customization Tool (OCT) in Office 2013
Customize Setup before installing Office 2013
Plan volume activation of Office 2013
Deploy volume activation of Office 2013
Volume activation methods in Office 2013
Create custom configurations of Office 2013

Published: October 16, 2012

Summary: Use the Office Customization Tool (OCT) and the Config.xml file to customize an Office 2013 Windows Installer-based (MSI) installation.

Applies to: Office 2013

Audience: IT professionals

You can deploy an initial customized installation of Office 2013 to users in your organization by using the examples that are in this article. A Config.xml file example is included.

In this article:

- Office Customization Tool versions
- Create a custom configuration
  - To create a network installation point
  - To use the OCT to customize the installation
  - To use the Config.xml file to set installation options
- Choose a deployment method
- Config.xml example

We recommend that you read the following articles before you customize the installation:

- Plan volume activation of Office 2013
- Deploy volume activation of Office 2013
- Volume activation methods in Office 2013

Office Customization Tool versions

The Office Customization Tool (OCT), part of the Setup program, is the primary tool that is used to customize a Windows Installer-based Office 2013 client installation. It is included in Volume License versions of Office 2013 such as Office Professional Plus 2013. Before you begin your customizations, you should be aware of the following.

There are two architecture-specific versions of the Office Customization Tool: one for 32-bit Office 2013 and one for 64-bit Office 2013. The 64-bit version of the OCT supports 64-bit client editions of Office 2013, and provides the same user interface, capabilities, and configurable settings as the 32-bit version.

The Office 2013 OCT supports the import of setup customization .msp files:
• 32-bit Office 2013 .msp files can be imported into the 64-bit OCT, and then they can be used to customize 64-bit Office 2013 products.

• 64-bit Office 2013 .msp files can be imported into the 32-bit OCT, and then they can be used to customize 32-bit Office 2013 products.

Note:
You can import a setup customization .msp file for equivalent cross-architecture products only. For example, you can import a 32-bit Office Professional Plus 2013 customization .msp file into the 64-bit version of the OCT for a 64-bit Office Professional Plus 2013 .msp file. However, you cannot import a 32-bit Word 2013 stand-alone customization .msp file into the 64-bit OCT for a 64-bit Office Professional Plus 2013 .msp file. If you do this, OCT prevents this and displays an error message. You cannot import Office 2010 or Office 2007 Setup customization files (.msp files) into the Office 2013 OCT.

For more information about the OCT, see Office Customization Tool (OCT) in Office 2013. For information about 64-bit Office 2013, see 64-bit editions of Office 2013 Preview.

For more information about the import feature, see Import an Office 2010 Setup customization file. Although the article is about Office 2010, the information also applies to Office 2013.

Create a custom configuration

The following procedures explain how to deploy a custom configuration by using the OCT and Config.xml.

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 create a network installation point

1. Copy all the files and folders from the Office 2013 CD to a folder on the network or on your computer. For example, copy the files to `\server\share\Office15`.

   Copy all the language packs and additional Office products that you want to deploy to the same network installation point. When you are prompted to overwrite duplicate Setup files, click No. For more information, see Create a network installation point in Customize Setup before installing Office 2013.

   Use the Office Customization Tool (OCT) to customize Setup, and configure additional customizations and installation options. This creates a Setup customization file (.msp file). For a complete description of the areas that you can configure by using the OCT, see Office Customization Tool (OCT) in Office 2013. In the following example, a new Setup customization .msp file is created.
To use the OCT to customize the installation

1. From the root of the network installation point that you created previously, run the following command-line option to start the OCT: `setup.exe /admin`. For example, use the following: `\server\share\Office15\setup.exe /admin`.

2. In the Select Product dialog box, select Create a new Setup customization file for the following product to create a new customization file (for example, for Office Professional Plus 2013 (32-bit)). Choose OK.

   The OCT user interface is displayed, and you can then configure settings in the following areas: Setup, Features, Additional content, and Outlook.

3. Customize Setup to specify how you want Setup to manage the installation. Use the Setup section of the OCT to configure options such as the default installation location, default organization name, additional network locations that contain the Office 2013 sources, product key, Microsoft Software License Terms, level of user interface to be displayed, and earlier versions of Office to remove.

   The product key option depends on the Office 2013 licensing method that you use. The following options are available in Licensing and user interface:

   a) **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 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 connects to the local KMS host for activation. **Use KMS client key** is the default. For information about how to configure the KMS host, see Prepare and configure the Office KMS host in Deploy volume activation of Office 2013.

   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. Note that 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.

   For more information about volume activation, see Plan volume activation of Office 2013, Deploy volume activation of Office 2013, and Volume activation methods in Office 2013.

   b) **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 provide for activating products that are licensed under Microsoft Volume Licensing programs. By using a MAK, clients activate Office 2013 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 (twenty-five numbers or characters) without spaces. For more information about how to use a MAK key, see Deploy volume activation of Office 2013.

Expand the Display level menu to set the behavior of the user interface during installation. In enterprise deployments, we recommend that you set Display level to None to make sure that Setup runs silently, to prevent prompting users to enter information, and to prevent the installation from waiting for any user interaction. This includes when files are being used. Setting Display Level to None selects the Suppress modal option. Select the Completion notice and I accept the terms in the License Agreement options to make sure that the installation is silent. You can also configure display level options by using the Config.xml file; see Display element in Config.xml file in Office 2013.

You can also configure Office security settings if you want to provide an initial default configuration of security settings. For information, see Office security settings in Office Customization Tool (OCT) in Office 2013.

⚠️ Important:
Although you can use the OCT to specify initial default security settings in a Setup customization file (.msp file), users can change the settings after installation. To enforce security settings, you must use Group Policy. For more information about security settings, see Security overview for Office 2013.

For more detailed information, see Customize Setup before installing Office 2013.

4. Use the Features section to configure feature installation states. For information, see Set feature installation states in Office Customization Tool (OCT) in Office 2013.

For each application that you want to add to the installation, set the installation option to Run all from My Computer or Installed on First Use in the details pane. For example, to install Outlook 2013, expand Microsoft Office and change the installation option for Microsoft Office Outlook to Run all from My Computer.

For applications that you do not want to install, set the installation option to Not Available in the details pane. The application name is set to bold to show that you have changed its installation option.

To prevent users from installing this application themselves, select the Hidden and Locked options. The symbols [H] and [L] are added to the application name to indicate that these options are set.

⚠️ Important:
The Hidden option is not reversible. After it is set, a Hidden feature will not be displayed in the feature tree during or after installation. You cannot use another Config.xml file or apply a second .msp file after the initial installation to “unhide” a feature.

The feature remains hidden even if you opt to change the installation by using Programs and Features in Control Panel to change the Office 2013 installation.

It will also not be displayed in the Office Setup feature installation tree under the Add or Remove Features option for Office 2013. Though the feature remains hidden, you can unlock the feature to install and run it locally later by using an .msp file or a Config.xml file.
For more information, see Set feature installation states in Office Customization Tool (OCT) in Office 2013.

The Locked option is reversible. If you set the Locked option for a feature by using the OCT or the Config.xml during initial installation, you can later unlock and install the feature locally by using a customization .msp 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 uninstall the feature (Access in this case) on the user’s computer and set child features of the feature to the specified state:

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

For information about the OptionState element, see Config.xml file in Office 2013.

You can also use the OCT to create a customization .msp file to install the feature later by setting the feature installation state to Run All from My Computer on the Set feature installation states screen.

5. Use the Modify user settings section (under Features) to specify the user settings that you want to apply. For information, see Modify user settings in Office Customization Tool (OCT) in Office 2013.

Use the Modify user settings section to set the default values of Office application settings for users who install Office with this customization file.

To configure an option, expand the navigation tree, and then choose the user interface element that you want to configure. The configurable settings that are associated with that element appear on the details pane. You can specify one of the following options:

Not Configured The setting remains as it is.

Enabled The setting is changed according to the selections that you make on the setting's Properties page.

Disabled The setting is disabled. Note that disabling an option may differ from not configuring the option. See the description of the specific option for more information.

Note:

Use of the OCT to configure user settings 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 also use Group Policy settings to mandate settings for Outlook. You can manage the following Outlook areas by using Group Policy:

- Specify the COM add-ins that are trusted.
- Customize cryptographic options.
- Configure Outlook Junk E-mail Filter settings. For more information, see Configure junk email settings in Outlook 2013.
- Configure the method that Outlook uses for security settings.
- Configure attachment settings.
• Configure programmatic security settings.
• Customize ActiveX options and custom forms settings.
• Disable folder home pages.

6. You can use the **Additional content** section of the OCT to configure the following options:
   • Add files to, or remove files from, users’ computers when Office is installed. For information, see [Add files and Remove files](Office Customization Tool (OCT) in Office 2013).
   • Add, modify, or remove registry entries on users’ computers when Office is installed. For information, see [Add registry entries and Remove registry entries](Office Customization Tool (OCT) in Office 2013).
   • Add shortcuts to files that are installed together with Office 2013 or files that are already on the user’s computer. For information, see [Configure shortcuts](Office Customization Tool (OCT) in Office 2013).

7. You can use the **Outlook** section (Outlook in Office Customization Tool (OCT) in Office 2013) of the OCT to configure the following Outlook areas:
   • Specify settings for Exchange accounts. You can configure users’ Exchange Server settings in a new or modified Outlook profile. For information, see [Exchange settings](Office Customization Tool (OCT) in Office 2013).
   • Outlook Profile settings. You can 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, and the Office 2013 OCT provides support for adding multiple Outlook email accounts. For information, see [Outlook Profile and Add Accounts](Office Customization Tool (OCT) in Office 2013).
   • Include new Outlook email accounts in the user’s profile. If you are adding or modifying an Exchange account, you can configure additional Exchange settings. For example, you can configure Exchange Server offline use options, the Outlook Anywhere feature, and you can specify the Cache Mode option to configure users’ Outlook profiles to use a local copy of the Exchange mailbox. For more information, see [Add Accounts](Office Customization Tool (OCT) in Office 2013) and the “Add Account and Account Settings dialog box,” and “Cached Mode” sections in [Office Customization Tool (OCT) in Office 2013].
   • Export settings to an Outlook profile file (.prf file). For information, see [Export Settings](Office Customization Tool (OCT) in Office 2013).
   • Define Send/Receive groups for Exchange accounts and folders, and specify the tasks that are performed on each group during a Send/Receive operation in Outlook. A Send/Receive group contains a collection of Outlook accounts and folders. For information, see [Specify Send/Receive Groups](Office Customization Tool (OCT) in Office 2013).

8. When you complete your customizations, choose **Save As** on the **File** menu, specify a path and file name for the Setup customization file, and then choose **Save**.
   For initial installations, you can save the custom .msp file in the Updates folder on the network installation point. When Setup runs, it searches the Updates folder on the installation point for a customization file that is specific to the product that is being installed.
If you plan to deploy multiple Setup customization files (.msp files), you can place only one customization .msp file for each Office 2013 product that you are installing in the Updates folder for an initial installation. You must deploy the rest of the customization .msp files after the Office installation is completed. Only one Setup customization .msp file per product in the Updates folder is supported. 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 do not put the customization file in the Updates folder, you can use the Setup command-line option /adminfile to specify the fully qualified path of the folder in which you store the custom .msp file. For example, `setup.exe /adminfile \server\share\myNewUpdatesFolder`.

You can also specify the location of the folder that contains your .msp files in the Config.xml file by using the `SUpdateLocation` attribute of the `SetupUpdates` element. For more information about `SetupUpdates`, see `SetupUpdates element` in `Config.xml file in Office 2013`.

You can use the Config.xml file to customize many of the same options that you can configure by using the Office Customization Tool. This includes some additional options that are not available in the OCT. For a complete description of the areas that you can configure in Config.xml, see `Config.xml file in Office 2013`.

To specify installation options, such as the path of the network installation point, the product to install, and custom setup options, and to specify the languages to install, use the Config.xml file that is located in the root of the product folder for the product that you are installing.

To edit the Config.xml file, use a text editor, such as Notepad.

### To use the Config.xml file to set installation options

1. To modify the display options that users see during installation, locate the line in the Config.xml file that contains the `Display` element:
   ```xml
   <!-- <Display Level="full" CompletionNotice="yes" SuppressModal="no" AcceptEula="no" />
   -->
   ```

   To prevent user intervention during the installation and to specify display options, you can modify the `Display` element information as shown in the following example:

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

   For information, see `Display element` in `Config.xml file in Office 2013`.

2. To specify additional languages to install, use the `AddLanguage` elements and attributes in the Config.xml file.

   **Note:**

   If you are adding more than one `AddLanguage` element, you must add the `ShellTransform` attribute of the `AddLanguage` element. This attribute specifies the language that Setup uses for the shell user interface.
For example, to specify that Setup install full English, French, German, and Spanish language support along with the user’s default regional options language as the default installation language, you add the following `AddLanguage` elements and attributes in the Config.xml file:

```xml
<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 specified languages plus the language that matches the user's locale, if that language is different and is available in the installation source. For more information, see `AddLanguage element` in `Config.xml file in Office 2013`.

You can also use the Config.xml file to configure additional options such as the following:

- Specify the path of the network installation point. For information, see `DistributionPoint element` in `Config.xml file in Office 2013`.
- Specify the 25-character volume license key. The equivalent option in the OCT is the Product key setting in the `Licensing and user interface` section. As mentioned previously, 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 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. However, administrators must make sure that appropriate Office 2013 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 KMS host licenses by running the Microsoft Office 2013 KMS Host License Pack. Office 2013 connects to the local KMS host for activation. By default, the `Use KMS client key` option is selected in the OCT. For more information, see `Licensing and user interface` in `Office Customization Tool (OCT) in Office 2013`. For information about volume activation, see `Plan volume activation of Office 2013` and `Deploy volume activation of Office 2013`.

A Multiple Activation Key (MAK) key is another method that Office Activation Technologies provide for activating products that are licensed under Microsoft Volume Licensing programs. By using a MAK, clients activate Office 2013 online by using Microsoft-hosted activation servers or by telephone. Administrators can use the Config.xml file or the OCT to enter a MAK key.

To enter a MAK key in the Config.xml file, you add the 25-character product key as shown in the following example, where `AAAAABBBCCCCDDEEEEEE` represents the product key:

```xml
<PIDKEY Value="AAAAABBBCCCCDDEEEEEE"/>
```

For more information, see `PIDKEY element` in `Config.xml file in Office 2013`.

- Specify the fully qualified path of the folder on users' computers in which the product is installed. For information, see `INSTALLLOCATION element` in `Config.xml file in Office 2013`.
Specify logging options for Setup. For information, see Logging element in Config.xml file in Office 2013.

Specify how the local installation source (LIS) is cached on the user's computer. For more information, see LIS element in Config.xml file in Office 2013.

Set the user or company name for the user on whose computer the product is being installed. For information, see USERNAME element and COMPANYNAME element in Config.xml file in Office 2013.

You can use the Config.xml file to customize many of the same options that you can configure by using the Office Customization Tool. This includes some additional options that are not available in the OCT. For a complete description of the areas that you can configure in Config.xml, see Config.xml file in Office 2013.

3. When you complete the Config.xml customizations, save the Config.xml file. You can use the /config Setup command-line option to specify the location of the Config.xml file, as shown in the following example:

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

For information about the /config Setup command-line option, see /config [path] in Setup command-line options for Office 2013.

To see an example of a custom Config.xml file, see Config.xml example. For information about how to set silent installation options, see Configure a silent installation of Office 2013.

Choose a deployment method

To install Office 2013 on users' computers, you can use one of the following approaches, depending on your particular environment and requirements:

- Use the precached local installation source to install Office on users' computers. When you deploy Office 2013, Setup creates a local installation source on the user's computer — a copy of the compressed source files for the Office product that you are installing. After the files are copied to the user's computer, Setup completes the installation from the local installation source. To minimize the load on the network, you can deploy the local installation source to users' computers separately, before you deploy Office.

To use this approach, perform the followings tasks:

- Distribute the local installation source to users. For information, see Deploy the local installation source.
- Run Setup directly from the local installation source. For information, see Install Office 2013 from the local installation source.
- On the user's computer, run Setup.exe from the root of the network installation point.
- To deploy Office to users who are not administrators of their computers, you can use one of the following methods.

Log on to the computer as an administrator and install Office 2013.
Use an enterprise deployment method such as the following:

- Use Microsoft System Center 2012 Configuration Manager. If you manage lots of clients in a complex or quickly changing environment, System Center 2012 Configuration Manager is the recommended method for installing and maintaining Office 2013 in medium- and large-sized organizations. Configuration Manager offers sophisticated functionality, such as inventory, scheduling, and reporting features.
- If you have deployed Active Directory and Group Policy in your organization, you can use Group Policy to assign computer startup scripts to deploy Office 2013.
- You can deploy Office 2013 (MSI) by using virtualization technologies, such as Microsoft Application Virtualization (App-V) and Remote Desktop Services.
- You can also deploy an image of an installation that includes the operating system and Office 2013.

**Config.xml example**

The following example shows a Config.xml file for an installation of Office Professional Plus 2013. The following options are used in this example:

- **Display Level** is set to turn off the Setup user interface, hide error messages and other dialog boxes, and accept the Microsoft License Terms.
- Verbose logging is turned on (**Logging Type** value is set to **verbose**), and log files are stored in the ApplInst folder.
- **INSTALLLOCATION** specifies the fully qualified path of the folder on the user's computer in which the product is installed.
- **LIS SOURCELIST** provides a list, separated by semicolons, of the network installation points that contain the installation files for the product. The equivalent option in the OCT is **Additional network sources**.
- **Setting Id** specifies the suppress reboot option (**SETUP_REBOOT** value is set to **NEVER**).
- **OptionState** element specifies to uninstall the feature (Access in this case) on the user's computer and sets child features of the feature to the same specified state.

```xml
<Configuration Product="ProPlus">
  <Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="yes"/>

  <Logging Type="verbose" Path="% SYSADMIN ROOT% \Log\AppInst\Office2013" Template="Microsoft Office 2013 Professional Plus Setup(*) .txt"/>

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

  <LIS SOURCELIST Value="\server1\share\Office15;\server2\share\Office15"/>

  <Setting Id="SETUP_REBOOT" Value="NEVER"/>
```
Office Customization Tool (OCT) in Office 2013
Config.xml file in Office 2013
Plan volume activation of Office 2013
Deploy volume activation of Office 2013
Configure a silent installation of Office 2013
Setup architecture overview for Office 2013
Change users’ configurations after installing Office 2013
Office Customization Tool (OCT) in Office 2013

Updated: October 16, 2012

Summary: Provides information about how to use the Office Customization Tool (OCT) to customize Windows Installer-based Office 2013 installations.

Applies to: Office 2013

Audience: IT Professionals

To customize an installation of Office 2013, 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

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, Office 2010, and the 2007 Office system. To determine whether an Office 2013 installation is a volume licensed version, check the Office 2013 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 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, select an Office Professional Plus 2013 customization .msp file.

**Note:**
The Office 2013 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).

**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.

**Important:**
If you plan to deploy multiple Setup customization files (.msp files), you can place only one customization .msp file for each Office 2013 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 products, such as Office Professional Plus 2013 and Visio Professional 2013, you can include one customization .msp file for Office Professional Plus 2013 and one customization .msp file for Visio Professional 2013 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 and you also want to deploy Office 2013 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 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 product that you install. For example, ProPlus.WW is the folder name for Office Professional Plus 2013). For more information, see [Config.xml file in Office 2013](#).

**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. For more information about changing installations, see [Change users' configurations after installing Office 2013](#).

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Setup</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Installation location and organization name</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Additional network sources</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Licensing and user interface</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Remove previous installations</strong></td>
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<td></td>
<td><strong>Add installations and run programs</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Office security settings</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Modify Setup properties</strong></td>
</tr>
<tr>
<td><strong>Features</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Modify user settings</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Set feature installation states</strong></td>
</tr>
<tr>
<td><strong>Additional content</strong></td>
<td><strong>Add files</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Remove files</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Add registry entries</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Remove registry entries</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Configure shortcuts</strong></td>
</tr>
</tbody>
</table>
**Architecture-specific versions of the Office Customization Tool**

The OCT provides two architecture-specific versions, one for 32-bit Office 2013 and one for 64-bit Office 2013. The 64-bit version of the OCT supports 64-bit client editions of Office 2013, 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, 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 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 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 64-bit, or for Access 2013 64-bit and Excel 2013 32-bit. You cannot use the Office 2013 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 Plus 2013 and 32-bit Visio 2013 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 customization .msp file into the 64-bit version of the OCT for a 64-bit Office Professional Plus 2013 .msp file. However, you cannot import a 32-bit Word 2013 stand-alone customization .msp file into the 64-bit OCT for a 64-bit Office Professional Plus 2013 .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 OCT.

You can also use the Import feature when you have created an initial Setup customization .msp file for an Office 2013 product (for example, Office Professional Plus 2013) 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), and then import the original customization .msp file that you created previously for Office Professional Plus 2013. 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.

<table>
<thead>
<tr>
<th><img src="image" alt="Watch the &quot;Office 2010 client: Office Customization Tool import feature&quot; video." /></th>
<th><img src="image" alt="For an optimal viewing experience, download the &quot;Office 2010 client: Office Customization Tool import feature&quot; video." /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Right-click the link, and then choose <strong>Save Target As</strong> to download a copy. Choosing the link will open a .wmv file in the default video viewer for full-resolution viewing.</td>
<td></td>
</tr>
</tbody>
</table>

### 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, 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.

| Running time: 08:26 |

**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 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 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, 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 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. It does not apply to either Office Professional Plus for Office 365 or Office 365 ProPlus, 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 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](#).

- **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 should instruct users to close any Office applications before an installation of Office 2013.

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

<table>
<thead>
<tr>
<th>OCT option</th>
<th>Config.xml setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product key</td>
<td>PIDKEY element</td>
</tr>
<tr>
<td>I accept the terms in the License</td>
<td>AcceptEula attribute of the Display element</td>
</tr>
<tr>
<td>Agreement</td>
<td></td>
</tr>
<tr>
<td>Display level</td>
<td>Level attribute of the Display element</td>
</tr>
<tr>
<td>Completion notice</td>
<td>CompletionNotice attribute of the Display element</td>
</tr>
<tr>
<td>Suppress modal</td>
<td>SuppressModal attribute of the Display element</td>
</tr>
</tbody>
</table>

**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 cannot coexist with earlier versions of Outlook. If you choose to keep earlier versions, do not install Outlook 2013.
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 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 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 commands are processed only during initial installations and uninstallation. If Command element commands are used for customizations after the initial installation, they are ignored.

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 uninstalls. 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.

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

<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[INSTALLLOCATION]</td>
<td>The folder in which Office is installed</td>
</tr>
<tr>
<td>[WindowsFolder]</td>
<td>Windows folder</td>
</tr>
<tr>
<td>[SystemFolder]</td>
<td>Windows System32 folder</td>
</tr>
<tr>
<td>[ProgramFilesFolder]</td>
<td>Program Files folder</td>
</tr>
<tr>
<td>[CommonFilesFolder]</td>
<td>Program Files\Common Files folder</td>
</tr>
<tr>
<td>[DesktopFolder]</td>
<td>Windows Desktop folder</td>
</tr>
<tr>
<td>[StartMenuFolder]</td>
<td>Windows Start menu</td>
</tr>
<tr>
<td>[ProgramMenuFolder]</td>
<td>Windows Start\Programs menu</td>
</tr>
</tbody>
</table>

### 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).

The following table lists the available options.
## Security settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trusted Publishers</strong></td>
<td>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 <strong>Add</strong> to add a digital certificate (CER file).</td>
</tr>
<tr>
<td><strong>Trusted Locations</strong></td>
<td>Manage the list that identifies locations from which any file can be opened without a check by the Trust Center security feature. Choose <strong>Add</strong> to add a new location, enter the following information, and then choose <strong>OK</strong>:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Application</strong> Select the Office application that uses this location. This is supported by Access 2013, Excel 2013, PowerPoint 2013, Visio 2013, and Word 2013.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Path</strong> Enter the path of the trusted location. Enter a fully qualified path with drive letter or UNC path. The path can include environment variables.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Subfolders of this location are also trusted</strong> Select this check box to include subfolders as trusted locations.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Description</strong> Enter text to describe the purpose of the location.</td>
</tr>
<tr>
<td></td>
<td>To remove a trusted location from this list, select the location and then choose <strong>Remove</strong>.</td>
</tr>
<tr>
<td><strong>Remove all Trusted Locations written by OCT during installation</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Default Security Settings</strong></td>
<td>Set default security levels for add-ins, templates, and Office applications. You can set security options for the following Office applications:</td>
</tr>
<tr>
<td></td>
<td>- Microsoft Access</td>
</tr>
<tr>
<td></td>
<td>- Microsoft Excel</td>
</tr>
<tr>
<td>Setting</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Outlook</td>
</tr>
<tr>
<td></td>
<td>• Microsoft PowerPoint</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Project</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Publisher</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Visio</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Word</td>
</tr>
<tr>
<td></td>
<td>The following security options are available:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Allow trusted locations options</strong></td>
</tr>
<tr>
<td></td>
<td>• Allow trusted locations that are NOT on user's computer</td>
</tr>
<tr>
<td></td>
<td>• Allow Trusted Locations on the User's machine only (application default)</td>
</tr>
<tr>
<td></td>
<td>• Disable all trusted locations. Only files signed by trusted publishers</td>
</tr>
<tr>
<td></td>
<td>will be trusted</td>
</tr>
<tr>
<td></td>
<td>• <strong>Application Add-ins warnings options</strong></td>
</tr>
<tr>
<td></td>
<td>• Disable all Application Extensions</td>
</tr>
<tr>
<td></td>
<td>• Require that Application Extensions are signed by a trusted publisher</td>
</tr>
<tr>
<td></td>
<td>• Require that Application Extensions are signed and silently disable</td>
</tr>
<tr>
<td></td>
<td>unsigned Extensions</td>
</tr>
<tr>
<td></td>
<td>• Enable all installed Application Add-ins (application default)</td>
</tr>
<tr>
<td></td>
<td>• <strong>VBA macro warnings options</strong></td>
</tr>
<tr>
<td></td>
<td>• Disable all VBA macros</td>
</tr>
<tr>
<td></td>
<td>• Disable Trust Bar warning for unsigned VBA macros (unsigned code will</td>
</tr>
<tr>
<td></td>
<td>be disabled)</td>
</tr>
<tr>
<td></td>
<td>• Disable all VBA macros with notification (application default)</td>
</tr>
<tr>
<td></td>
<td>• No security checks for VBA macros (not recommended, code in all</td>
</tr>
<tr>
<td></td>
<td>documents can run</td>
</tr>
<tr>
<td></td>
<td>• <strong>Add-ins and templates</strong> (Project 2013 only)</td>
</tr>
<tr>
<td></td>
<td>• Trust all installed add-ins and templates</td>
</tr>
<tr>
<td></td>
<td>• Do not trust installed add-ins and templates</td>
</tr>
<tr>
<td></td>
<td>• <strong>Security level</strong> (Project 2013 only)</td>
</tr>
<tr>
<td></td>
<td>• Very High – Only macros installed in trusted locations will be able</td>
</tr>
<tr>
<td></td>
<td>to run. All other signed and unsigned macros are automatically disabled</td>
</tr>
<tr>
<td></td>
<td>• High – Only signed macros from trusted sources will be</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Setting</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>able to run; unsigned macros are disabled</td>
<td></td>
</tr>
<tr>
<td>Medium – The user can choose whether to run potentially unsafe macros</td>
<td></td>
</tr>
<tr>
<td>Low (not recommended) – Users are not protected from potentially unsafe macros</td>
<td></td>
</tr>
</tbody>
</table>

**Unsafe ActiveX Initialization**

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:

- **<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 2013.
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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The property name. Property names must all be in uppercase.</td>
</tr>
<tr>
<td>Value</td>
<td>The value of the property.</td>
</tr>
</tbody>
</table>

### 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 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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Configured</td>
<td>The setting remains as it is.</td>
</tr>
<tr>
<td>Enabled</td>
<td>The setting is changed, based on your choices in the dialog box.</td>
</tr>
<tr>
<td>Disabled</td>
<td>The setting is disabled. Disabling an option may differ from not configuring the option. See the description of the specific option for more information.</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run from My Computer</td>
<td>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.</td>
</tr>
<tr>
<td>Run All from My Computer</td>
<td>Same as <strong>Run from My Computer</strong>, except all child features that belong to the feature are also set to this state.</td>
</tr>
<tr>
<td>Installed on First Use</td>
<td>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.</td>
</tr>
<tr>
<td>Not Available</td>
<td>The components for the feature and the child features that belong to this feature are not installed on the computer.</td>
</tr>
</tbody>
</table>

**Note:**

The **Not Available** installation state is reversible. When **Not Available** is set, a feature will not be installed. However, the feature can later be installed locally by using an .msp or a Config.xml file.

To unlock and install a feature locally, you can edit the Config.xml file to modify the **OptionState** element, as described in the note for the **Locked** feature state description. For more information about the Config.xml file, see [Config.xml file in Office 2013](#).

You can also use the OCT to create an .msp file to
<table>
<thead>
<tr>
<th>State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>install a feature locally. To do this, choose <strong>Set feature installation states</strong> in the navigation pane. In the details pane, choose <strong>Run All from My Computer</strong>. For more information, see <strong>Set feature installation states</strong> in <strong>Office Customization Tool (OCT) in Office 2013</strong>.</td>
</tr>
</tbody>
</table>

**Note:**

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hidden</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Note:**

The **Hidden** option is not reversible. After it is set, a **Hidden** feature will not be displayed in the feature tree during or after installation. You cannot use another Config.xml file or apply a second .msp file after the initial installation to “unhide” a feature.

The feature remains hidden even if you opt to change your installation by using **Programs and Features** in Control Panel to change your Office 2013 installation.

It will also not be displayed in the Office Setup feature installation tree under the **Add or Remove Features** option for Office 2013. Though the feature remains hidden, you can unlock the feature to install and run it locally later by using an .msp file or a Config.xml file.
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locked</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Note:**

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

For example, you can edit the Config.xml file to modify the **OptionState** element as shown in the following example. This adds the **OptionState** element line to install the feature (in this case, Access 2013) on a user's computer, and to set child features of the feature to the specified state.

- To edit the Config.xml file to modify the **OptionState** element, open the Config.xml file in the core product folder (**core_product_folder_name.WW** folder, for example, ProPlus.WW) for the Office 2013 product that you are installing. Use a text editor tool, such as Notepad, to modify the file.

- Locate the line in the Config.xml file that contains the **OptionState** element:

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

For information about the **OptionState element**, see Config.xml file in Office 2013.

You can also use the OCT to create an .msp file to install a feature locally. To do this, choose **Set feature installation states** in the navigation pane. In the details pane, choose a feature, and then from its shortcut menu, choose **Run All from My Computer**. For more information, see Set feature installation states in Office Customization Tool (OCT) in Office 2013.

| 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.

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 the **Additional content** section of the OCT 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

<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[INSTALLLOCATION]</td>
<td>The folder in which Office is installed</td>
</tr>
<tr>
<td>[ROOTDRIVE]</td>
<td>The local disk drive that has the most free space</td>
</tr>
<tr>
<td>[ProgramFilesFolder]</td>
<td>Program Files folder</td>
</tr>
<tr>
<td>[CommonFilesFolder]</td>
<td>Program Files\Common Files folder</td>
</tr>
<tr>
<td>[WindowsFolder]</td>
<td>Windows folder</td>
</tr>
<tr>
<td>[SystemFolder]</td>
<td>Windows System32 folder</td>
</tr>
<tr>
<td>[PersonalFolder]</td>
<td>The user's My Documents folder</td>
</tr>
<tr>
<td>[AppDataFolder]</td>
<td>The user’s Application Data folder</td>
</tr>
<tr>
<td>[NetHoodFolder]</td>
<td>The user’s My Network Places folder</td>
</tr>
</tbody>
</table>

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)**

<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[INSTALLLOCATION]</td>
<td>The folder in which Office is installed</td>
</tr>
<tr>
<td>[ROOTDRIVE]</td>
<td>The local disk drive that has the most free space</td>
</tr>
<tr>
<td>[ProgramFilesFolder]</td>
<td><strong>Program Files</strong> folder</td>
</tr>
<tr>
<td>[CommonFilesFolder]</td>
<td><strong>Program Files\Common Files</strong> folder</td>
</tr>
<tr>
<td>[WindowsFolder]</td>
<td><strong>Windows</strong> folder</td>
</tr>
<tr>
<td>[SystemFolder]</td>
<td><strong>Windows System32</strong> folder</td>
</tr>
<tr>
<td>[PersonalFolder]</td>
<td>The user's <strong>My Documents</strong> folder</td>
</tr>
<tr>
<td>[AppDataFolder]</td>
<td>The user's <strong>Application Data</strong> folder</td>
</tr>
<tr>
<td>[NetHoodFolder]</td>
<td>The user's <strong>My Network Places</strong> folder</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root</td>
<td>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.</td>
</tr>
<tr>
<td>Data type</td>
<td>Select a data type for the registry value.</td>
</tr>
<tr>
<td>Setting</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Key</td>
<td>Enter the name of the subkey where the entry is stored. For example, <code>Software\Microsoft\Office\15.0\Common</code>.</td>
</tr>
<tr>
<td>Create empty key</td>
<td>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.</td>
</tr>
<tr>
<td>Value name</td>
<td>Enter a name for the new registry entry. If you include Value data but leave this field blank, the value is assigned the name <code>&lt;Default&gt;</code>. A key can have only one <code>&lt;Default&gt;</code> value name.</td>
</tr>
<tr>
<td>Value data</td>
<td>Enter the data (value) to store in the new registry entry. The data must match the data type.</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root</td>
<td>Select the branch that contains the entries that you want to remove.</td>
</tr>
<tr>
<td>Key</td>
<td>Enter the full name of the subkey where the entry is stored. For example, <code>Software\Microsoft\Office\15.0\Common</code>.</td>
</tr>
<tr>
<td>Entry</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Value name</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Configure shortcuts**

Add shortcuts to files that are installed with Office 2013 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**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target</td>
<td>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 (&quot;&quot;&quot;). You can add command-line options for the application by using the Arguments field.</td>
</tr>
<tr>
<td>Location</td>
<td>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 ()</td>
</tr>
</tbody>
</table>
Setting | Description
--- | ---
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:

- [StartMenuFolder]: Windows Start menu.
- [ProgramMenuFolder]: Windows Start\Programs menu.
- [StartupFolder]: Startup folder in the Windows Start\Programs menu.
- [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 | Enter an optional keyboard shortcut for the application or file. The syntax for the shortcut key is as follows:

\[modifier+\]VK_key

where modifier 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.

For example,

CTRL+VK_F12
CTRL+SHIFT+VK_A
ALT+CTRL+VK_SNAPSHOT

Some key combinations, such as CTRL+ALT+VK_DELETE, might be
<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting</td>
<td>used by the system or other processes. Do not use these combinations to</td>
</tr>
<tr>
<td></td>
<td>open the application on the user’s computer.</td>
</tr>
<tr>
<td>Run</td>
<td>Select the kind of window in which the application or file is to start (Normal</td>
</tr>
<tr>
<td></td>
<td>window, Minimized, or Maximized).</td>
</tr>
<tr>
<td>Change Icon</td>
<td>Select a different icon for the shortcut.</td>
</tr>
</tbody>
</table>

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

**Virtual key names and hexadecimal key codes**

<table>
<thead>
<tr>
<th>Virtual Key Name</th>
<th>Key Code (Hex)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VK_0 – VK_9</td>
<td>30-39</td>
<td>Keys 0-9</td>
</tr>
<tr>
<td>VK_A – VK_Z</td>
<td>41-5A</td>
<td>Keys A-Z</td>
</tr>
<tr>
<td>VK_NUMPAD0 – VK_NUMPAD9</td>
<td>60-69</td>
<td>Keys 0-9 on the numeric keypad</td>
</tr>
<tr>
<td>VK_F1 ... VK_F24</td>
<td>70-87</td>
<td>Function keys F1-F24</td>
</tr>
<tr>
<td>VK_LBUTTON</td>
<td>01</td>
<td>Left mouse button</td>
</tr>
<tr>
<td>VK_RBUTTON</td>
<td>02</td>
<td>Right mouse button</td>
</tr>
<tr>
<td>VK_CANCEL</td>
<td>03</td>
<td>Control-break processing</td>
</tr>
<tr>
<td>VK_MBUTTON</td>
<td>04</td>
<td>Middle mouse button (three-button mouse)</td>
</tr>
<tr>
<td>VK_BACK</td>
<td>08</td>
<td>BACKSPACE key</td>
</tr>
<tr>
<td>VK_CLEAR</td>
<td>0C</td>
<td>CLEAR key</td>
</tr>
<tr>
<td>VK_RETURN</td>
<td>0D</td>
<td>ENTER key</td>
</tr>
<tr>
<td>VK_PAUSE</td>
<td>13</td>
<td>PAUSE key</td>
</tr>
<tr>
<td>VK_CAPITAL</td>
<td>14</td>
<td>CAPS LOCK key</td>
</tr>
<tr>
<td>VK_PRIOR</td>
<td>21</td>
<td>PAGE UP key</td>
</tr>
<tr>
<td>VK_NEXT</td>
<td>22</td>
<td>PAGE DOWN key</td>
</tr>
<tr>
<td>Virtual Key Name</td>
<td>Key Code (Hex)</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>VK_END</td>
<td>23</td>
<td>END key</td>
</tr>
<tr>
<td>VK_HOME</td>
<td>24</td>
<td>HOME key</td>
</tr>
<tr>
<td>VK_LEFT</td>
<td>25</td>
<td>LEFT ARROW key</td>
</tr>
<tr>
<td>VK_UP</td>
<td>26</td>
<td>UP ARROW key</td>
</tr>
<tr>
<td>VK_RIGHT</td>
<td>27</td>
<td>RIGHT ARROW key</td>
</tr>
<tr>
<td>VK_DOWN</td>
<td>28</td>
<td>DOWN ARROW key</td>
</tr>
<tr>
<td>VK_SELECT</td>
<td>29</td>
<td>SELECT key</td>
</tr>
<tr>
<td>VK_EXECUTE</td>
<td>2B</td>
<td>EXECUTE key</td>
</tr>
<tr>
<td>VK_SNAPSHOT</td>
<td>2C</td>
<td>PRINT SCREEN key</td>
</tr>
<tr>
<td>VK_INSERT</td>
<td>2D</td>
<td>INS key</td>
</tr>
<tr>
<td>VK_DELETE</td>
<td>2E</td>
<td>DEL key</td>
</tr>
<tr>
<td>VK_HELP</td>
<td>2F</td>
<td>HELP key</td>
</tr>
<tr>
<td>VK_MULTIPLY</td>
<td>6A</td>
<td>Multiply key</td>
</tr>
<tr>
<td>VK_ADD</td>
<td>6B</td>
<td>Add key</td>
</tr>
<tr>
<td>VK_SEPARATOR</td>
<td>6C</td>
<td>Separator key</td>
</tr>
<tr>
<td>VK_SUBTRACT</td>
<td>6D</td>
<td>Subtract key</td>
</tr>
<tr>
<td>VK_DECIMAL</td>
<td>6E</td>
<td>Decimal key</td>
</tr>
<tr>
<td>VK_DIVIDE</td>
<td>6F</td>
<td>Divide key</td>
</tr>
<tr>
<td>VK_NUMLOCK</td>
<td>90</td>
<td>NUM LOCK key</td>
</tr>
<tr>
<td>VK_SCROLL</td>
<td>91</td>
<td>SCROLL LOCK key</td>
</tr>
</tbody>
</table>

**Outlook**

Use the **Outlook** section of the OCT to customize the default Outlook 2013 profile and to set Outlook 2013 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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use existing profile</td>
<td>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.</td>
</tr>
<tr>
<td>Modify profile</td>
<td>Select one of two options:</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• Define changes to the profile named Specify the name of the profile to which your changes apply.</td>
</tr>
<tr>
<td></td>
<td>If no default profile exists or there is no profile by the name that you specify 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.</td>
</tr>
<tr>
<td>New profile</td>
<td>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.</td>
</tr>
<tr>
<td>Apply PRF</td>
<td>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 if the profile defines only MAPI services.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Account type</th>
<th>More than one of this type allowed?</th>
<th>Data used to determine whether conflict exists</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP3</td>
<td>Yes</td>
<td>Account name</td>
</tr>
<tr>
<td>IMAP</td>
<td>Yes</td>
<td>Account name</td>
</tr>
<tr>
<td>Exchange</td>
<td>Yes</td>
<td>Account name</td>
</tr>
<tr>
<td>Outlook Data File (.pst)</td>
<td>Yes</td>
<td>File name and path of .pst file</td>
</tr>
<tr>
<td>Outlook Address Book</td>
<td>No</td>
<td>Existence of account</td>
</tr>
<tr>
<td>LDAP</td>
<td>Yes</td>
<td>Account name</td>
</tr>
</tbody>
</table>
Exchange settings
Configure users' Microsoft Exchange settings in a new or changed Outlook profile. The following table lists the possible settings.

## Exchange options

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account name</strong></td>
<td>Specify a name for the Account type.</td>
</tr>
<tr>
<td><strong>User name</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Exchange Server</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Overwrite existing Exchange accounts</strong></td>
<td>Select this option to replace an existing Exchange Server account in the user's profile with this account.</td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
### Configure Outlook Anywhere

**Option** | **Description**
--- | ---
Configure Outlook Anywhere | **Connect to Exchange Mailbox using HTTP**  
Select this option to enable Outlook Anywhere.

If you have enabled Outlook Anywhere, you can configure the following options:

- **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 to the proxy server by using Secured Sockets Layer only. If you want to support both server authentication and client authentication, select:
  - **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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not configure Cached Exchange Mode</td>
<td>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).</td>
</tr>
<tr>
<td>Configure Cached Exchange Mode</td>
<td>Create an .ost file or use an existing .ost file. Users work with a local copy of their Exchange mailbox. If you select <strong>Use Cached Exchange Mode</strong>, you can configure Cached Exchange Mode for users by using the following options:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Download only headers</strong> Download copies of headers only from users’ Exchange mailboxes.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Download headers followed by the full item</strong> Download copies of headers from users’ Exchange mailboxes and download copies of messages.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Download full items</strong> Download copies of full messages (headers and message bodies) from users’ Exchange mailboxes.</td>
</tr>
<tr>
<td></td>
<td>• <strong>On slow connections, download only headers</strong> When a slow network connection is detected, download copies of headers only from users’ Exchange mailboxes.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Download shared non-mail folders</strong> Download shared non-mail folders from other users’ mailboxes.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Download Public Folder Favorites</strong> Download the list of Public Folder Favorites.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Customize location for .ost and .oab files</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>Path and file name of the Outlook data (.ost) file</strong> Specify the name and location where the offline Outlook data file should be stored.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Directory path to store Offline Address Book files</strong> Specify the path where the offline Address Book files should be stored.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not configure Send/Receive settings</td>
<td>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.)</td>
</tr>
<tr>
<td>Configure Send/Receive settings</td>
<td>Configure settings for Send/Receive groups (Exchange accounts and folders only).</td>
</tr>
<tr>
<td></td>
<td>• Choose New to create a new group of accounts and folders.</td>
</tr>
<tr>
<td></td>
<td>• Choose Modify to specify or redefine options for a Send/Receive group.</td>
</tr>
<tr>
<td></td>
<td>• Choose Rename to change the name of an existing Send/Receive group.</td>
</tr>
<tr>
<td></td>
<td>• Choose Remove to remove an existing Send/Receive group.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send mail items</td>
<td>Send mail items from the Outbox when you execute a Send/Receive for this group.</td>
</tr>
<tr>
<td>Receive mail items</td>
<td>Receive mail items when you execute a Send/Receive for this group.</td>
</tr>
<tr>
<td>Make folder home pages available offline</td>
<td>Refresh the content in folder home pages when you execute a Send/Receive for this group.</td>
</tr>
<tr>
<td>Synchronize forms</td>
<td>Synchronize forms when you execute a Send/Receive for this group.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include this folder in Send/Receive</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>- Download headers only Download only headers for this folder when you update the folder by executing a Send/Receive for this Send/Receive group.</td>
</tr>
<tr>
<td></td>
<td>- Download complete item including attachments Download complete e-mail messages (or other items) for this folder when you update the folder by executing a Send/Receive for this Send/Receive group.</td>
</tr>
<tr>
<td></td>
<td>- Download only headers for items larger than When items are larger than the specified size, download only the</td>
</tr>
</tbody>
</table>
 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rename Exchange Group dialog box</td>
<td>Enter the new name of the Exchange send/receive group in the <strong>New Group Name</strong> box and then choose <strong>OK</strong>.</td>
</tr>
<tr>
<td>Send/Receive settings for the selected group</td>
<td>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.</td>
</tr>
</tbody>
</table>
| - 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. |
- **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](https://www.microsoft.com). The Office 2013 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 installation files or installation image with the new `\Admin` folder that is included in the download package.

- [Setup architecture overview for Office 2013](#)
- [Config.xml file in Office 2013](#)
- [Customize Setup before installing Office 2013](#)
- [Video: Office 2010 client: Office Customization Tool walkthrough](#)
- [Video: Office 2010 client: Office Customization Tool import feature](#)
Config.xml file in Office 2013

Published: July 16, 2012

Summary: Provides information about how to use the Config.xml file to customize Windows Installer-based Office 2013 installations.

Applies to: Office 2013

Audience: IT Professionals

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

The primary tool that administrators use to customize the installation of Windows Installer-based products in Office 2013 is the Office Customization Tool (OCT). The customization tools and methods in Office 2013 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, see Office Customization Tool (OCT) in Office 2013.

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.

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.

In this article:
- Config.xml element quick reference
- How Setup uses Config.xml
- Config.xml file format
- Config.xml element reference
- Sample Config.xml file

**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**

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuration element</td>
<td>Top-level element</td>
</tr>
<tr>
<td>AddLanguage element</td>
<td>Add a language to the installation</td>
</tr>
<tr>
<td>ARP element</td>
<td>Values that control the text and behavior of the Programs and Features option, in Control Panel, to add or remove features for the product</td>
</tr>
<tr>
<td>Command element</td>
<td>Run a command during installation</td>
</tr>
<tr>
<td>COMPANYNAME element</td>
<td>The name of the organization or company of the user on whose computer the product is being installed</td>
</tr>
<tr>
<td>Display element</td>
<td>The level of UI that Setup displays to the user</td>
</tr>
<tr>
<td>DistributionPoint element</td>
<td>The fully qualified path of the network installation point from which the installation is to run</td>
</tr>
<tr>
<td>INSTALLLOCATION element</td>
<td>The fully qualified path of the folder on the user’s computer in which the product is installed</td>
</tr>
<tr>
<td>LIS element</td>
<td>Options for how the Local Install Source (LIS) is cached on the user’s computer</td>
</tr>
</tbody>
</table>
### 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

```xml
<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"
  </Display>
</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:

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

To this:

```xml
<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**

<table>
<thead>
<tr>
<th><strong>bold</strong></th>
<th>Element or attribute name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>normal</strong></td>
<td>Text to be entered exactly as shown</td>
</tr>
<tr>
<td><strong>italic</strong></td>
<td>Placeholder for a value to be added</td>
</tr>
<tr>
<td>**x</td>
<td>y**</td>
</tr>
<tr>
<td><strong>[x]</strong></td>
<td>Optional value</td>
</tr>
</tbody>
</table>


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.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
<td>productID</td>
<td>The value of the ID attribute in the Setup element in the Setup.xml file for the product that is being installed.</td>
</tr>
</tbody>
</table>

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 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 by entering the following line:
<Configuration Product="ProPlus">
  ...
</Configuration>

**AddLanguage element**
Adds the specified language to the installation.

**Syntax**

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

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

**AddLanguage attributes**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Id</td>
<td>ll-cc</td>
<td>The language identifier.</td>
</tr>
<tr>
<td></td>
<td>match</td>
<td>Matches the language Id of the user's Windows user locale.</td>
</tr>
<tr>
<td>ShellTransform</td>
<td>Yes</td>
<td>Specifies the language for the shell user interface. If more than one <code>AddLanguage</code> element is specified, one (and only one) language must specify the ShellTransform element.</td>
</tr>
</tbody>
</table>

**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:

- 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.

```xml
<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

```xml
<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

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARPCOMMENTS</td>
<td>text</td>
<td>Additional text. Can be up to 255 characters, although all characters might not be displayed.</td>
</tr>
<tr>
<td>ARPCONTACT</td>
<td>text</td>
<td>List of technical support contacts.</td>
</tr>
<tr>
<td>ARPNOMODIFY</td>
<td>Yes</td>
<td>Prevents users from changing the product installation by making the Change button unavailable.</td>
</tr>
<tr>
<td></td>
<td>No (default)</td>
<td>Allows users to modify the product installation.</td>
</tr>
<tr>
<td>ARPNOREMOVE</td>
<td>Yes</td>
<td>Prevents users from removing the product by making the Remove button unavailable.</td>
</tr>
<tr>
<td></td>
<td>No (default)</td>
<td>Allows users to remove the product.</td>
</tr>
<tr>
<td>ARPURLINFOABOUT</td>
<td>URL</td>
<td>URL for the product's home page.</td>
</tr>
<tr>
<td>ARPURLUPDATEINFO</td>
<td>URL</td>
<td>URL for information about product updates.</td>
</tr>
</tbody>
</table>
## Command element

Specifies a command line to run. For more information, see Remarks later in this article.

izando: 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="milliseconds"]
[Execute="Install"(default) | "Uninstall"]
[Platform="x86"(default) | "x64"]

/>
```

### Attributes

The following table describes the Command element attributes.

## Command attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Path</td>
<td>path</td>
<td>Fully qualified path of the executable file. If the path value contains a space, you must</td>
</tr>
<tr>
<td>Attribute</td>
<td>Value</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>--------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>use double quotation marks as shown in the following example:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&quot;\server\share\Office 14\copylogs.bat&quot;</td>
</tr>
<tr>
<td>QuietArg</td>
<td>string</td>
<td>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.</td>
</tr>
<tr>
<td>Args</td>
<td>string</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Args=&quot;&quot;/param value&quot;&quot;</td>
</tr>
<tr>
<td>ChainPosition</td>
<td>Before</td>
<td>This command is executed before the primary product installation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After (default) This command is executed after the primary product installation.</td>
</tr>
<tr>
<td>Wait</td>
<td>milliseconds</td>
<td>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.</td>
</tr>
<tr>
<td>Execute</td>
<td>Install (default)</td>
<td>Setup executes this command when the primary product is installed.</td>
</tr>
<tr>
<td></td>
<td>Uninstall</td>
<td>Setup executes this command when the primary product is uninstalled.</td>
</tr>
<tr>
<td>Platform</td>
<td>x86 (default)</td>
<td>Specifies that this program requires the Intel x86 platform. This command runs only if the computer on which the installation is run matches this platform requirement.</td>
</tr>
</tbody>
</table>
### 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:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>x64</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
• 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**

```xml
<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**

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

**Attributes**

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

**COMPANYNAME attributes**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>companyname</td>
<td>The company or organization name.</td>
</tr>
</tbody>
</table>
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**.

**Syntax**

```xml
<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**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>None</td>
<td>No Setup UI is displayed. If you set <strong>Display Level=&quot;none&quot;</strong>, Setup runs a silent (unattended) installation. See the Remarks section for more information.</td>
</tr>
<tr>
<td></td>
<td>Basic</td>
<td>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</td>
</tr>
</tbody>
</table>

113
<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>notice (if it is allowed).</td>
</tr>
<tr>
<td>Full (default)</td>
<td></td>
<td>Setup displays all UI to the user.</td>
</tr>
<tr>
<td>CompletionNotice</td>
<td>Yes</td>
<td>Only applies if <strong>Level</strong> is set to &quot;basic&quot; or &quot;none&quot;: Setup displays the completion notice.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Only applies if <strong>Level</strong> is set to &quot;basic&quot;: Setup does not display the completion notice.</td>
</tr>
<tr>
<td>SuppressModal</td>
<td>Yes</td>
<td>Only applies if <strong>Level</strong> is set to &quot;basic&quot;: Setup does not display error messages and other dialog boxes that might interrupt the installation.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Only applies if <strong>Level</strong> is set to &quot;basic&quot;: Setup displays errors and other dialog boxes as needed.</td>
</tr>
<tr>
<td>NoCancel</td>
<td>Yes</td>
<td>If <strong>Level</strong> is set to &quot;full&quot; or &quot;basic&quot;, disable the cancel button (X in upper-right corner of the progress dialog box).</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>If <strong>Level</strong> is set to &quot;full&quot; or &quot;basic&quot;, let the user cancel the installation from the progress bar.</td>
</tr>
<tr>
<td>AcceptEULA</td>
<td>Yes</td>
<td>Microsoft Software License Terms are accepted on behalf of the user. Setup does not display the software license terms page.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>If <strong>Level</strong> is not set to “none”, Setup displays the software license terms page.</td>
</tr>
</tbody>
</table>

**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.

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**

```xml
<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**

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

**Attributes**

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

**DistributionPoint attributes**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td><code>path</code></td>
<td>The fully qualified path of the network installation point from which the installation is to run.</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td><em>path</em></td>
<td>The fully qualified path of the folder on the user's computer in which the product is installed.</td>
</tr>
</tbody>
</table>

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

Example

```xml
<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

```xml
<LIS
[CACHEACTION="CacheOnly" | "RemoveCacheOnly"]
[SOURCELIST="semicolon-delimited-path-list"]
/>
```

Attributes

The following table describes LIS element attributes and values.

LIS attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACHEACTION</td>
<td>CacheOnly</td>
<td>Setup copies the LIS to the user's computer, but does not install the product.</td>
</tr>
</tbody>
</table>

**Note:**

Do not use Command elements in a Config.xml file that specifies the CacheOnly value because the specified commands will not run.
### Attribute | Value | Description
--- | --- | ---
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.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOURCELIST</td>
<td>semicolon-delimited-path-list</td>
<td>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 <a href="https://example.com">Additional network sources</a>.</td>
</tr>
</tbody>
</table>

**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 the `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:\office\files`, 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**

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

**Logging element**

Specifies the kind of logging that Setup performs.

**Syntax**

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

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

### Logging attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td>Off</td>
<td>Setup performs no logging.</td>
</tr>
<tr>
<td></td>
<td><strong>Standard</strong> (default)</td>
<td>Setup writes installation information to the log file.</td>
</tr>
<tr>
<td></td>
<td><strong>Verbose</strong></td>
<td>Setup writes all installation information to the log file.</td>
</tr>
<tr>
<td><strong>Path</strong></td>
<td><em>path</em></td>
<td>The fully qualified path of the folder used for the log file. You can use environment variables. Default is <code>%temp%</code>.</td>
</tr>
<tr>
<td><strong>Template</strong></td>
<td><em>filename.txt</em></td>
<td>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 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.</td>
</tr>
</tbody>
</table>

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

```xml
<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**

```xml
<OptionState
    Id="optionID"
    State="Absent" | "Advertise" | "Local"
    [Children="force"]
/>```

**Attributes**

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

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

### 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 are not visible in the Setup feature installation state tree in Office 2013.

- 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

```xml
<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. For more information about volume licensing in Office Professional 2013, see Plan volume activation of Office 2013.

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 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 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 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.

Important:

This information applies to volume-licensed editions of Office 2013. It does not apply to either Office Professional Plus for Office 365 or Office 365 ProPlus, 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

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

Attributes

The following table describes PIDKEY element attributes and values.

**PIDKEY attributes**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>25-character-key</td>
<td>The 25-character volume license key.</td>
</tr>
</tbody>
</table>
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.

```xml
<PIDKEY Value="AAAAABBBCCCCDDEEEE" />
```

Where `AAAAABBBCCCCDDEEEE` is the 25-character product key. For more information about licensing for Office 2013, see the [Volume activation methods in Office 2013](#).

Example

```xml
<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

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

Attributes

The following table describes RemoveLanguage element attributes and values.

RemoveLanguage attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Id</td>
<td>/l-cc</td>
<td>The language identifier.</td>
</tr>
</tbody>
</table>

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**

```xml
<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.

**Syntax**

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

**Attributes**

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

**Setting attributes**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Id</td>
<td><code>name</code></td>
<td>The name of the Windows Installer property.</td>
</tr>
<tr>
<td>Value</td>
<td><code>value</code></td>
<td>The value to assign to the property.</td>
</tr>
</tbody>
</table>

**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:

```xml
<Setting Id="KMSERVICENAME" 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 `KMSERVICENAME` 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:

```bash
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 installation on a computer that runs a 64-bit edition of Windows. For information about volume activation, see Plan volume activation of Office 2013.

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

```xml
<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 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.

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

where `Option Id` is the identifier value for the Office 2013 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"]
/>
## SetupUpdates attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CheckForSUpdates</td>
<td>Yes (default)</td>
<td>Setup uses the path list in <strong>SUpdateLocation</strong> to find Setup customization files.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Setup does not search for Setup customization files by using the path list in <strong>SUpdateLocation</strong>.</td>
</tr>
<tr>
<td>SUpdateLocation</td>
<td>path-list</td>
<td>A list of fully qualified paths to folders, separated by semicolons.</td>
</tr>
</tbody>
</table>

**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

```xml
<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

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>value</td>
<td>The user's initials</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>value</td>
<td>The user's name.</td>
</tr>
</tbody>
</table>

Remarks

The Office 2013 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**

```xml
<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 version of the product.

```xml
<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>
```

**Office Customization Tool (OCT) in Office 2013**
Setup command-line options for Office 2013

Published: July 16, 2012

Summary: Provides information about Setup.exe command lines for Windows Installer-based Office 2013.

Applies to: Office 2013

Audience: IT Professionals

The Setup.exe command line is used for very few operations in Office 2013 (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, 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 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.

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.

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:
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 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:

```xml
<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 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, 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.

Office Customization Tool (OCT) in Office 2013

Config.xml file in Office 2013
Setup properties in Office 2013

Published: July 31, 2012

Summary: Learn about which Windows Installer properties are available for Office 2013 installations.

Applies to: Office 2013

Most of the Windows Installer properties that were previously used to customize and control Office installations were replaced in Microsoft Office 2007 by options in the Office Customization Tool (OCT) or elements in the Config.xml file. The following information also applies to Office 2013 and Office 2010.

In versions of Office earlier than Office 2007, you used Windows Installer properties to customize and control the Office installation. The Setup process was redesigned in the Office 2007 release, and most of these functions were replaced by options in the Office Customization Tool or elements in the Config.xml file.

In this article:

- Property quick reference
- Available properties
- Replaced properties
- Blocked properties
- Office activation

Property quick reference

The following table summarizes the recognized Windows Installer properties that you might have used in versions of Office earlier than Microsoft Office 2007. The table shows if the functionality of that property is blocked and replaced by options in the OCT or Config.xml, or if the property is available for use. More detail is provided in the following sections.

Windows Installer properties and their use in Office 2013

<table>
<thead>
<tr>
<th>Property</th>
<th>Use in Office 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDDEFAULT</td>
<td>Replaced</td>
</tr>
<tr>
<td>ADDLOCAL</td>
<td>Replaced</td>
</tr>
<tr>
<td>ADDSOURCE</td>
<td>Replaced</td>
</tr>
<tr>
<td>Property</td>
<td>Use in Office 2013</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>ADVERTISE</td>
<td>Replaced</td>
</tr>
<tr>
<td>ALLUSERS</td>
<td>Blocked</td>
</tr>
<tr>
<td>ARPAUTHORIZEDCDFPREFIX</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPCOMMENTS</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPCONTACTS</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPHELPLINK</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPHELPTELEPHONE</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPINSTALLLOCATION</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPUSERNAME</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPNAME</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPNOMODIFY</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPNOREMOVE</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPNOREPAIR</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPPRODUCTICON</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPREADME</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPSIZE</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPURLINFOABOUT</td>
<td>Replaced</td>
</tr>
<tr>
<td>ARPURLUPDATEINFO</td>
<td>Replaced</td>
</tr>
<tr>
<td>COMPADDLOCAL</td>
<td>Replaced</td>
</tr>
<tr>
<td>COMPADDSOURCE</td>
<td>Replaced</td>
</tr>
<tr>
<td>COMPANYNAME</td>
<td>Replaced</td>
</tr>
<tr>
<td>DISABLEROLLBACK</td>
<td>Blocked</td>
</tr>
<tr>
<td>EXECUTEACTION</td>
<td>Blocked</td>
</tr>
<tr>
<td>EXECUTEMODE</td>
<td>Blocked</td>
</tr>
<tr>
<td>FILEADDDefault</td>
<td>Replaced</td>
</tr>
<tr>
<td>FILEADDLOCAL</td>
<td>Replaced</td>
</tr>
</tbody>
</table>
## Available properties

The following properties can be used when you install Office 2013 (and Office 2010 and Office 2007):

<table>
<thead>
<tr>
<th>Property</th>
<th>Use in Office 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILEADDSOURCE</td>
<td>Replaced</td>
</tr>
<tr>
<td>HIDEUPDATEUI</td>
<td>Available</td>
</tr>
<tr>
<td>INSTALLLEVEL</td>
<td>Blocked</td>
</tr>
<tr>
<td>INSTALLLOCATION</td>
<td>Replaced</td>
</tr>
<tr>
<td>LIMITUI</td>
<td>Replaced</td>
</tr>
<tr>
<td>LOGACTION</td>
<td>Blocked</td>
</tr>
<tr>
<td>MEDIAPACKAGEPATH</td>
<td>Blocked</td>
</tr>
<tr>
<td>NOCOMPANYNAME</td>
<td>Replaced</td>
</tr>
<tr>
<td>NOUSERNAME</td>
<td>Replaced</td>
</tr>
<tr>
<td>PIDKEY</td>
<td>Replaced</td>
</tr>
<tr>
<td>PRIMARYFOLDER</td>
<td>Available</td>
</tr>
<tr>
<td>PROMPTROLLBACKCOST</td>
<td>Blocked</td>
</tr>
<tr>
<td>REBOOTPROMPT</td>
<td>Blocked</td>
</tr>
<tr>
<td>REINSTALL</td>
<td>Blocked</td>
</tr>
<tr>
<td>REMOVE</td>
<td>Replaced</td>
</tr>
<tr>
<td>ROOTDRIVE</td>
<td>Available</td>
</tr>
<tr>
<td>SEQUENCE</td>
<td>Blocked</td>
</tr>
<tr>
<td>SETUP_REBOOT</td>
<td>Available</td>
</tr>
<tr>
<td>SOURCELIST</td>
<td>Replaced</td>
</tr>
<tr>
<td>TARGETDIR</td>
<td>Replaced</td>
</tr>
<tr>
<td>UNINSTALL</td>
<td>Blocked</td>
</tr>
<tr>
<td>USERNAME</td>
<td>Replaced</td>
</tr>
</tbody>
</table>
• **HIDEUPDATEUI** If set to True, hides the Check for Updates button on the completion dialog box. This property is ignored if the completion dialog box does not appear. The default value is False.

• **PRIMARYFOLDER** Designates a primary folder for the installation.

• **ROOTDRIVE** Specifies the default drive for the destination folder of the installation. The value for this property must end with \\.

• **SETUP_REBOOT** Determines how Setup restarts the computer after installation. You must use all uppercase letters, SETUP_REBOOT.
  - **AutoAlways** Always trigger 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 trigger or prompt for a restart.

You set these properties in the Modify Setup properties page of the OCT, or the Setting element in the Config.xml file for Windows Installer-based installations.

### Replaced properties

A number of Windows Installer properties are replaced by options in the OCT or in the Config.xml file. Some properties are not applicable in Office 2013 (or in Office 2010 or Office 2007) because of Setup design changes that were introduced in Office 2007. All of these properties are blocked by Setup. That is, if you specify any of these properties in the OCT Modify Setup properties page, or by using the Config.xml Setting element, Setup will end the installation.

The following table lists blocked properties whose functions are replaced by options in the OCT or by elements in the Config.xml file.

### Replaced Windows Installer properties

<table>
<thead>
<tr>
<th>Property</th>
<th>Replacement OCT option</th>
<th>Replacement Config.xml element</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOURCELIST (in LIS element)</td>
<td>Additional network sources</td>
<td>SOURCELIST attribute in LIS element</td>
</tr>
<tr>
<td>COMPANYNAME</td>
<td>Installation location and organization name</td>
<td>COMPANYNAME element</td>
</tr>
<tr>
<td>INSTALLLOCATION</td>
<td>Installation location and organization name</td>
<td>INSTALLLOCATION element</td>
</tr>
<tr>
<td>TARGETDIR</td>
<td>Installation location</td>
<td>INSTALLLOCATION element</td>
</tr>
<tr>
<td>Property</td>
<td>Replacement OCT option</td>
<td>Replacement Config.xml element</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>LIMITUI</td>
<td>Licensing and user interface</td>
<td>Display element</td>
</tr>
<tr>
<td>PIDKEY</td>
<td>Licensing and user interface</td>
<td>PIDKEY element</td>
</tr>
<tr>
<td>ARPAUTHORIZEDCDFPREFIX</td>
<td>None</td>
<td>ARP element</td>
</tr>
<tr>
<td>ARPCOMMENTS</td>
<td>None</td>
<td>ARP element</td>
</tr>
<tr>
<td>ARPCONTACTS</td>
<td>None</td>
<td>ARP element</td>
</tr>
<tr>
<td>ARPHELPLINK</td>
<td>None</td>
<td>ARP element</td>
</tr>
<tr>
<td>ARPHELPTELEPHONE</td>
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<td>ARPINSTALLLOCATION</td>
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<td>ARP element</td>
</tr>
<tr>
<td>ARPNOMODIFY</td>
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<td>ARP element</td>
</tr>
<tr>
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<td>ARP element</td>
</tr>
<tr>
<td>ARPNOREPAIR</td>
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<td>ARP element</td>
</tr>
<tr>
<td>ARPPRODUCTICON</td>
<td>None</td>
<td>ARP element</td>
</tr>
<tr>
<td>ARPREADME</td>
<td>None</td>
<td>ARP element</td>
</tr>
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<td>ARPSIZE</td>
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<td>ARP element</td>
</tr>
<tr>
<td>ARPSYSTEMCOMPONENT</td>
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<td>ARP element</td>
</tr>
<tr>
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<td>None</td>
</tr>
<tr>
<td>NOUSERNAME</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>USERNAME</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>ADDDEFAULT</td>
<td>Set feature installation states</td>
<td>OptionState element</td>
</tr>
</tbody>
</table>
The following properties are replaced by Setup command-line options:

- **REINSTALL** Use the Setup /repair command-line option.
- **UNINSTALL** Use the Setup /uninstall command-line option.

### Blocked properties

The following properties are no longer applicable in Office 2013 (and in Office 2010 and Office 2007). These properties are blocked. That is, if you specify these properties in the OCT Modify Setup properties page, or by using the Config.xml Setting element, Setup will end the installation.

- **ALLUSERS** (All installations of Office 2013, Office 2010, and Office 2007 are per-computer.)
- **DISABLEROLLBACK**
- **EXECUTEACTION**
- **EXECUTEMODE**
- **INSTALLLEVEL**
Office activation

The Microsoft policy for Office 2013 requires the activation of all editions of Office 2013. This includes those obtained through a Volume Licensing program. This requirement applies to Office 2013 running on both physical computers and virtual computers. Activation is not required for any Office 2013 server products, such as SharePoint Server 2013, Project Server 2013, or for any version of Microsoft Exchange Server.

Office Activation Technologies provide the following methods for activating products licensed under Microsoft Volume Licensing programs:

- **Key Management Service (KMS)**  KMS uses a KMS host key to activate a KMS host computer and establish a local activation service in your environment. Office 2013 connects to the local KMS host for activation.
- **Multiple Activation Key (MAK)**  With a MAK, clients activate Office 2013 online by using the Microsoft hosted activation servers or by telephone.
- **Active Directory-Based activation**  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.
- **A combination of KMS, MAK, and Active Directory-Based activation.**

For more information about the licensing options in Office 2013, and instructions for configuring the KMS host and port number, see [Plan volume activation of Office 2013](#) and [Volume activation methods in Office 2013](#).

**Note:**

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

For information about Office 2013 product activation via the Internet or phone for non-volume licensed versions of Office 2013 products, see [Activate Microsoft Office 2013 programs](#) on the Office.com website.

- [Office Customization Tool (OCT) in Office 2013](#)
- [Config.xml file in Office 2013](#)
- [Setup command-line options for Office 2013](#)
Setup architecture overview for Office 2013

Published: July 16, 2012

Summary: Provides information about the Windows Installer-based Office 2013 Setup architecture.

Applies to: Office 2013

Audience: IT Professionals

The Setup architecture in Office 2013, 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 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 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 also provides support for 32-bit Office 2013 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 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 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, 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 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, 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 (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 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.

When you run Setup.exe from the x32 folder, Setup determines whether there are 64-bit Office 2013 applications installed. If Setup detects 64-bit Office 2013, an error message is displayed and Setup is blocked. If Setup does not detect 64-bit Office 2013, it installs the 32-bit edition of Office 2013. 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.
- Use a software management tool, such as Microsoft Systems Management Server or System Center 2012 Configuration Manager.
- Deploy Office 2013 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). 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. 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, Office 2010, and Office 2007. To determine whether your Office 2013 installation is a volume licensed version, check the Office 2013 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 product that you are installing during the initial installation. Only one Setup customization .msp file (patch) for each Office 2013 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 products, such as Office Professional Plus 2013 and Visio Professional 2013, you can include one customization .msp file for Office Professional Plus 2013 and one customization .msp file for Visio Professional 2013 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 and you also want to deploy Office 2013 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 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.

- **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.

**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 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.

### 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. 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 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 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 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, even when Setup runs in interactive mode. For more information about volume activation, see Plan volume activation of Office 2013.

- 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 (and in Office 2010 and Office 2007), an Office product such as Office Professional Plus 2013 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 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 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), are located in the core ProPlus.WW package. Other elements, such as Help and the user interface for Word 2013, 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 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 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, 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 includes a language-specific folder for each application and for shared features
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 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 (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 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 (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 or OneNote 2013. 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.
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.

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.

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

Note:

Office 2013 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 64-bit, or for Access 2013 64-bit and Excel 2013 32-bit. You cannot use the Office 2013 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 and 32-bit Visio 2013 single image. For more information about 64-bit Office 2013, 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.
- 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.

### Using Setup command-line options

Setup recognizes only a few command-line options in the Office 2013. 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. 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, see Setup properties in Office 2010. The information also applies to Office 2013.

### 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 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 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 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, Setup creates a local installation source on the user's computer as part of the default installation process. Setup installs all Office 2013 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, 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 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.

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.

### 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, 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 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](#).

### 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.

[Office Customization Tool (OCT) in Office 2013](#)
[Config.xml file in Office 2013](#)
[Customize Setup before installing Office 2013](#)
Customize the Accessibility Checker for Office 2013

Published: July 16, 2012

Summary: Use Group Policy settings to control what the Accessibility Checker checks when users run it on Office 2013 files.

Applies to: Office 2013 | Word 2013 | PowerPoint 2013 | Excel 2013

The Accessibility Checker in Office 2013 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, PowerPoint 2013, and Word 2013.

Audience: IT Professionals

Important: Are you looking for help with using the Accessibility Checker? You may be looking for Check for accessibility issues, or Rules used by the Accessibility Checker, which will help you use the Accessibility Checker and understand its rules.

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, PowerPoint 2013, and Word 2013, the Group Policy settings are located in the gedit 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, PowerPoint 2013, and Word 2013.

**Group Policy settings for Excel 2013**

<table>
<thead>
<tr>
<th>Setting for Excel 2013</th>
<th>Associated registry key</th>
<th>Description</th>
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**Group Policy settings for PowerPoint 2013**

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**Group Policy settings for Word 2013**

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<th>Setting for Word 2013</th>
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Outlook 2013

Updated: October 16, 2012

Summary: Find articles that will help you plan, configure, customize, and deploy Outlook 2013.

Applies to: Office 2013 | Outlook 2013

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 deployment articles on TechNet

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
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<tbody>
<tr>
<td>Planning overview for Outlook 2013</td>
<td>Provides information about what you should consider when you plan to deploy Outlook 2013.</td>
</tr>
<tr>
<td>Choose between Cached Exchange Mode and Online Mode for Outlook 2013</td>
<td>Provides information about the two Exchange connectivity modes that you can choose to use for Outlook 2013 deployments</td>
</tr>
<tr>
<td>Plan feature customizations in Outlook 2013</td>
<td>Provides information about how to plan a Cached Exchange Mode deployment for Outlook 2013.</td>
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<tr>
<td>Plan feature customizations in Outlook 2013</td>
<td>Provides information about some features that you can configure and deploy with Outlook 2013.</td>
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<td>Choose security and protection settings for Outlook 2013</td>
<td>Provides information about security settings in Outlook 2013.</td>
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<td>Provides information about how administrators can use the Office Customization Tool to configure multiple Exchange email accounts for an Outlook 2013 profile.</td>
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<tr>
<td>Configure Cached Exchange Mode in Outlook 2013</td>
<td>Describes how administrators can configure Cached Exchange Mode for Exchange Server</td>
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<td>Configure Outlook Anywhere in Outlook 2013</td>
<td>Explains how administrators can configure Outlook Anywhere in Outlook 2013.</td>
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<tr>
<td>Configure junk email settings in Outlook 2013</td>
<td>Provides information about how to use Junk E-mail Filter lists and configure the Junk E-mail Filter and automatic picture download to help users avoid receipt of junk email messages.</td>
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Planning overview for Outlook 2013

Published: October 16, 2012

Summary: Learn about what you should consider when you deploy Outlook 2013.

Applies to: Outlook 2013

A close review of the organization's messaging requirements will help you plan the optimal Outlook 2013 deployment.

In this article:

- Determining an organization's needs
- Choosing when and how to install Outlook
- Outlook security and privacy considerations
- Upgrading from an earlier version of Outlook
- Additional considerations when planning an Outlook upgrade

Determining an organization’s needs

The organization's messaging environment helps shape the Outlook 2013 deployment. Factors to consider include whether you are upgrading Outlook, installing the application for the first time, planning for roaming or remote users, or choosing a combination of these and other factors.

MSI versus Click-to-Run deployment methods

The new Office is available in two delivery formats: Windows Installer-based (MSI) and Click-to-Run. Traditional Windows Installer-based deployments of Office 2013 are available for enterprise organizations through volume licensing. Office 2013 Click-to-Run is available with an Office subscription of Office 365 ProPlus. Users who do not have Office 365 accounts can download Office 2013 from Office.com.

The Office 365 ProPlus offering provides the complete Office client suite as a monthly subscription service. Office 365 ProPlus is part of the Office 365 product suite and is downloaded and managed through the Office 365 Portal. The download process for Office 365 ProPlus is known as Click-to-Run, a streaming and virtualization technology that is designed to significantly reduce the time that is required to download and use Office 365 ProPlus client products. Streaming enables users to begin to use a Click-to-Run program before the complete program is downloaded. For more information, see Overview of Office 365 ProPlus Preview.

Administrators who have signed up for Office 365 can also stage and deploy Click-to-Run products from an on-premises location. This is useful in scenarios where administrators want to minimize the demand on the network or to prevent users from installing products from the Internet because of
corporate security requirements. To stage a deployment on-premises, administrators use the Office Deployment Tool for Click-to-Run. For more information, see Office Deployment Tool for Click-to-Run.

The MSI and Click-to-Run versions of the new Office and Outlook 2013 have different configuration options and administration tools. For the Click-to-Run version of Outlook 2013, you can change the settings from the default configuration by deploying Group Policy settings or registry keys. For the MSI version of Outlook 2013, you can use Group Policy and the Office Customization Tool (OCT) to specify user settings. If you want to enforce specific settings, you must use Group Policy. For more information, see Office Customization Tool (OCT) in Office 2013 and Customization overview for Click-to-Run.

Upgrade or initial installation of Outlook

If you are upgrading to Outlook 2013 from an earlier version of Outlook, consider whether you will migrate previous settings, change user profiles, and use new customization options. By default, user settings are migrated automatically, except for security settings. Customization of Outlook settings is optional and only needed if you want to change the settings from the default configuration. Also Outlook can automatically create a new Outlook profile by using the Account Auto Configuration process (Autodiscover). If you are deploying Office 2013 (a MSI deployment), the Office Customization Tool (OCT) enables you to migrate users’ current settings and make other customizations. For example, you can define new Microsoft Exchange servers or customize new features. If you are deploying Office 365 ProPlus and must change settings from the default configuration, you can use Group Policy or the registry.

If you are deploying Outlook on client computers for the first time, you should use the Account Auto Configuration process (Autodiscover) to automatically create new Outlook profiles. If you are deploying Office 2013 and must change settings from the default configurations, you can use the OCT to define profile settings for users. If you are deploying Outlook as part of Office 365 ProPlus, you can deploy registry settings to define profile settings.

For more information, see the following articles.

- Office Customization Tool (OCT) in Office 2013
- Customization overview for Click-to-Run

Migrating data

When you upgrade from Office Outlook 2003, Outlook 2007, or Outlook 2010 to Outlook 2013 Outlook data is migrated. Data migration from versions of Outlook earlier than Office Outlook 2003 and other email applications is not supported in Outlook 2013.

Remote and roaming users

You can customize Outlook to optimize the experience for remote and roaming users, and to set up Outlook for multiple users on the same computer.

You might want to configure features such as Outlook Anywhere (known as RPC over HTTP in earlier versions of Outlook) and Cached Exchange Mode for remote users. These features enhance the user experience when Outlook is used over slower or less reliable connections. By using Outlook Anywhere,
you can configure connections that enable users to connect more securely from the Internet to Exchange servers in your organization or to Exchange Online without using a virtual private network (VPN) connection. Cached Exchange Mode is an Outlook feature that was introduced with Office Outlook 2003. It creates a local copy of users' mailboxes. Cached Exchange Mode is recommended for all configurations, but especially benefits remote users. The feature enables users to have more reliable access to their Outlook data, whether or not they are connected to a network. For more information, see Configure Outlook Anywhere in Outlook 2013 and Plan a Cached Exchange Mode deployment in Outlook 2013.

When multiple users share the same computer, use Windows logon features on the computer's operating system to manage user logon verification. Unless you deploy the Click-2-Run version of Outlook which is available with Office 365 ProPlus, users must use the same version of Outlook. If you deploy the Windows Installer-based (MSI) version of Outlook, only one version of Outlook can be installed on the same computer. See Supported scenarios for more information. To learn more about how to set up multiple Outlook users on the same computer, see Using Outlook on a computer you share with other people.

**Multilingual requirements**

Office 2013 provides broad support for deployment in international or multilingual environments. As with the 2007 Microsoft Office system and Office 2010 suites, the Office 2013 product consists of the language-neutral core package plus one or more language-specific packages. In addition to the proofing tools that are included in each language version, you can download and deploy proofing tools for other languages to help multilingual groups work with and edit files in many languages. For more information, see Plan for multilanguage deployment of Office 2013.

Outlook 2013 supports Unicode throughout the product to help multilingual organizations seamlessly exchange messages and other information in a multilingual environment.

**Client and messaging server platforms**

Some features of Outlook 2013 (for example, Cached Exchange Mode) require Exchange Server as a messaging platform. Although Outlook 2013 works well with earlier versions of Exchange, some features of Outlook 2013 require specific versions of Exchange. Because of this and other improved integration with Exchange throughout Outlook 2013, we recommend that you combine Outlook 2013 with the latest version of Exchange Server or use Exchange Online. For more information, see Assess how Outlook 2013 works with different versions of Exchange Server.

Deployment customization decisions for Outlook 2013 depend on which version of Exchange Server you use. If you currently use Exchange Server as your messaging server and you have not upgraded to Exchange 2007 or a later version, consider coordinating the Exchange Server upgrade or Exchange Online migration with the deployment timing for Outlook 2013. Exchange Server 2007 is the earliest version of Exchange Server that can be used with Outlook 2013.

If you have an on-premises Exchange Server and plan to add Exchange Online to co-exist in your environment, there are two things to consider:

- There is no cross-premises manager delegation. If the manager’s account is connected to Exchange Online, the delegate’s account must be on Exchange Online too.
• An account that is on-premises cannot have “Send As” permissions for an account that is connected to Exchange Online.

Also be aware that the user authentication method is different between an on-premises Exchange Server and Exchange Online. An Exchange Online user enters his or her email address (as the user name) and password. However, the user can decide to save the password so that the user only has to enter it one time.

### Choosing when and how to install Outlook

You have options for when and how you install Outlook 2013. For example, consider whether which of the following would be best for your organization:

• Install or upgrade Outlook for different groups of users in stages, or at the same time.
• Install Outlook as a stand-alone application.
• Install Outlook before, during, or after an Office 2013 installation.

Each organization has a different environment and might make a different choice about timing Outlook 2013 upgrades. For example, you might have a messaging group that is responsible for upgrading Outlook and a separate group that plans deployment for other Office applications. In this case, it might be easier to upgrade Outlook separately from the rest of Office, instead of trying to coordinate deployment between the two groups.

Note that the MSI version of Outlook 2013 cannot coexist with earlier versions of Outlook on the same computer. However, you can install a Click-to-Run version of Outlook 2013 to run side-by-side with Outlook 2007 or Outlook 2010. However, side-by-side installations of Outlook 2013 with earlier versions of Outlook, such as Office Outlook 2003 are not supported.

### Customizing Outlook settings and profiles

You can customize an MSI installation of Outlook to handle Outlook user settings and profiles in two ways:

• Specify Outlook user settings in the OCT.
• Specify options for managing new and existing Outlook profiles in the OCT or use an Outlook Profile file (.prf).

For example, you can enable Outlook users to migrate their current profiles and settings while default profiles and settings are defined for new Outlook users. You can also change existing profiles and establish new default profiles for new Outlook users. If you deploy Outlook 2013 together with Exchange Server 2010 or Exchange Online, you can add more than one Exchange account for a profile by using the OCT or .prf file.

When you use the OCT to customize Outlook, you save choices and other installation preferences in the customization .msp file that is applied during Setup. Later, you update settings and profile information by opening the file in the OCT and saving a new copy of the file.

For more information about how to configure Outlook profiles, see [Office Customization Tool (OCT) in Office 2013](#) and [Customize Outlook profiles by using an Outlook Profile (PRF) file](#). These articles also apply to environments that have Exchange Online deployed.
For Click-to-Run installations of Outlook 2013, you can use Group Policy or registry keys to customize Outlook settings and profiles.

Configuring subscriptions and other sharing features for Outlook
As with Office Outlook 2007 and Outlook 2010, Outlook 2013 includes features that let you easily subscribe to new sources of content and share the features with users inside and outside your organization. Content sources include SharePoint Foundation 2013 and SharePoint Foundation 2013 contacts, tasks, and calendars, together with local and Internet-based calendars (iCals).

Really Simple Syndication (RSS) is another sharing feature that enables users to subscribe to internal or Internet-based sources of syndicated content (.xml files) to avoid having to check a site for new information. You can deploy specific RSS feeds or calendar subscriptions to users, configure settings to manage how users can share these subscriptions or content, specify how often the servers update users' copies of the data, and more.

Using Outlook with Remote Desktop Services (formerly known as Terminal Services)
Remote Desktop Services in Windows Server enables you to install a single volume licensed copy of an MSI version of Outlook 2013 on a Remote Desktop Services-enabled computer. Instead of running Outlook on local computers, multiple users connect to the server and run Outlook from that server.

To achieve optimal results when you use Outlook with Remote Desktop Services, think about how you customize your Outlook configuration. For example, in Outlook 2013 you can configure Cached Exchange Mode with Remote Desktop Services. However, you will have to provide sufficient disk space to accommodate each user's mailbox on the Remote Desktop Session Host server (terminal server). Note that Outlook might be part of an environment that includes other applications that are provided on the same Remote Desktop Session Host computer. For more information, see Cached Exchange Mode in a Remote Desktop Session Host environment: planning considerations (Outlook 2010) (white paper). Although this article is for Outlook 2010, the content still applies to Outlook 2013.

Mail apps for Outlook
A mail app for Outlook is a cloud-enabled application that integrates rich, scenario-focused content and services together with Outlook 2013. You can obtain apps for Outlook from the Office Store. Exchange Administrators can make specific apps for Outlook available to their end-users if their Exchange accounts are on Exchange Server 2013. For more information, see Overview of apps for Office 2013.

AutoArchive in Outlook
Outlook mailboxes grow as users create and receive items. To keep mailboxes manageable, users need another place to store or archive older items that are important but rarely used. It is typically most convenient to automatically move these older items to the archive folder and to discard items whose content has expired and is no longer valid. Outlook 2013 AutoArchive can manage this process automatically for users. However, we recommend that you use the Personal Archive feature in Exchange Server 2013 Messaging Records Management (MRM) (or in Exchange Online) because it eliminates the need for Personal Folder files (.pst). By using Personal Archive in Exchange Server 2013
or in Exchange Online, the email archive folders are stored online so that users can access the archived files by using Outlook Web App or from a secondary computer by using Outlook 2013. By using either of these client applications, users can view an archive mailbox and move or copy messages between their primary mailboxes and the archive.

Note that when Personal Archive is enabled, AutoArchive is not available to the user and does not archive messages.


If you choose to use the AutoArchive feature in Outlook 2013, you can configure the settings to customize Outlook 2013 AutoArchive by using the Outlook Group Policy template (Outlk15.adm). Or if you are deploying the MSI version of Outlook you can configure default settings by using the Office Customization Tool (OCT), in which case users can change the settings.

**Outlook data files (.pst)**

If you plan to deploy Outlook 2013 together with Exchange Server 2013 or Exchange Online, we recommend that you use the Personal Archive feature in Exchange Server 2013 Messaging Records Management (MRM) (or in Exchange Online) because it eliminates the need for Outlook data files (.pst). By using the Personal Archive in Exchange Server 2013 or in Exchange Online, the email archive is stored online so that users can access the archived files by using Outlook Web App or from a secondary computer by using Outlook 2013. By using either of these client applications, users can view an archive mailbox and move or copy messages between their primary mailboxes and the archive. For more information, see Understanding Personal Archive: Exchange 2010 Help, Plan for compliance and archiving in Outlook 2010, and Microsoft Exchange Online Archiving.

If you plan to deploy Outlook 2013 together with Exchange Server 2007, you can configure .pst files to be stored locally (recommended) or on a network share. Storing .pst files on a network share is unsupported in most scenarios. Consider storing .pst files on a network share only if the network has high bandwidth and reliability. If a user’s .pst file is stored on a network share and the user loses the connection to the network, the user might lose unsaved changes and have a poor Outlook experience.

**Retention policies in Outlook**

Retention policy settings can help users follow retention policy guidelines that your organization establishes for document retention. You cannot deploy AutoArchive-based retention settings through Outlook 2013 by using Group Policy. If you must deploy retention policies, explore the Messaging Records Management (MRM) features in Exchange Server. For more information, see Messaging Records Management: Exchange 2010 Help and Plan for compliance and archiving in Outlook 2010.
Outlook security and privacy considerations

Outlook includes many security and privacy features, some of which are highlighted in the following sections. For more information about how to plan for security and privacy in Outlook 2013, see Choose security and protection settings for Outlook 2013.

Limiting viruses and junk email messages for users

Outlook 2013 includes features to help minimize the spread of viruses and to help users avoid junk email.

As in Outlook 2007 and Outlook 2010, in Outlook 2013 you can configure virus-prevention and other security settings by using Group Policy to support the needs of an organization. You can also use the Outlook Security Template to configure settings, as in earlier releases of Outlook. By using either configuration method, you can, for example, modify the list of file types that are blocked in email messages.

The Object Model (OM) Guard that helps prevent viruses from using the Outlook Address Book (OAB) to spread is updated. Outlook checks for up-to-date antivirus software to help determine when to display OAB access warnings and other Outlook security warnings.

Outlook 2013 has several features to help users reduce receipt of junk email messages. Outlook 2013 includes a Junk Email Filter that replaces the rules that were used in earlier versions of Outlook to filter mail. Messages caught by the filter are moved to the Junk Email folder, where they can be viewed or deleted later.

Junk email senders can include a web beacon in HTML email messages that includes external content, such as graphic images. When users open or view the email, the web beacons verify that their email addresses are valid. This increases the probability that users will receive more junk email messages. Outlook 2013 reduces the probability that users will become targets for future junk email by blocking automatic picture downloads from external servers by default.

Outlook 2013 helps protect against issues that are created by phishing email messages and deceptive domain names. By default, Outlook screens phishing email messages. These messages seem to be legitimate but they capture personal information, such as a user's bank account number and password. Outlook also helps prevent the receipt of email messages from deceptive users by warning about suspicious domain names in email addresses. Outlook 2013 supports internationalized domain names (IDNs) in email addresses. IDNs allow people to register and use domain names in their native languages instead of online English. IDN support allows phishers to send homograph attacks, a situation in which a look-alike domain name is created by using alphabet characters from different languages, not just English, with the intention of deceiving users into thinking that they are visiting a legitimate website.

For more information, see Choose security and protection settings for Outlook 2013 and Plan for limiting junk email in Outlook 2010.
Configuring cryptographic features for Outlook

Outlook provides cryptographic features for sending and receiving security-enhanced email messages over the Internet or local intranet. You can customize features in an Outlook 2013 deployment to set cryptographic options that are appropriate for your organization.

You can also implement additional features to help improve security in email messaging. For example, you can provide security labels that match your organization's security policy. An Internal Use Only label might be implemented as a security label to apply to email messages that should not be sent or forwarded outside your company.

For more information, see Plan for email messaging cryptography in Outlook 2010.

Restricting permission on email messages

Information Rights Management (IRM) helps users prevent sensitive email messages and other Office content, such as documents and worksheets, from being forwarded, edited, or copied by unauthorized people. In Outlook 2013, users can use IRM to mark email messages with "Do not forward," which automatically restricts permission for recipients to forward, print, or copy the message. In addition, you can define customized Office-wide IRM permission policies for your organization's needs and can deploy the new permission policies for users to use with email messages or other Office documents. For more information, see Plan for Information Rights Management in Office 2013.

Outlook 2013 and email protocols and servers

Outlook 2013 can be used with many email servers and services. The primary email servers and services supported by Outlook include the following:

- Simple Mail Transfer Protocol (SMTP)
- Post Office Protocol version 3 (POP3)
- Internet Mail Access Protocol version 4 (IMAP4)
- MAPI for Exchange Server (version 2007 and later versions)
- Exchange Active Sync for connection to services such as Outlook.com (Hotmail) to access mail, calendar, contacts and tasks
- Other messaging and information sources, such as Hewlett-Packard OpenMail. Use of these additional service providers is made possible by how Outlook 2013 uses the MAPI extensibility interface.

Users can use the Contacts, Tasks, and Calendar features in Outlook 2013 without being connected to an email server.

Upgrading from an earlier version of Outlook

You can install Outlook 2013 over any previous installation of Outlook. As in other Office 2013 applications, user settings that are stored in the registry are migrated when you upgrade from Office Outlook 2003 or later versions to Outlook 2013. If a MAPI profile already exists on a user's computer, you typically can configure a deployment to continue to use the profile.
The MSI version of Outlook 2013 cannot coexist with earlier versions of Outlook on the same computer. However, you can install a Click-to-Run version of Outlook 2013 to run side-by-side with Outlook 2007 or Outlook 2010. But, side-by-side installations of Outlook together with earlier versions, such as Office Outlook 2003 are not supported. If you determine that users have to run Outlook 2007 or Outlook 2010 side-by-side with Outlook 2013, deploy the Click-to-Run version of Outlook 2013 or deploy Outlook 2013 with application virtualization.

When you upgrade users from an earlier version of Outlook, you must make choices about how to configure user profiles, consider Cached Exchange Mode issues, and be aware of fax and forms changes.

For an overview of feature changes and migration considerations, see What's new in Outlook 2013 Preview and Changes in Office 2013 Preview.

**Upgrading to Office 2013 with Cached Exchange Mode enabled**

The process of upgrading users who currently have Cached Exchange Mode enabled in Office Outlook 2003, Office Outlook 2007 or Outlook 2010 is straightforward. If you do not change Cached Exchange Mode settings, the same settings are kept for Outlook 2013.

By default, when Outlook 2013 is installed, a new compressed version of the Outlook data file (.ost) is created. This new compressed version of the .ost is up to 40% smaller than the size of the .ost files that were created in earlier versions of Outlook. If you must keep Outlook 2013 from creating a new compressed Outlook data file (.ost), use the Outlook Group Policy template (Outlk15.admx) to enable the Do not create new OST file on upgrade policy. You can find this setting under User Configuration\Administrative Templates\Microsoft Outlook 2013\Account Settings\Exchange.

Two new features are available with Cached Exchange Mode in Outlook 2013: Exchange Fast Access and Sync Slider. Exchange Fast Access combines the instant-access of Online Mode with the offline capabilities and syncing robustness of Cached Exchange Mode. This is specifically useful when synchronizing data locally would take enough time to be noticed by the user (for example, during initial synchronization, or resuming after returning from vacation). When you first start Outlook 2013, you will immediately see your most recent email messages and a completely up-to-date calendar. Outlook 2013 caches items in the background without affecting the user's experience.

Sync Slider allows an Outlook 2013 user to limit the email messages that are synchronized locally in an Outlook data file (.ost). By default, if Cached Exchange Mode is enabled, Outlook 2013 will only cache email messages from the last 12 months and remove anything older than 12 months from the local cache. Users can view messages that were removed from the local cache by scrolling to the end of an email list in a folder and clicking the message Click here to view more on Microsoft Exchange. Users can also change how many email messages are kept offline. You, as the IT Administrator, can change the default age or enforce the age of email messages that are removed from the local cache by using Group Policy or the Office Customization Tool to set Cached Exchange Mode Sync Settings. For more information, see Cached Exchange Mode settings for Outlook 2013.

For additional Cached Exchange Mode planning considerations, see Plan a Cached Exchange Mode deployment in Outlook 2013.
Additional considerations when planning an Outlook upgrade

To prepare for an upgrade, you must determine answers to the following additional questions:

- Should you upgrade to Exchange Server 2010 or migrate to Exchange Online to take advantage of features such as Data Loss Protection, integrated email archive, centralized rights management, support for multiple Exchange accounts, MailTips, Policy Tips, Voice Mail Preview and Protected Voice Mail? For more information, see Microsoft Exchange on TechNet, and Assess how Outlook 2013 works with different versions of Exchange Server.

- Should you change Outlook user profiles as part of an upgrade? For example, you might define a new Exchange Server (like Exchange Online) or enable new features of Outlook 2013. For more information about how to customize Outlook profiles for the MSI version of Outlook 2013, see Office Customization Tool (OCT) in Office 2013 and Plan feature customizations in Outlook 2013. These articles apply to Outlook 2013 with Exchange Server 2007 and Exchange Server 2010.

- How should you create and store a backup of your existing installation? Before you upgrade to any new release, we recommend that you back up existing data. For more information about how to back up Outlook files, see Back up Outlook data with the Microsoft Outlook Personal Folders Backup tool.

- How will users learn about the new interface and features of Office 2013? For more information, see User Readiness for Office 2013 Preview.

- Will any discontinued features or new or changed functionality affect when and how you upgrade? For a list of changes from earlier versions of Outlook, see Changes in Office 2013 Preview.

- Will you have to assess and remediate Outlook add-ins in your environment?
  - Outlook 2013 enforces a fast shutdown process for add-ins. The shutdown process prevents add-ins from causing long delays by holding on to resources after the user exits Outlook. Although this change could adversely affect some existing add-ins, add-in vendors and IT administrators can resolve those effects by forcing Outlook to revert to the standard add-in shutdown process. For more information about the new shutdown process, see Shutdown Changes for Outlook 2010. For more information about add-in assessment and remediation, see Compatibility in Office 2013 Preview.
  - Exchange Client Extensions (ECEs) do not load in Outlook 2013. Some third-party applications such as archiving or security solutions use ECEs and must be updated for Outlook 2013. For more information, see Announcing the deprecation of Exchange Client Extensions.
  - If you are installing 64-bit Outlook 2013, you must update 32-bit MAPI applications, add-ins, and macros for Outlook to 64-bit. For more information, see 64-bit editions of Office 2013 Preview, Building MAPI Applications on 32-Bit and 64-Bit Platforms and Developing Outlook 2010 Solutions for 32-Bit and 64-Bit Systems.

Office Customization Tool (OCT) in Office 2013

Plan a Cached Exchange Mode deployment in Outlook 2013

Changes in Office 2013 Preview
What's new in Outlook 2013 Preview

Learn about Microsoft Exchange Online
Choose between Cached Exchange Mode and Online Mode for Outlook 2013

Published: October 16, 2012

Summary: Learn about the two Exchange connectivity modes that you can choose to use for Outlook 2013 deployments.

Applies to: Outlook 2013

Audience: IT Professionals

Outlook 2013 offers two basic connectivity modes when you are connected to an Exchange Server computer: Cached Exchange Mode or Online Mode. This article discusses which connectivity mode might be appropriate for your environment.

In this article:

- Overview of Cached Exchange Mode and Online Mode
- Choosing between Cached Exchange Mode and Online Mode
- How Cached Exchange Mode can help improve the Outlook user experience
- Outlook features that can reduce the effectiveness of Cached Exchange Mode

Overview of Cached Exchange Mode and Online Mode

When you configure an Outlook 2013 account to use Cached Exchange Mode, Outlook 2013 works from a local copy of a user's Microsoft Exchange mailbox that is stored in an offline data file (.ost file) on the user's computer, together with the Offline Address Book (OAB). The cached mailbox and OAB are updated periodically from the Exchange Server computer.

Cached Exchange Mode was introduced in Outlook 2003 to provide users a better online and offline experience. Cached Exchange Mode lets users move between connected and disconnected environments without interrupting their experience in Outlook. Also, it insulates users from network latency and connectivity issues while they are using Outlook.

In contrast, Online Mode works by using information directly from the server. When new information is required in Outlook, a request is made to the server and the information is displayed. Mailbox data is only cached in memory and never written to disk.

The user can select Cached Exchange Mode or Online Mode during account setup or by changing the account settings. You can also deploy the mode by using the Office Customization Tool (OCT) or Group Policy.
Choosing between Cached Exchange Mode and Online Mode

When to use Cached Exchange Mode

Cached Exchange Mode is the premier configuration in Outlook 2013. We recommend it in all circumstances, except those specifically indicated in When to use Online Mode later in this article.

Although we recommend Cached Exchange Mode in most user configurations, it is especially valuable for the following types of users:

- Portable computer users who frequently move in and out of connectivity.
- Users who frequently work offline or without connectivity.
- Users who have high-latency connections (greater than 500ms) to the Exchange Server computer.

When to use Online Mode

Online Mode is the legacy method of connecting to Microsoft Exchange. It is a fully supported configuration in Outlook 2013. Online Mode has value in certain scenarios in which the behavior of Cached Exchange Mode is unwanted. The following scenarios are examples:

- “Kiosk” scenarios in which a particular computer has many users who access different Outlook accounts and the delay to download e-mail messages to a local cache is unacceptable.
- Heavily regulated compliance or secure environments in which data must not ever be stored locally. In these environments, we recommend that you evaluate Encrypting File System (EFS) or BitLocker in addition to Cached Exchange Mode as a potential solution.
- Very large mailboxes on computers that have insufficient hard disk space for a local copy of the mailbox.
- Very large mailboxes (greater than 25 GB) on which performance considerations become an issue in Cached Exchange Mode.
- Virtualized or Remote Desktop Services (Terminal Services) environments that run Outlook 2013 and on which disk size or disk input/output (I/O) limitations prevent running Cached Exchange Mode at the desired scale.

If you work with a very large mailbox, you can reduce the size of the local data file by using Cached Exchange Mode with the Exchange Fast Access Sync Slider enabled. Sync Slider allows an Outlook 2013 user to limit the email messages that are synchronized locally in an Outlook data file (.ost). By default, if Cached Exchange Mode is enabled, Outlook 2013 will only cache email messages from the last 12 months and it will remove anything older than 12 months from the local cache. The email messages that are removed from the local cache will still be available for users to view. Users can scroll to the end of an email list in a folder and then choose the message Click here to view more on Microsoft Exchange to view the email messages that were removed. For more information, see Synchronization, disk space, and performance considerations for Cached Exchange Mode.
If you work with a very large mailbox on which performance considerations become an issue in Cached Exchange Mode, see How to troubleshoot performance issues in Outlook.

Special considerations for Cached Exchange Mode

Outlook 2013 supports running in Cached Exchange Mode in a Remote Desktop Services (Terminal Services) environment that has multiple users. When you configure a computer that is running Remote Desktop Services (Terminal Services) to use Cached Exchange Mode, you must consider the additional storage space and disk I/O that are required for multiple client access.

By default, new Exchange accounts that are set up on a computer that is running Remote Desktop Services (Terminal Services) use Online Mode. Upon setup, the user can decide to enable Cached Exchange Mode or this setting can be controlled by using the Use Cached Exchange Mode for new and existing Outlook profiles option in the Office Customization Tool or Group Policy.

In very limited bandwidth environments, Cached Exchange Mode can be configured to download only e-mail headers and a 256-character preview of the message body. For more information, see Configure Cached Exchange Mode in Outlook 2013.

Even when it is configured in Cached Exchange Mode, Outlook 2013 must contact the server directly to do certain operations. These operations do not function when Outlook is not connected and can take longer to complete on high-latency connections. These operations include the following:

- Working with Shared Folders that were not made available offline. For more information, see Configure Offline Availability for a Shared Folder.
- Retrieving Free/Busy information
- Setting, changing, or canceling an Out of Office message
- Accessing Public Folders
- Retrieving rights to a rights-protected message
- Editing rules
- Retrieving MailTips
- Retrieving Policy Tips

How Cached Exchange Mode can help improve the Outlook user experience

Use of Cached Exchange Mode provides the following key benefits:

- Shields the user from network and server connection issues.
- Facilitates switching from online to offline for mobile users.

By caching the user's mailbox and the OAB locally, Outlook no longer depends on continuous network connectivity for access to user information. While connected, Outlook continuously updates users' mailboxes so that the mailboxes are kept up-to-date. If a user disconnects from the network, for example, by removing a portable computer, such as a laptop, from a docking station, the latest information is automatically available offline.
In Outlook 2013, Exchange Fast Access is a new feature that is available with Cached Exchange Mode. It combines the instant access of Online Mode with the offline capabilities and syncing robustness of Cached Exchange Mode. When Cached Exchange Mode is enabled, and users first start Outlook 2013, they immediately see their most recent email messages and up-to-date calendar information as if they are in Online Mode. Outlook 2013 caches a local copy the user’s mailbox in the background to prepare the user for offline use without affecting the user’s experience. This is especially helpful in scenarios when syncing data locally would take enough time to be noticed by the user (for example, initial sync, resume, returning from vacation).

Besides using local copies of mailboxes to improve the user experience, Cached Exchange Mode optimizes the type and amount of data that is sent over a connection with the server. For example, if the **On slow connections, download only headers** setting is configured in the Office Customization Tool, Outlook changes the type and amount of data sent over the connection.

**Note:** Outlook checks the network adapter speed on the user’s computer to determine a user’s connection speed, as supplied by the operating system. Reported network adapter speeds of 128 kilobytes (KB) or lower are defined as slow connections. Under some circumstances, the network adapter speed might not accurately reflect data throughput for users. For more information about adjusting the behavior of Outlook in these scenarios, see [Managing Outlook behavior for perceived slow connections](#) in Plan a Cached Exchange Mode deployment in Outlook 2013.

Outlook can adapt to changing connection environments by offering different levels of optimization, such as disconnecting from a corporate local area network (LAN), going offline, and then re-establishing a connection to the server over a slower, dial-up connection. When the Exchange Server connection type changes, such as LAN, wireless, cellular, or offline connections, transitions are seamless and do not require changing settings or restarting Outlook.

For example, a user might have a portable computer at work that has a network cable connection to a corporate LAN. In this scenario, the user has access to headers and full items, including attachments. The user also has quick access and updates to the computer that runs Exchange Server. If a user disconnects the portable computers from the LAN, Outlook switches to **Trying to connect** mode. The user can continue to work uninterruptedly by using the data in Outlook. If a user has wireless access, Outlook can re-establish a connection to the server and then switch back to **Connected** mode.

If the user later connects to the Exchange Server computer over a dial-up connection, Outlook recognizes that the connection is slow and automatically optimizes for that connection by downloading only headers and by not updating the OAB. In addition, Outlook 2013, Outlook 2010 and Office Outlook 2007 include optimizations to reduce how much data that is sent over the connection. The user does not have to change settings or restart Outlook in this scenario.

Outlook 2013 also includes the **Need Password** mode. A **Need Password** message is displayed when Outlook is in a disconnected status and requires user credentials to connect. For example, when a user chooses **Cancel** in a credentials authentication dialog box. When Outlook is disconnected but is not offline, a user-initiated action (such as choosing **Send/Receive** or the **Type Password** button on the ribbon) causes Outlook to prompt again for the password and to display a **Trying to connect** message until the user can successfully authenticate and connect.
Outlook features that can reduce the effectiveness of Cached Exchange Mode

Some Outlook features reduce the effectiveness of Cached Exchange Mode because they require network access or bypass Cached Exchange Mode functionality. The primary benefit of using Cached Exchange Mode is that the user is shielded from network and server connection issues. Features that rely on network access can cause delays in Outlook responsiveness that users would not otherwise experience when they use Cached Exchange Mode.

The following features might rely on network access and can cause delays in Outlook unless users have fast connections to Exchange Server data:

- Delegate access, when folders are not cached locally (local cache is the default).
- Opening another user's calendar or folder that is not cached locally (local cache is the default).
- Using a public folder that is not cached.

For more information, see Managing Outlook folder sharing in Plan a Cached Exchange Mode deployment in Outlook 2013.

We recommend that you disable or do not implement the following features, or combination of features, if you deploy Cached Exchange Mode:

- **The toast notification that has digital signatures on email messages** Outlook must check a server to verify a digital signature. By default, when new messages arrive in a user's Inbox, Outlook displays a toast notification that contains a part of an email message. If the user chooses the toast notification to open a signed email message, Outlook uses network access to check for a valid signature on the message.

- **Multiple Address Book containers** The Address Book typically contains the global address list (GAL) and user Contacts folders. Some organizations configure subsets of the GAL, which display in the Address Book. These subset address books can also be included in the list that defines the search order for address books. If subset address books are included in the search order list, Outlook might have to access the network to check these address books every time that a name is resolved in an email message that a user is composing.

Certain Outlook add-ins can affect Cached Exchange Mode. Some add-ins can access Outlook data by using the object model to bypass the expected functionality of the Download only headers and On slow connections, download only headers settings in Cached Exchange Mode. For example, full Outlook items, not only headers, download if you use Microsoft ActiveSync technology to synchronize a hand-held computer, even over a slow connection. In addition, the update process is slower than if you download the items in Outlook, because one-time-only applications use a less-efficient kind of synchronization.

Plan a Cached Exchange Mode deployment in Outlook 2013

Configure Cached Exchange Mode in Outlook 2013
Plan a Cached Exchange Mode deployment in Outlook 2013

Published: October 16, 2012

Summary: Plan a Cached Exchange Mode deployment for Outlook 2013.

Applies to: Outlook 2013 | Exchange 2013 | Office 2013

Audience: IT Professionals

Outlook 2013 offers two basic connectivity modes when you are connected to an Exchange Server computer: Cached Exchange Mode or Online Mode. Cached Exchange Mode is the premier configuration in Outlook 2013. We recommend it in all circumstances, except those that are specifically indicated in When to use Online Mode, which is in the article Choose between Cached Exchange Mode and Online Mode for Outlook 2013.

This article describes planning considerations and settings for Cached Exchange Mode deployments in Outlook 2013 including information about the new Cached Exchange Mode features, Exchange Fast Access and Sync Slider, and the new Outlook compressed data file (.ost) format.

In this article:

- Synchronization, disk space, and performance considerations for Cached Exchange Mode
- Managing Outlook behavior for perceived slow connections
- Options for staging a Cached Exchange Mode deployment
- Upgrading current Cached Exchange Mode users to Outlook 2013
- Cached Exchange Mode settings for Outlook 2013

Synchronization, disk space, and performance considerations for Cached Exchange Mode

Cached Exchange Mode uses a local copy of the user's Exchange mailbox, and in some cases, you can improve the performance of Cached Exchange Mode for your whole organization or for a group of users. For example, you can improve the performance of Cached Exchange Mode for users who work remotely.

Synchronization changes in Outlook 2013

In Outlook 2013, two new features are available with Cached Exchange Mode: Exchange Fast Access and Sync Slider. Exchange Fast Access combines the instant-access of Online Mode with the offline capabilities and syncing robustness of Cached Exchange Mode, specifically in scenarios when syncing...
data locally would take enough time to be noticed by the user (for example, initial sync, resume, returning from vacation). When you first start Outlook 2013, you will immediately see your most recent email messages and a completely up-to-date calendar. Outlook 2013 caches items in the background to prepare users for offline use without affecting their experience.

Sync Slider allows an Outlook 2013 user to limit the email messages that are synchronized locally in an Outlook data file (.ost). By default, if Cached Exchange Mode is enabled, Outlook 2013 will only cache email messages from the last 12 months and remove anything older than 12 months from the local cache. Users can view messages that were removed from the local cache by scrolling to the end of an email list in a folder and choosing the message Click here to view more on Microsoft Exchange. Users can also change how many email messages are kept offline. You, as the IT Administrator, can change the default age or enforce the age of email messages that are removed from the local cache by using Group Policy or the Office Customization Tool to set Cached Exchange Mode Sync Settings. For more information, see Cached Exchange Mode settings for Outlook 2013 later in this article.

**Outlook data file (.ost) recommendations**

If you are moving from using Online Mode to Cached Exchange Mode as part of the deployment of Outlook 2013, be aware that users’ local .ost files can increase 50 percent to 80 percent over the size of the mailbox that is reported in Exchange Server. The format that Outlook uses to store data locally for Cached Exchange Mode is less space-efficient than the server data file format. This means that more disk space is used when mailboxes are downloaded to provide a local copy for Cached Exchange Mode.

By default, when you install Outlook 2013 and enable Cached Exchange Mode, a new compressed version of the Outlook data file (.ost) is created. This new compressed version of the .ost is up to 40% smaller than the size of the .ost files that were created in earlier versions of Outlook. If you must keep Outlook 2013 from creating a new compressed Outlook data file (.ost), use the Outlook Group Policy template (Outlk15.admx) to enable the Do not create new OST file on upgrade policy. You can find this setting under User Configuration\Administrative Templates\Microsoft Outlook 2013\Account Settings\Exchange.

The maximum size for the new compressed format of the .ost files is configurable. The default is 50 GB of data storage. Make sure that users’ .ost files are located in a folder that has sufficient disk space to accommodate users' mailboxes. For example, if users' hard disk drives are partitioned to use a smaller drive for system programs (the system drive is the default location for the folder that contains the .ost file), specify a folder on another drive that has more disk space as the location of users’ .ost files.

- For more information about how to deploy .ost files in a location other than the default location, see To configure a default .ost location by using Group Policy in Configure Cached Exchange Mode in Outlook 2013.
- For more information about how to configure the Unicode .ost file size, see How to configure the size limit for both (.pst) and (.ost) files in Outlook 2010, Outlook 2007, and in Outlook 2003.
Managing performance issues in Outlook

Most users find that Cached Exchange Mode performs faster than online mode. However, many factors influence a user's perception of Cached Exchange Mode performance, such as hard disk size and speed, CPU speed, .ost file size, and the expected level of performance.

For troubleshooting tips about diagnosing and addressing performance issues in Outlook, see How to troubleshoot performance issues in Outlook and Performance tips for deploying Outlook 2007.

Managing Outlook folder sharing

By default, when Cached Exchange Mode is enabled in Outlook 2013 and Outlook 2010, shared mail and non-mail folders that users access in other mailboxes, are downloaded and cached in the user's local .ost file. This behavior differs from Outlook 2007 in which only shared non-mail folders are cached by default. For example, if a coworker shares a calendar with another user and the other user opens it, Outlook 2013 starts caching the folder locally so that the user has offline access to the folder and is insulated from network issues. Similarly, if a manager delegates access to his or her Inbox to a team member, when the team member accesses the folder, Outlook 2013 also starts caching the Inbox folder locally.

Cached folders enable offline access and can provide a much more reliable experience on slow or unreliable networks. But be aware that they take a little more time to populate at first; more data is synchronized so that the local .ost file size increases; and in scenarios that have slow connections or where the user is offline, the folder is not current until the latest changes are synchronized and downloaded.

You can disable the caching of all shared folders for profiles that have Cached Exchange Mode enabled. To do this, configure the Download shared non-mail folders option in the Office Customization Tool (OCT) when you customize your Cached Exchange Mode deployment. Note that this setting applies to both mail and non-mail folders in Outlook 2013.

If you want to disable the caching of shared mail folders (like a delegated Inbox) but not shared non-mail folders (like Calendar), see By default, shared mail folders are downloaded in Cached mode in Outlook 2010.

For more information about how to change these settings, see Cached Exchange Mode settings for Outlook 2013 later in this article and Configure Cached Exchange Mode in Outlook 2013 for step by step instructions.

Public Folder Favorites considerations

You can configure Cached Exchange Mode to download and synchronize the public folders that are included in users' Favorites folders for Outlook Public Folders. By default, Public Folder Favorites are not synchronized. However, you might want to enable this option if your organization uses public folders extensively. You can configure an option to download Public Folder Favorites in the .ost when you customize your Cached Exchange Mode deployment.

If users' Public Folders Favorites folders include large public folders, their .ost files can also become large. This can adversely affect Outlook performance in Cached Exchange Mode. Before you configure
Cached Exchange Mode to enable this option, make sure that users are selective about the public folders that are included in their Public Folder Favorites. Also, make sure that users’ .ost files are large enough, and are in folders that have sufficient disk space, to accommodate the additional storage requirements for the public folder downloads.

As an alternative to Public Folders, consider Site Mailboxes. Site mailboxes improve collaboration and user productivity by allowing access to both SharePoint 2013 documents and Exchange email that are in the same client interface. A site mailbox consists of SharePoint 2013 site membership (owners and members), shared storage through an Exchange Server 2013 mailbox for email messages and a SharePoint 2013 site for documents, and a management interface that addresses provisioning and life-cycle needs. SharePoint 2013 documents that are viewed in the site mailbox are stored only on SharePoint 2013.

Site mailboxes require Exchange Server 2013 and SharePoint Server 2013 integration and configuration. For more information, see Site mailboxes in the new Office and Configure site mailboxes in SharePoint Server 2013.

Managing Outlook behavior for perceived slow connections

Outlook is configured to determine a user’s connection speed by checking the network adapter speed on the user's computer, as supplied by the operating system. If the reported network adapter speed is 128 KB or lower, the connection is defined as a slow connection.

When a slow connection to an Exchange Server computer is detected, Outlook helps users have a better experience if they reduce the less-important information that is synchronized with the Exchange Server computer. Outlook makes the following changes to synchronization behavior for slow connections:

- Switches to downloading only headers.
- Does not download the Offline Address Book or OAB updates.
- Downloads the body of an item and associated attachments only when it is requested by the user.

Outlook continues to synchronize the Outlook data with mobile devices, and some client-side rules might run.

Note:

We recommend that you do not synchronize mobile devices when the Cached Exchange Download only headers setting is enabled. When you synchronize a mobile device by using ActiveSync, for example, full items are downloaded in Outlook, and the synchronization process is less efficient than if it is during regular Outlook synchronization to users' computers.

The Download only headers setting for synchronization is designed for Outlook users who have dial-up connections or cellular wireless connections, to minimize network traffic when there is a slow or expensive connection.

Under some circumstances, the network adapter speed might not accurately reflect data throughput for users. For example, if a user's computer is connected to a local area network (LAN) for fast access to
local file servers, the network adapter speed is reported as fast because the user is connected to a LAN. However, the user's access to other locations on an organization's network that include the Exchange Server computer might use a slow link, such as an ISDN connection. For such a scenario, where users’ actual data throughput is slow, even though their network adapters report a fast connection, you can configure an option to change or lock down the behavior of Outlook. You can do this, for example, by disabling automatic switching to downloading only headers by using the Group Policy option, **Disallow On Slow Connections Only Download Headers**. Similarly, there might be connections that Outlook has determined are slow but which provide high data throughput to users. In this case, you can also disable automatic switching to downloading only headers.

You can configure the **On slow connections, download only headers** option in the OCT, or lock down the option by using Group Policy to set **Disallow On Slow Connections Only Download Headers**. For more information about how to customize this setting, see [Cached Exchange Mode settings for Outlook 2013](#) later in this article or [Configure Cached Exchange Mode in Outlook 2013](#) for step by step instructions.

## Options for staging a Cached Exchange Mode deployment

If you plan to upgrade a large group of users from an Online Mode deployment of Outlook to Outlook 2013 with Cached Exchange Mode enabled, stage the rollout over time. A staged rollout over time helps your organization's Exchange Server computers manage the requirements of creating or updating users’ .ost files.

**Caution:**

If most user accounts are updated to use Cached Exchange Mode at the same time and then start Outlook at the same time (for example, on a Monday morning after a weekend upgrade), the Exchange Server computers may have significant performance issues. These performance issues can sometimes be reduced, but we generally recommend that you stage deployment of Cached Exchange Mode over time.

The following scenarios include examples of how you can deploy Cached Exchange Mode to avoid a large initial performance effect on the Exchange Server computers and, in some cases, minimize the time users spend waiting for the initial synchronization:

- **Provide seed .ost files to remote users, and then deploy Cached Exchange Mode after users have installed the .ost files that you provide.** If most users in your organization do not currently have .ost files or are not using Cached Exchange Mode, you can deploy Outlook 2013 with Cached Exchange Mode disabled. Then, before the date on which you plan to deploy Cached Exchange Mode, you provide to each user an initial, or seed, .ost file that has a snapshot of the user’s mailbox. For example, you can provide or mail to the user a CD that contains the file together with installation instructions. You might also want to provide a recent version of your organization's Office Address Book (OAB) that has full details. You configure and deploy Cached Exchange Mode when users confirm that they have installed the files.

  When you update your Outlook deployment to use Cached Exchange Mode later, Exchange Server updates users’ existing .ost files. There is much less data to synchronize than there would be if you
create a new .ost file and OAB for each user. Creating individual CDs for each user's .ost file can be time-consuming. Therefore, this seed-file deployment option might be most useful for select groups of remote users who would otherwise spend lots of time waiting for the initial mailbox and OAB synchronization, perhaps at a high cost, depending on the remote connection scenario.

For more information about how to create initial .ost files, see Providing an initial OST file for an Outlook Cached Exchange Mode deployment. The article describes the creation initial .ost files for Office Outlook 2003. The process works similarly for Office Outlook 2007, Outlook 2010, and Outlook 2013.

- **Deploy Outlook with Cached Exchange Mode to groups of users over time.** You can balance the workload on the Exchange Server computers and the local area network by upgrading groups of users to Cached Exchange Mode over time. By rolling out the new feature in stages, you can reduce the network traffic and server-intensive work of populating .ost files that have users' mailbox items and downloading the OAB.

  The way that you create and deploy Cached Exchange Mode to groups of users depends on your organization's usual deployment methods. For example, you might create groups of users in Microsoft System Center Configuration Manager to which you deploy a System Center Configuration Manager package that updates Outlook to use Cached Exchange Mode. You deploy that package to each group over time. To balance the load as much as you can, choose groups of users whose accounts are spread across groups of Exchange Server computers.

### Upgrading current Cached Exchange Mode users to Outlook 2013

The process of upgrading users to Outlook 2013 when Cached Exchange Mode is already enabled in Office Outlook 2003, Outlook 2007, or Outlook 2010, is straightforward. If you do not change Cached Exchange Mode settings, the same settings are kept for Outlook 2013.

However, by default, when Outlook 2013 is installed and Cached Exchange Mode is enabled, a new compressed version of the Outlook data file (.ost) is created. This new compressed version of the .ost is up to 40% smaller than the size of the .ost files that were created in earlier versions of Outlook. If you are upgrading from an earlier version of Outlook that had Cached Exchange Mode enabled, the earlier version of the .ost file is kept and, if it is necessary, can be opened by Outlook 2013. If you must keep Outlook 2013 from creating a new compressed Outlook data file (.ost), use the Outlook Group Policy template (Outlk15.admx) to enable the Do not create new OST file on upgrade policy. For more information, see Cached Exchange Mode settings for Outlook 2013 later in this article.

Also, be aware that in Outlook 2013, by default, shared mail and non-mail folders that users access in other mailboxes are downloaded and cached in the user's local .ost file when Cached Exchange Mode is enabled. This behavior differs from Outlook 2007 in which only shared non-mail folders are cached by default. Therefore, when a user's existing Office Outlook 2003 or Outlook 2007 profile has Cached Exchange Mode enabled and that profile is upgraded to Outlook 2013, shared mail and non-mail folders are downloaded when the user accesses them. This can be problematic if your organization uses shared folders extensively and if you have .ost files that are close to the file limit (2 GB for ANSI .ost files and 20 GB by default for Unicode or compressed .ost files). When these factors are both present,
you may experience performance issues and other problems if you download shared folders. For more information about file size limits, see The file size limits of .pst and .ost files are larger in Outlook 2010.

For new Outlook 2013 profiles or for upgrading existing Office Outlook 2003, Outlook 2007, or Outlook 2010 profiles, you can use the OCT or Group Policy to disable the download shared folder option and therefore help prevent problems that involve downloading shared folders. Be aware that the setting Download non-mail shared folders applies to both mail and non-mail folders in Outlook 2013.

If you want to disable the caching of shared mail folders (such as a delegated Inbox) but non shared non-mail folders (such as Calendar), see By default, shared mail folders are downloaded in Cached mode in Outlook 2010.

In addition, be aware that caching for shared folders works differently from other caching for Cached Exchange Mode. For shared folders, replication to the local .ost file starts only when the user chooses the shared folder. After a user starts caching for the folder by choosing (clicking) it, Outlook updates the folder exactly like other Outlook folders that are synchronized in Cached Exchange Mode. However, if the user does not go to the folder at least one time every 45 days (the default value), the locally cached data for the folder is removed from the .ost file and will not be downloaded until the user chooses on the folder again.

To configure the number of days when cached shared data is removed from the .ost file, you can configure the Synchronizing data in shared folders option in the OCT or Group Policy. For more information, see Cached Exchange Mode settings for Outlook 2013 later in this article or see Configure Cached Exchange Mode in Outlook 2013 for step by step instructions.

**Cached Exchange Mode settings for Outlook 2013**

You can lock down the settings to customize Cached Exchange Mode by using the Outlook Group Policy Administrative template (Outlk15.admx). Or, you can configure default settings by using the Office Customization Tool (OCT), in which case users can change the settings.

By using Group Policy, you can help prevent users from enabling Cached Exchange Mode in Outlook 2013, and you can enforce download options for Cached Exchange Mode or configure other Cached Exchange Mode options. For example, you can specify the default times between Exchange Server synchronizations when data changes on an Exchange Server computer or on the client computer.

For steps to lock down settings by using Group Policy, see Configure Cached Exchange Mode in Outlook 2013.

The following table shows some settings that you can configure for Cached Exchange Mode. In Group Policy, you can find the settings under User Configuration\Administrative Templates\Microsoft Outlook 2013\Account Settings\Exchange\Cached Exchange Mode. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

**Cached Exchange Mode settings**
<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cached Exchange Mode Sync</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached\model\syncwindowsetting</td>
<td>Enable to configure how much user email that Outlook synchronize s locally by date of message. To allow all email messages regardless of date to synchronize to users’ local mailbox cache, enable and select All from the list. By default, if you do not configure this setting, Outlook synchronize s email messages sent or received in the last 12 months to users’ local mailbox cache (.ost).</td>
</tr>
<tr>
<td>Settings</td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached\model\syncwindowsetting</td>
<td></td>
</tr>
<tr>
<td>Disable Exchange Fast</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\hybrid\localcaching</td>
<td>Enable setting to turn off Exchange Fast Access.</td>
</tr>
<tr>
<td>Access</td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\hybrid\localcaching</td>
<td></td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>hybrid\localcaching</td>
<td></td>
<td>This forces user accounts to access data from the local cache.</td>
</tr>
</tbody>
</table>
| Disallow Download Full Items | **Group Policy registry path:**  
HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached mode\nofullitems  
**OCT registry path:**  
HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached mode\nofullitems | Enable to turn off the Download Full Items option in Outlook. To find this option, choose the Send/Receive tab, and then choose Download Preferences. |
| Disallow Download Headers | **Group Policy registry path:**  
HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached mode\noheaders  
**OCT registry path:**  
HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached mode\noheaders | Enable to turn off the Download Headers option in Outlook. To find this option, choose the Send/Receive tab. |
| Disallow Download Headers then Full Items | **Group Policy registry path:**  
HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached mode\nodrizzle  
**OCT registry path:**  
HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached mode\nodrizzle | Enable to turn off the Download Headers then Full Items option in Outlook. To find this option, |
<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disallow On Slow Connections Only Download Headers</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached mode\noslowheaders <strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached mode\noslowheaders</td>
<td>Enable to turn off the On Slow Connections Download Only Headers option in Outlook. To find this option, choose the Send/Receive tab, and then choose Download Preferences.</td>
</tr>
<tr>
<td>Download Public Folder Favorites</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached mode\syncpffav <strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached mode\syncpffav</td>
<td>Enable to synchronize Public Folder Favorites in Cached Exchange Mode.</td>
</tr>
<tr>
<td>Download shared non-mail folders</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached mode\downloadsharedfolders <strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached mode\downloadsharedfolders</td>
<td>Enable to synchronize shared non-mail folders in Cached Exchange Mode.</td>
</tr>
</tbody>
</table>
### Exchange connectivity settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Cached Exchange Mode for new and existing Outlook profile</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached mode\enable</td>
<td>Enable to configure new and existing Outlook profiles to use Cached Exchange Mode. Disable to configure new and existing Outlook profiles to use Online Mode.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached mode\enable</td>
<td></td>
</tr>
</tbody>
</table>

The following table shows some additional settings that you can configure for Exchange connectivity. In Group Policy, you can find the settings under User Configuration\Administrative Templates\Microsoft Outlook 2013\Account Settings\Exchange. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatically configure profile based on Active Directory Primary SMTP address</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\autodiscover\zerocfgexchange</td>
<td>Enable to prevent users from changing the SMTP e-mail address that is used to set up a new account from the one</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\autodiscover\zerocfgexchange</td>
<td></td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Configure Outlook Anywhere user interface options      | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\rpc\enablerpctunnelingui  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\rpc\enablerpctunnelingui | Enable to let users view and change user interface (UI) options for Outlook Anywhere.                |
| Do not allow an OST file to be created                 | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\ost\noost  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\ost\noost | Enable to prevent offline folder use.                                                               |
| Do not create new OST file on upgrade                  | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\ost\donotcreatenewostonupgrade  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\ost\donotcreatenewostonupgrade | Enable to force Outlook 2013 to use the existing .ost file that was created by an earlier version of Outlook. If you disable or do not configure this setting (recommended), a new .ost file is created when you upgrade to Outlook 2013. |
<p>| Set                                                    | <strong>Group Policy registry path:</strong>                                                               | Enable to                                                                                        |</p>
<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>maximum number of Exchange accounts per profile</td>
<td>HKEY_CURRENT_USER\software\policies\microsoft\exchange!maxnumexchange</td>
<td>set the maximum number of Exchange accounts that are allowed per Outlook profile.</td>
</tr>
<tr>
<td>Synchronizing data in shared folders</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached mode!sharedfolderageoutdays. <strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached mode!sharedfolderageoutdays.</td>
<td>Enable to control the number of days that elapses without a user accessing an Outlook folder before Outlook stops synchronizing the folder with Exchange.</td>
</tr>
</tbody>
</table>

Choose between Cached Exchange Mode and Online Mode for Outlook 2013

Configure Cached Exchange Mode in Outlook 2013

Plan to automatically configure user accounts in Outlook 2010
Plan feature customizations in Outlook 2013

Published: October 16, 2012

Summary: Learn about some features that you can configure and deploy with Outlook 2013.

Applies to: Outlook 2013

Audience: IT Professionals

Some features that you might have to configure and deploy with Outlook 2013, such as Contact Cards and the Outlook Social Connector, are discussed in this article. For security and protection features, see Choose security and protection settings for Outlook 2013. For Cached Exchange Mode settings, see Plan a Cached Exchange Mode deployment in Outlook 2013.

Important:

Are you looking for help with customizing new Outlook features on your desktop? You may be looking for What's new in Outlook 2013, which will help you get started with Outlook 2013.

In this article:

- Overview
- Add-ins
- Attachment Reminder
- Contact Cards
- Conversation arrangement view
- Data Loss Prevention and Policy Tips
- Exchange ActiveSync
- Exchange Fast Access and Sync Slider
- Global address list synchronization
- MailTips
- Mail apps for Outlook
- Outlook Social Connector
- Site mailboxes
- Weather bar

Overview

You can customize the installation of Outlook 2013 by using Group Policy or the Office Customization Tool (OCT). To enforce settings, use Group Policy together with the Outlook 2013 Group Policy
template (Outlk15.admx/Outlk15.adml), and for some settings, such as those for Contact Cards, use the Office 2013 Group Policy template (Office15.admx/Office15.adml).

To configure default settings where users can later change the settings, use the OCT. The OCT settings are in corresponding locations of the Group Policy settings on the Modify user settings page of the OCT. For more information about the OCT, see Office Customization Tool (OCT) in Office 2013.

- For information about how to download the Outlook 2013 administrative template, and about other Office 2013 Administrative Templates, see Office 2013 Administrative Template files (ADMX, ADML) and Office Customization Tool.
- For more information about Group Policy, see Group Policy overview for Office 2010 and Enforce settings by using Group Policy in Office 2010.

Note that some features that are available with Exchange Server, such as Data Loss Prevention and Policy Tips, are only administratively configurable through Exchange.

**Add-ins**

By default, Outlook 2013 now turns off any add-in that adversely affects performance, resiliency, or reliability of Outlook. Users can view and re-enable add-ins by going to File, Options, Add-ins, Manage and selecting Disabled items in Outlook 2013. If you, as the IT Administrator, do not want Outlook 2013 to automatically disable an add-in when it affects performance, you can use the Outlook Group Policy template (Outlk15.admx) to set the Group Policy option: List of managed add-ins. You can find the settings in the following table under User Configuration\Administrative Templates\Microsoft Outlook 2013\Miscellaneous.

### Add-in settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block all unmanaged add-ins</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\resiliency\addinlist</td>
<td>Enable to block all add-ins not managed by the List of managed add-ins policy. If you disable or do not configure this setting, users can enable or</td>
</tr>
</tbody>
</table>
### List of managed add-ins

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\resiliency\addinlist</td>
<td><strong>Enable and add the programmatic identifier (ProgID) for COM add-ins that you want to manage. You can specify which add-ins are always enabled, always disabled (or blocked), or configurabl e by users.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Attachment Reminder

Before an email message is sent, Outlook 2013 can detect if an attachment was omitted from the message and notify the user. Users can turn off the Attachment Reminder in Outlook 2013 by selecting **Don't show this message again** in the Attachment Reminder dialog box or by going to **File, Options, Mail** and under **Send messages**, selecting **Warn me when I send a message that may be missing an attachment**.

The settings that you can configure for Attachment Reminder in Group Policy and the OCT are shown in the following table. In Group Policy, the settings are found under **User Configuration\Administrative Templates\Microsoft Outlook 2013\Outlook Options\Preferences\E-mail Options**. The OCT settings are in corresponding locations on the **Modify user settings** page of the OCT.
Attachment Reminder setting

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment Reminder</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\mailsettings!checkforgottenattachments</td>
<td>Disable to turn off the attachment reminder in Outlook.</td>
</tr>
<tr>
<td>Options</td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\mailsettings!checkforgottenattachments</td>
<td></td>
</tr>
</tbody>
</table>

Contact Cards

In Office 2013, Contact Cards appear when you rest the mouse pointer over a name, for example a sender’s name in an email message or the author’s name in an Office 2013 document. If you install Office 2013 with Office Communicator 2007 R2, Lync 2010 or Lync 2013, Contact Cards displays a person’s availability and lets you easily start a conversation directly through instant messaging, voice call, or video. When you expand the Contact Card, you can view the Contact, Notes, Organization, What’s new and Membership tabs.

- The Contact tab is the default view and it displays information such as office location, company, and work telephone number.
- The Notes tab shows the notes that the user added for the contact through Outlook contacts.
- The Organization tab displays the contact’s manager and contacts that share the same manager.
- The What’s new tab displays the contact’s social network updates from the social networks you’ve added if you are friends with that contact on that specific social network or if they have public social network updates.
- The Membership tab displays the distribution lists for which the contact is a member.

In Office 2013, you can customize Contact Cards to turn off certain features and specify where presence icons are displayed. For the Contact tab on the Contact Card, you can replace labels and values. Some of the specific settings that you can configure for Contact Cards are described in the following two sections.

Contact Card

To configure Contact Card settings, load the Office 2013 administrative template. In Group Policy, the settings in the following table are found under User Configuration\Administrative Templates\Microsoft Office 2013\Contact Card. The OCT settings are in corresponding locations on
the Modify user settings page of the OCT. The settings in the following table apply to all Office applications where the Contact Card is available.

## Contact Card settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Configure presence icon | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\im!  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\15.0\common\im! | Specifies where the presence icons are displayed.                                     |
|                         | **Display all** Display the presence icons.                                                 |                                                                            |
|                         | **Display some** Displays only in the Contact Card and in lists in SharePoint.               |                                                                            |
|                         | **Display None** Presence icons are not displayed.                                           |                                                                            |
| Display legacy GAL dialog| **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnonlegacygaldialog  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard\turnonlegacygaldialog | Displays the global address list (GAL) dialog box instead of the Contact Card when users choose (double-click) a |
<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not display Hover Menu</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnoffhoverfunctionality</td>
<td>Stops the Hover menu from displaying when a user pauses on a contact's presence icon or display name.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard\turnoffhoverfunctionality</td>
<td></td>
</tr>
<tr>
<td>Do not display photograph</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\turnoffphotograph</td>
<td>Prevents display of the contact photograph on the Contact Card, email header, reading pane, fast search results, GAL dialog box, and <strong>File</strong> tab. For Outlook deployments with Lync Server, you can turn off photographs in the Lync contact list. See Customizing Lync Behavior and the</td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Remove Member Of tab</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnoffmemberoftab</td>
<td>Removes the <strong>Membershi p</strong> tab on the Contact Card.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard\turnoffmemberoftab</td>
<td></td>
</tr>
<tr>
<td>Remove Organization tab</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnofforganizationtab</td>
<td>Removes the <strong>Organizati on</strong> tab on the Contact Card.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard\turnofforganizationtab</td>
<td></td>
</tr>
<tr>
<td>Turn off click to IM option</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\im\turnoffclicktoim</td>
<td>Removes the Instant Messaging (IM) option from the Contact Card and Outlook ribbon.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\im\turnoffclicktoim</td>
<td></td>
</tr>
<tr>
<td>Turn off click to telephone</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\im\turnoffclicktohome</td>
<td>Removes the telephone option from the Contact Card and Outlook ribbon.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\im\turnoffclicktohome</td>
<td></td>
</tr>
<tr>
<td>Turn off presence integration</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\im\turnoffpresenceintegration</td>
<td>Turns off IM presence integration for Office 2013 applications</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\im\turnoffpresenceintegration</td>
<td></td>
</tr>
</tbody>
</table>
## Contact tab

Some of the **Contact** tab options that you can set are in the following table. In Group Policy, you can find these settings and more under **User Configuration\Administrative Templates\Microsoft Office 2013\Contact Card\Contact Tab**. The OCT settings are in the corresponding locations on the **Modify user settings** page of the OCT.

If Outlook is installed, Office uses the MAPI property settings for the Contact tab. If Outlook is not installed, Office uses the Active Directory property settings. So to customize the Contact Card **Contact** tab in Office 2013, use the **Replace MAPI** - property settings for Office deployments where Outlook is installed. For Office deployments where Outlook is not installed use the **Replace AD** – property settings.

For information about Active Directory attributes, see [Property Sets in Exchange 2007](#) and [Attributes defined by Active Directory (Windows)](#). For information about MAPI properties, see [Mail User Properties](#).

### Contact tab settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Label - Office</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard!turnoncontacttablreplaceoffice <strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard!turnoncontacttablreplaceoffice</td>
<td>Enable and enter a new label name for the <strong>Office</strong> (office location ) field.</td>
</tr>
<tr>
<td>Replace Label -</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard!turnoncontacttablreplacework <strong>OCT registry path:</strong></td>
<td>Enable and enter a new label</td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Work</strong></td>
<td>HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard!turnoncontacttablabelreplacework</td>
<td>name for the Work (work phone) field.</td>
</tr>
<tr>
<td><strong>Replace Label - Mobile</strong></td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard!turnoncontacttablabelreplacemobile</td>
<td>Enable and enter a new label name for the Mobile (mobile phone) field.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard!turnoncontacttablabelreplacemobile</td>
<td></td>
</tr>
<tr>
<td><strong>Replace Label - Home</strong></td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard!turnoncontacttablabelreplacehome</td>
<td>Enable and enter a new label name for the Home (home phone) field.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard!turnoncontacttablabelreplacehome</td>
<td></td>
</tr>
<tr>
<td><strong>Replace Label - Email</strong></td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard!turnoncontacttablabelreplaceemail</td>
<td>Enable and enter a new label name for the Email (e-mail addresses) field.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard!turnoncontacttablabelreplaceemail</td>
<td></td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>AD – Office</td>
<td><code>!turnoncontacttabadreplaceoffice</code></td>
<td>enter the Active Directory attribute to replace the Office field value. If you enable this setting, also set Replace MAPI–Office.</td>
</tr>
</tbody>
</table>
| Replace AD – Work | **Group Policy registry path:**
HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\!turnoncontacttabadreplacework  
**OCT registry path:**
HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard\!turnoncontacttabadreplacework | Enable and enter the Active Directory attribute to replace the Work field value. If you enable this setting, also set Replace MAPI–Office. |
<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace AD – Mobile</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard!turnoncontacttabadreplacemobile</td>
<td>Enable and enter the Active Directory attribute to replace the <strong>Mobile</strong> field value. If you enable this setting, also set <strong>Replace MAPI – Mobile</strong>.</td>
</tr>
<tr>
<td>Replace AD – Home</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard!turnoncontacttabadreplacehome</td>
<td>Enable and enter the Active Directory attribute to replace the <strong>Home</strong> field value. If you enable this setting, also set <strong>Replace MAPI – Home</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard!turnoncontacttabadreplacemobile</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard!turnoncontacttabadreplacehome</td>
<td></td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Replace AD – E-mail</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnoncontacttabadreplaceemail&lt;br&gt;<strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard\turnoncontacttabadreplaceemail</td>
<td>Enable and enter the Active Directory attribute to replace the E-mail field value. If you enable this setting, also set Replace MAPI – Home.</td>
</tr>
<tr>
<td>Replace MAPI – Office</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnoncontacttabadreplaceoffice&lt;br&gt;<strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard\turnoncontacttabadreplaceoffice</td>
<td>Enable and enter the MAPI property to replace the Office</td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Replace MAPI – Work</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnoncontacttabmapireplacework</td>
<td>Enable and enter the MAPI property to replace the Work field value. If you enable this setting, also set Replace AD – Work.</td>
</tr>
<tr>
<td>Replace MAPI – Mobile</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnoncontacttabmapireplacemobile</td>
<td>Enable and enter the MAPI property to replace the Mobile field</td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Replace MAPI – Home | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnoncontacttabmapireplacehome  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard\turnoncontacttabmapireplacehome | Enable and enter the MAPI property to replace the **Home** field value. If you enable this setting, also set Replace AD – Mobile. |
| Replace MAPI – E-mail | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\common\contactcard\turnoncontacttabmapireplacehome  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\15.0\common\contactcard\turnoncontacttabmapireplacehome | Enable and enter the MAPI property to replace the **E-mail** field |
Conversation arrangement view

The Conversation arrangement view provides a threaded view of email messages in an Outlook folder. To access the Conversation arrangement view in Outlook 2013, click View, and then select the Show as Conversations check box.

The settings that you can configure for Conversation arrangement view in Group Policy and the OCT are shown in the following table. In Group Policy, the settings are found under User Configuration\Administrative Templates\Microsoft Outlook 2013\Outlook Options\Preferences\E-mail Options. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

Conversation arrangement view settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configure Cross Folder Content in Conversation view</td>
<td>Group Policy registry path: HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\options\conversations!</td>
<td>Enable and select the email folder content to include in Conversation arrangement view. On and</td>
</tr>
<tr>
<td></td>
<td>OCT registry path: HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\options\conversations!</td>
<td></td>
</tr>
</tbody>
</table>

If you enable this setting, also set Replace AD – E-mail.
<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>cross-store</strong></td>
<td>Email that is displayed is from all connected Outlook data files whether they are cached on the local computer or online.</td>
<td></td>
</tr>
<tr>
<td><strong>Off</strong></td>
<td>Email that is displayed in Conversation arrangement view is only from the current folder (such as the Inbox).</td>
<td></td>
</tr>
<tr>
<td><strong>On and current</strong></td>
<td>Email that is displayed in Conversation arrangement view is only from the current Outlook data file being viewed.</td>
<td></td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Do not use Conversational arrangemen in Views</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\setup\upgradetoconversations&lt;br&gt;&lt;br&gt;&lt;strong&gt;OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\setup\upgradetoconversations</td>
<td>On and local Email that is displayed is only from the current Outlook data file being viewed and any other local Outlook data file (such as a personal data file (.pst)). If you do not configure this setting, the Outlook 2013 views will display Date view as the default. Enable this setting to turn off Conversational arrangemen and to prevent users from using Conversational arrangemen</td>
</tr>
</tbody>
</table>
Data Loss Prevention and Policy Tips

Data loss prevention (DLP) is a new feature area in Exchange Server 2013. DLP capabilities help you protect sensitive data and inform users of internal compliance policies. DLP can also help keep your organization safe from users who mistakenly send sensitive information to unauthorized people. The new Exchange DLP features help you identify, monitor, and protect sensitive data by using deep content analysis.

Exchange Server 2013 offers built-in DLP policies that are based on regulatory standards such as personally identifiable information (PII) and payment card industry data security standards (PCI). DLP is extensible so that it can support other policies that are important to your business. Additionally, the new Policy Tips in Outlook inform users about policy violations before they send sensitive data.

For information about how to configure Data Loss Prevention and Policy Tips with Exchange Server 2013, see Data Loss Prevention and Policy Tips.

Exchange ActiveSync

Exchange ActiveSync is a protocol that lets Outlook 2013 connect to services such as Outlook.com to access email, calendar, contacts, and tasks. Using Exchange ActiveSync to connect Outlook 2013 to an Exchange Server is not supported. With the exception of one setting, EAS Sync Frequency, Exchange ActiveSync is only administratively configurable through Exchange. For more information, see Exchange ActiveSync.

The setting that you can configure for Exchange ActiveSync in Group Policy and the OCT is shown in the following table. In Group Policy, the setting is found under User Configuration\Administrative Templates\Microsoft Outlook 2013\Account Settings\Exchange ActiveSync. The OCT setting is in the corresponding location on the Modify user settings page of the OCT.
Exchange Active Sync settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAS Sync Frequency</td>
<td>Group Policy registry path: HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\eas\pushduration</td>
<td>Enable to change the number of minutes that Outlook automatically synchronizes users’ Exchange ActiveSync accounts. The default is 59 minutes.</td>
</tr>
</tbody>
</table>

| OCT registry path: HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\eas\pushduration |

**Exchange Fast Access and Sync Slider**

Exchange Fast Access and Sync Slider are two new features that are available with Cached Exchange Mode. By default, they are enabled when Cached Exchange Mode is enabled.

Exchange Fast Access combines the instant-access of Online Mode with the offline capabilities and syncing robustness of Cached Exchange Mode, specifically in scenarios when syncing data locally would take enough time to be noticed by the user (for example, initial sync, resume, returning from vacation). When you first start Outlook 2013, you will immediately see your most recent email messages and a completely up-to-date calendar. Outlook 2013 caches items in the background to prepare you for offline use without affecting the user experience.

Sync Slider allows an Outlook 2013 user to limit the email messages that are synchronized locally in an Outlook data file (.ost). By default, if Cached Exchange Mode is enabled, Outlook 2013 will only cache email messages from the last 12 months and remove anything older than 12 months from the local cache. Users can view messages that were removed from the local cache by scrolling to the end of an email list in a folder and clicking the message Click here to view more on Microsoft Exchange. Users can also change how much email to keep offline. You, as the IT Administrator, can change the default age or enforce the age of email messages that are removed from the local cache by using Group Policy or the Office Customization Tool.

The settings that you can configure for Exchange Fast Access and Sync Slider in Group Policy and the OCT are shown in the following table. In Group Policy, the settings are found under **User**.
Configuration\Administrative Templates\Microsoft Outlook 2013\Account Settings\Exchange\Cached Exchange Mode. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

## Exchange Fast Access settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disable Exchange Fast Access</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\hybrid!localcaching</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\hybrid!localcaching</td>
<td>Enable to turn off Exchange Fast Access. This will force Outlook to download mailbox items to the local cache from Exchange before it displays new items to users. If you disable or do not set this policy, by default, Exchange Fast Access is turned on for Exchange accounts that have Cached Exchange Mode enabled.</td>
</tr>
<tr>
<td>Cached</td>
<td><strong>Group Policy registry path:</strong></td>
<td>Enable to</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Exchange Mode Sync   | HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\cached mode!syncwindowsetting | **OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\cached mode!syncwindowsetting  
configure how much user email Outlook will synchronize locally by date of message. To allow all email messages, regardless of date, to synchronize to users’ local mailbox cache, enable and select **All** from the list. By default, if you do not configure this setting, Outlook synchronizes email messages sent or received in the last 12 months to users’ local mailbox cache. |
Global address list synchronization

Global address list synchronization (GAL) is replaced in Outlook 2013 by aggregation and Favorites functionality. By default in Outlook 2013, GAL synchronization is disabled in new account profiles. If you previously enabled GAL synchronization for Outlook profiles, GAL synchronization will remain enabled when you upgrade Outlook profiles to Outlook 2013.

One of the registry values that were used in earlier versions of Outlook to control the GAL synchronization is changed in Outlook 2013. In Outlook 2013, use the registry value RunAutomaticGALSync in the following table instead of ScheduleContactGALSync to configure GAL Synchronization. ScheduleContactGALSync registry value is not included in the Outlook 2010 administration templates for Group Policy or the OCT. Similarly, RunAutomaticGALSync is not in the Outlook 2013 administration templates. For more information about GAL synchronization, see the earlier version of this article.

GAL Sync registry setting

<table>
<thead>
<tr>
<th>Root</th>
<th>Data type</th>
<th>Key</th>
<th>Value name</th>
<th>Value data</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKEY_CURRENT_USER</td>
<td>DWORD</td>
<td>Software\Microsoft\Office\Outlook\SocialConnector</td>
<td>RunAutomaticGALSync</td>
<td>Configures the GAL synchronization configuration. However, the user can override the configuration through the user interface by choosing the View tab on the ribbon, choosing the drop-down arrow next to the People Pane button, selecting the Account Settings command, and then choosing the</td>
</tr>
</tbody>
</table>
### MailTips

MailTips is a configurable warning system to help prevent common email mistakes. Extra information is presented to users when they compose email messages. The MailTips are displayed in an InfoBar, similar to the banner that says “This message has not been sent.” MailTips do not prevent sending an email message. But they reveal things that might be unexpected about the delivery or audience of the message, such as recipient validity, whether the recipient is external to the organization or is out of the office, if the distribution list is unusually large, or if a message might not be delivered.

MailTips is available with Exchange Server 2010, Exchange Server 2013 and Exchange Online. With the exception of one setting, **Disable Mail Tips**, it is only administratively configurable through Exchange.

You can use the Outlook setting **Disable Mail Tips**, shown in the following table, to turn off MailTips in Outlook by using Group Policy or the OCT. In Group Policy, the setting is found under **User**

<table>
<thead>
<tr>
<th>Root</th>
<th>Data type</th>
<th>Key</th>
<th>Value name</th>
<th>Value data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Settings</strong> button in the <strong>Social Network Accounts</strong> dialog box.</td>
<td>0 = Do not synchronize contacts with the GAL 1 = Automatically update contacts with the latest GAL information 2 = Prompt before Outlook updates contacts with the latest GAL information</td>
</tr>
</tbody>
</table>

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220
MailTips setting

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disable Mail Tips</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\options\mail\disablemailtips</td>
<td>Enable to turn off MailTips in Outlook.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\options\mail\disablemailtips</td>
<td></td>
</tr>
</tbody>
</table>

For more information about how to configure MailTips in Exchange Server 2010, see Understanding MailTips and Managing MailTips.

Mail apps for Outlook

An app for Outlook is a cloud-enabled application that integrates rich, scenario-focused content and services together with Outlook 2013. You can obtain apps for Outlook from the Office Store. Exchange Administrators can use the Exchange Administration Center (EAC) to make specific apps for Outlook available to their end users if their Exchange accounts are on Exchange Server 2013. Users can then manage their apps from Outlook 2013 by choosing File and then Manage apps. Administrators can also allow users to download apps from Office.com. For more information, see Exchange Administration Center and Get an app for Outlook.

To change the default configurations for apps for Office, including mail apps for Outlook, see Managing access to apps for Office.

Outlook Social Connector

The Outlook Social Connector (OSC) is an add-in that exposes social network data including friends, profiles, activities, and status information from social networks in Outlook 2013. In the People Pane at the bottom of an email message, you can see information about the sender and other recipients such as their picture, name, and title; view your communication history with this person including meetings and attachments; and view their activity feeds from social networks.

Outlook 2013 includes the OSC providers for Facebook, LinkedIn, and SharePoint My Site. You can also use OSC provider extensibility to build providers for line-of-business applications or internal
corporate websites and to integrate their services into Outlook. For more information, see Outlook Social Connector 2013 Provider Reference.

To take advantage of all features that are available with the Outlook Social Connector, run Outlook 2013 in Cached Exchange Mode with Windows Desktop Search and have SharePoint Server 2013 or SharePoint 2013 My Site configured for users. In this configuration, local items, such as email messages, meetings, and attachments from the sender, will be included in the communication history. Additionally, when My Site is configured, you can view the activity feed from the sender’s My Site.

If you run Outlook 2013 in Online Mode, only items that are related to the sender that are stored on the server will be shown in the communication history. Also, only activity feed information about the sender from on-demand social network providers, such as SharePoint My Site and Facebook, can be shown.

To include information in the Outlook Social Connector from My Sites that are hosted on a SharePoint on-premises installation, set the MySiteHost registry key as described in the following table.

### MySiteHost registry settings

<table>
<thead>
<tr>
<th>Root</th>
<th>Data type</th>
<th>Key</th>
<th>Value name</th>
<th>Value data</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKEY_CURRENT_USER</td>
<td>REG_SZ</td>
<td>Software\Microsoft\Office\15.0\common\Portal\Link Providers\MySiteHost</td>
<td>URL</td>
<td>Your My Site URL. For example, <a href="http://Office/MySite">http://Office/MySite</a>.</td>
</tr>
<tr>
<td>HKEY_CURRENT_USER</td>
<td>REG_SZ</td>
<td>Software\Microsoft\Office\15.0\common\Portal\Link Providers\MySiteHost</td>
<td>DisplayName</td>
<td>Optional: The name to display to the user in the Outlook Social Connector – for example, My Site.</td>
</tr>
</tbody>
</table>

You can control the social network providers from which users can view activity feeds. You can prevent activity feeds from all social network providers by enabling the Disable Office connections to social networks setting in Group Policy. Or, you can deploy specific providers by using the Specify list of social network providers to load setting in the OCT and prevent other providers from being installed by using the Block specific social network providers setting in Group Policy.

You can also control whether to allow the Outlook Social Connector or social network providers to prompt users for updates, or you can manage the updates yourself by using the Do not show social network info-bars setting in Group Policy.
The settings that you can configure for the Outlook Social Connector in Group Policy and the OCT are shown in the following table. In Group Policy, you can find the settings under User Configuration\Administrative Templates\Microsoft Outlook 2013\Outlook Social Connector. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

### Outlook Social Connector settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block Global Address List</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\outlook\socialconnector\disableconta.ngalsync&lt;br&gt;<strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\outlook\socialconnector\disablecontactgalsync</td>
<td>Enable to block synchronization between Outlook and the global address list.</td>
</tr>
<tr>
<td>Block network activity</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\outlook\socialconnector\disableactivitydownload&lt;br&gt;<strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\outlook\socialconnector\disableactivitydownload</td>
<td>Enable to block synchronization of activity information between Outlook and social networks.</td>
</tr>
<tr>
<td>Block social network contact</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\outlook\socialconnector\disablecontactdownload&lt;br&gt;<strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\outlook\socialconnector\disablecontactdownloaad</td>
<td>Enable to block synchronization of contacts between Outlook and social networks.</td>
</tr>
<tr>
<td>Block specific social network</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\outlook\socialconnector\disabledproviderslist&lt;br&gt;<strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\Outlook\SocialConnector\SocialNetworks</td>
<td>Enable to specify the list of social network providers to block by Program ID (ProgID). A provider’s ProgID is registered under HKEY_CURRENT_USER\Software\Microsoft\Office\Outlook\SocialConnector\SocialNetworks.</td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Do not allow on-demand activity synchronization | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\outlook\socialconnector\ondemandactivitiesync  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\outlook\socialconnector\ondemandactivitiesync | Enable to prevent on-demand synchronization of activity information between Outlook and social networks. |
| Do not download photos from Active Directory | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\outlook\socialconnector\downloaddetailsfromad  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\outlook\socialconnector\downloaddetailsfromad | Enable to prevent download of contact photos from Active Directory. |
| Do not show social network info-bars | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\outlook\socialconnector\unmanagedinfobars  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\outlook\socialconnector\unmanagedinfobars | Enable to prevent displaying information-bar messages that will prompt users to upgrade the Outlook Social Connector when updates are available or to install or update social network providers. |
| Disable Office connections to social networks | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\outlook\socialconnector\disablesocialnetworkconnectivity  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\outlook\socialconnector\disablesocialnetworkconnectivity | Enable to prevent users from connecting Office to social networks (including SharePoint) and to prevent Office from displaying contacts and feeds from users’ social networks. |
| Set GAL contact | **Group Policy registry path:** HKEY_CURRENT_USER\software\policies\microsoft\office\outlook\socialconnector\contactsyncintervals  
**OCT registry path:** HKEY_CURRENT_USER\software\microsoft\office\outlook\socialconnector\contactsyncintervals | Enable to control how often contact information is synchronized between Outlook and connected social networks (in minutes). By default, if you disable or do |
<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronization interval</td>
<td>Current_USER\software\microsoft\office\outlook\socialconnector\contactsyncinterval</td>
<td>not configure this policy, contact information is synchronized one time per day or every 1,440 minutes.</td>
</tr>
<tr>
<td>Specific activity feed synchronization interval</td>
<td>Current_USER\software\microsoft\office\outlook\socialconnector\activitysyncinterval</td>
<td>Enable to control how often activity feed information is synchronized between Outlook and connected social networks (in minutes). By default, if you disable or do not configure this policy, activity information is synchronized every 60 minutes.</td>
</tr>
<tr>
<td>Specific list of social network providers to load</td>
<td>Current_USER\software\microsoft\office\outlook\socialconnector\providersecuritymode</td>
<td>Enable to enter a list of social network providers (by ProgID) that will be loaded by the Outlook Social Connector. A provider’s ProgID is registered under HKEY_CURRENT_USER\Software\Microsoft\Office\Outlook\SocialConnector\SocialNetworks.</td>
</tr>
<tr>
<td>Turn off Outlook Social Connector</td>
<td>Current_USER\software\microsoft\office\outlook\socialconnector\runosc</td>
<td>Enable to turn off the Outlook Social Connector.</td>
</tr>
</tbody>
</table>

**Site mailboxes**

Site mailboxes improve collaboration and user productivity by allowing access to both SharePoint 2013 documents and Exchange email messages by using the same client interface. A site mailbox consists of SharePoint 2013 site membership (owners and members), shared storage through an Exchange Server 2013 mailbox for email messages and a SharePoint 2013 site for documents, and a management interface that addresses provisioning and life-cycle needs.
Site mailboxes require Exchange Server 2013 and SharePoint Server 2013 integration and configuration. For more information about how to configure Exchange Server 2013 to work with SharePoint Server 2013, see Configure site mailboxes in SharePoint Server 2013.

Weather bar

Weather information for the next three days is displayed on the Calendar in the Calendar module. When Outlook 2013 starts for the first time after installation, the weather location is the default city for the market version of Outlook that is installed. Users can change the weather location displayed by selecting Add Location from the drop-down menu next to the city name in the Calendar view. Users can also configure two other options in File, Options, Calendar, Weather:

- Show weather on the Calendar
- Show temperature in: Celsius or Fahrenheit

Weather bar settings are saved in the user’s profile. If there are multiple Exchange accounts in a user profile, the weather location is based on the location that is specified in the user’s primary Exchange account. All calendars in a user profile will display the same location for weather.

The following Weather bar settings can roam depending on the account type:

- Weather On or Off
- Celsius or Fahrenheit
- Weather locations
- Currently displayed weather location

If the user has the same Exchange account on multiple computers, the user sees the same weather location on all computers. If the user has multiple Exchange accounts, the user sees the weather location that is associated with the primary Exchange account. In this case, the settings associated with the primary Exchange account will roam. If the user does not have an Exchange account and has the same IMAP/POP account on multiple computers, the settings will not roam.

The settings that you can configure for this feature in Group Policy and the OCT are shown in the following table. In Group Policy, you can find the settings under User Configuration\Administrative Templates\Microsoft Outlook 2013\Outlook Options\Preferences\Calendar Options. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

### Weather bar settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disable Weather Bar</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\options\calendar\disableweather</td>
<td>Enable to turn the Weather</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong></td>
<td></td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Weather Bar Update Frequency</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\options\calendar\weatherupdatefrequency</td>
<td>Enable to change the Weather Bar update frequency. The default value is 120 minutes.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\options\calendar\weatherupdatefrequency</td>
<td></td>
</tr>
<tr>
<td>Weather Server URL</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\options\calendar\weatherserviceurl</td>
<td>Enable to change the service the weather information is pulled from. If you disable or do not configure this setting, Outlook uses the default weather service URL.</td>
</tr>
<tr>
<td></td>
<td><strong>OCT registry path:</strong> HKEY_CURRENT_USER\software\microsoft\office\15.0\outlook\options\calendar\weatherserviceurl</td>
<td></td>
</tr>
</tbody>
</table>

- **HKEY_CURRENT_USER**: Windows Registry hive that stores user-specific settings.
- **Software**: Folder in the Windows Registry that contains software settings.
- **Microsoft Office**: Folder within the Software folder that contains settings for Microsoft Office applications.
- **Outlook Options**: Folder within the Microsoft Office folder that contains settings for Outlook.
- **Calendar**: Subfolder within the Outlook Options folder that contains settings for calendar features.
- **DisableWeather**: Setting to disable the Weather Bar.
- **Weather Update Frequency**: Setting to change the frequency at which the Weather Bar updates.
- **Weather Server URL**: Setting to specify the URL from which the weather information is pulled.
Plan a Cached Exchange Mode deployment in Outlook 2013
Choose security and protection settings for Outlook 2013
Office Customization Tool (OCT) in Office 2013
Office 2013 Administrative Template files (ADMX, ADML) and Office Customization Tool
Group Policy overview for Office 2010
Determine which features to enable or customize in Outlook 2010
Choose security and protection settings for Outlook 2013

Published: October 16, 2012

Summary: Learn about security settings for Outlook 2013.

Applies to: Outlook 2013

Audience: IT Professionals

An administrator can customize many of the security-related features in Outlook 2013. This includes how the security settings are enforced, which kind of ActiveX controls can run, custom forms security, and programmatic security settings. You can also customize Outlook 2013 security settings for attachments, Information Rights Management, junk email, and encryption, which are covered in additional articles that are listed in Additional settings later in this article.

Important:
This article provides content for administrators who configure Outlook settings for their organizations.

Are you looking for help with security settings in Outlook on your desktop? You may be looking for one of these articles, which will help you secure Outlook on your desktop.

- Blocked attachments in Outlook
- How Outlook helps protect you from viruses, spam, and phishing
- Set a password to help protect your Outlook information
- Get a digital ID

In this article:

- Overview
- Specify how security settings are enforced in Outlook
- How administrator settings and user settings interact in Outlook 2013
- Working with Outlook COM add-ins
- Customize ActiveX and custom forms security in Outlook 2013
- Customize programmatic settings in Outlook 2013
- Customize Simple MAPI settings
- Additional settings
Overview

By default, Outlook is configured to use high security-related settings. High security levels can result in limitations to Outlook functionality, such as restrictions on email message attachment file types. You might have to lower default security settings for your organization. However, be aware that lowering any default security settings might increase the risk of virus execution or propagation.

Before you start to configure security settings for Outlook 2013 by using Group Policy or the Outlook Security template, you must configure the Outlook Security Mode in Group Policy. If you do not set the Outlook Security Mode, Outlook 2013 uses the default security settings and ignores any Outlook 2013 security settings that you have made.

For information about how to download the Outlook 2013 administrative template, and about other Office 2013 Administrative Templates, see Office 2013 Administrative Template files (ADMX, ADML) and Office Customization Tool. For more information about Group Policy, see Group Policy overview for Office 2013 and Enforce settings by using Group Policy in Office 2010.

Specify how security settings are enforced in Outlook

As with Office Outlook 2007 and Outlook 2010, you can configure security options for Outlook 2013 by using Group Policy (recommended) or change security settings by using the Outlook Security template and publish the settings to a form in a top-level folder in Exchange Server public folders. Unless you have Office Outlook 2003 or earlier versions in your environment, we recommend that you use Group Policy to configure security settings. To use either option, you must enable the Outlook Security Mode setting in Group Policy and set the Outlook Security Policy value. Default security settings in the product are enforced if you do not enable this setting. The Outlook Security Mode setting is in the Outlook 2013 Group Policy template (Outlk15.admx) under User Configuration\Administrative Templates\Microsoft Outlook 2013\Security\Security Form Settings. When you enable the Outlook Security Mode setting, you have the four Outlook Security Policy options, which are described in the following table.

Outlook Security Policy options

<table>
<thead>
<tr>
<th>Outlook Security Mode option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlook Default Security</td>
<td>Outlook ignores any security-related settings configured in Group Policy or when using an Outlook Security template. This is the default setting.</td>
</tr>
<tr>
<td>Outlook Security Group Policy</td>
<td>Outlook uses the security settings from Group Policy (recommended).</td>
</tr>
<tr>
<td>Security Form from &quot;Outlook Security&quot;</td>
<td>Outlook uses the settings from the security form that is published in the designated public folder.</td>
</tr>
</tbody>
</table>
Customize security settings by using Group Policy

When you use Group Policy to configure security settings for Outlook 2013, consider the following factors:

- **Settings in Outlook Security template must be manually migrated to Group Policy.** If you previously used the Outlook Security template to manage security settings and now choose to use Group Policy to enforce settings in Outlook 2013, you must manually migrate the settings that you configured earlier to the corresponding Group Policy settings for Outlook 2013.

- **Customized settings configured by using Group Policy might not be active immediately.** You can configure Group Policy to refresh automatically (in the background) on users’ computers while users are logged on, at a frequency that you determine. To make sure that new Group Policy settings are active immediately, users must log off and log back on to their computers.

- **Outlook checks security settings only at startup.** If security settings are refreshed while Outlook is running, the new configuration is not used until the user closes and restarts Outlook.

- **No customized settings are applied in Personal Information Manager (PIM)-only mode.** In PIM mode, Outlook uses the default security settings. No administrator settings are necessary or used in this mode.

Special environments

When you use Group Policy to configure security settings for Outlook 2013, consider whether your environment includes one or more of the scenarios that are shown in the following table.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users who access their mailboxes by using a hosted Exchange Server</td>
<td>If users access mailboxes by using a hosted Exchange Server, you can use the Outlook Security template to configure security settings or use the default Outlook security settings. In hosted environments, users access their mailboxes remotely. For example, they can access their mailboxes remotely by using a virtual private</td>
</tr>
<tr>
<td>Scenario</td>
<td>Issue</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>network (VPN) connection or by using Outlook</td>
<td>Because Group Policy is deployed by using Active Directory, and in this scenario, the user's local computer is not a member of the domain, Group Policy security settings cannot be applied. Also, by using the Outlook Security template to configure security settings, users automatically receive updates to security settings. Users cannot receive updates to Group Policy security settings unless their computer is in the Active Directory domain.</td>
</tr>
<tr>
<td>Users who have administrative rights on their</td>
<td>Restrictions to Group Policy settings are not enforced when users log on by using administrative credentials. Users who have administrative rights can also change the Outlook security settings on their computers and can remove or alter the restrictions that you have configured. This is true not only for Outlook security settings, but for all Group Policy settings. Although this can be problematic when an organization intends to have standardized settings for all users, there are mitigating factors: Group Policy overrides local changes at the next logon. Changes to Outlook security settings revert to the Group Policy settings when the user logs on. Overriding a Group Policy setting affects only the local computer. Users who have administrative rights affect only security settings on their computer, not the security settings for users on other computers. Users without administrative rights cannot change policies. In this scenario, Group Policy security settings are as secure as settings configured by using the Outlook Security template.</td>
</tr>
<tr>
<td>computers</td>
<td></td>
</tr>
<tr>
<td>Users who access Exchange mailboxes by using</td>
<td>Outlook and Outlook Web App do not use the same security model. Outlook Web App has separate</td>
</tr>
</tbody>
</table>
### How administrator settings and user settings interact in Outlook 2013

Security settings that are defined by the user in Outlook 2013 work as if they are included in the Group Policy settings that you define as the administrator. When there is a conflict between the two, settings with a greater security level override settings with a lower security level.

For example, if you use the Group Policy Attachment Security setting *Add file extensions to block as Level 1* to create a list of Level 1 file name extensions to be blocked, your list overrides the default list that is provided with Outlook 2013. It also overrides the users' settings for Level 1 file name extensions to block. Users would only be able to remove file name extensions from the default list that is provided with Outlook 2013. Users cannot remove file types that you add to the *Add file extensions to block as Level 1* list. For example, if the user wants to remove the file name extensions .exe and .reg from the Level 1 group, but you use the *Add file extensions to block as Level 1* Group Policy setting to add .exe as a Level 1 file type, the user can only remove .reg file from the Level 1 group that is in Outlook.

### Working with Outlook COM add-ins

A COM add-in should be coded so that it takes advantage of the Outlook trust model and can run without warning messages in Outlook 2013. Users might continue to see warnings when they access Outlook features that use the add-in, such as when they synchronize a hand-held device with Outlook 2013 on their desktop computers.

However, users are less likely to see warnings in Outlook 2013 than in Office Outlook 2003 or earlier versions. The Object Model (OM) Guard that helps prevent viruses from using the Outlook Address Book to propagate is updated in Office Outlook 2007, Outlook 2010 and Outlook 2013. Outlook 2013 checks for up-to-date antivirus software to help determine when to display address book access warnings and other Outlook security warnings.

You can't change the OM Guard by using the Outlook security form or Group Policy. However, if you use default Outlook 2013 security settings, all COM add-ins that are installed in Outlook 2013 are trusted by default. If you customize security settings by using Group Policy, you can specify COM add-ins that are trusted and that can run without encountering the Outlook object model blocks.

However, in Outlook 2013, two new configurations settings, *List of managed add-ins* and *Block all unmanaged add-ins*, allow you to create a list of always enabled add-ins or always blocked add-ins. These settings override the trust center settings. If an add-in is in the *Block all unmanaged add-ins* list and has also been added to the setting *Configure trusted add-ins*, the add-in will be blocked. You can find the settings *List of managed add-ins* and *Block all unmanaged add-ins* in the Outlook configuration settings.
Group Policy template under User Configuration\Administrative Templates\Microsoft Outlook 2013\Miscellaneous.

To trust a COM add-in, include the file name for the add-in in a Group Policy setting with a calculated hash value for the file. Before you can specify an add-in as trusted by Outlook, you must install a program to calculate the hash value. For information about how to do this, see Manage trusted add-ins for Outlook 2010.

If you enforce customized Outlook security settings with the Microsoft Exchange Server security form that is published in an Exchange Server public folder, you can learn how to trust COM add-ins. Scroll down to the Trusted Code tab section in the Microsoft Office 2003 Resource Kit article, Outlook Security Template Settings.

If the user continues to see security prompts after the add-in is included in the list of trusted add-ins, you must work with the COM add-in developer to resolve the problem. For more information about coding trusted add-ins, see Important Security Notes for Microsoft Outlook COM Add-in Developers.

Customize ActiveX and custom forms security in Outlook 2013

You can specify ActiveX and custom forms security settings for Outlook 2013 users. Custom forms security settings include options for changing how Outlook 2013 restricts scripts, custom controls, and custom actions.

Customize how ActiveX controls behave in one-off forms

When Outlook receives a message that contains a form definition, the item is a one-off form. To help prevent unwanted script and controls from running in one-off forms, Outlook does not load ActiveX controls in one-off forms by default.

You can lock down the settings to customize ActiveX controls by using the Group Policy Outlook 2013 template (Outlk15.admx). Or you can configure default settings by using the Office Customization Tool (OCT), in which case users can change the settings. In Group Policy, use the Allow ActiveX One Off Forms setting under User Configuration\Administrative Templates\Microsoft Outlook 2013\Security. In the OCT, the Allow ActiveX One Off Forms setting is in the corresponding location on the Modify user settings page of the OCT. For more information about the OCT, see Office Customization Tool (OCT) in Office 2013.

When you enable Allow ActiveX One Off Forms setting, you have three options, which are described in the following table.

Allow Active X One Off Forms setting options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>

234
### Option Description

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allows all ActiveX Controls</td>
<td>Allows all ActiveX controls to run without restrictions.</td>
</tr>
<tr>
<td>Allows only Safe Controls</td>
<td>Allows only safe ActiveX controls to run. An ActiveX control is safe if it is signed with Authenticode and the signer is listed in the Trusted Publishers List.</td>
</tr>
<tr>
<td>Load only Outlook Controls</td>
<td>Outlook loads only the following controls, which are the only controls that can be used in one-off forms.</td>
</tr>
<tr>
<td></td>
<td>• Controls from fm20.dll</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Office Outlook Rich Format Control</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Office Outlook Recipient Control</td>
</tr>
<tr>
<td></td>
<td>• Microsoft Office Outlook View Control</td>
</tr>
</tbody>
</table>

If you do not configure any of these options, the default is to load only Outlook controls.

### Customize custom forms security settings

You can lock down the settings to configure security for custom forms by using the Group Policy Outlook 2013 template (Outlk15.admx). In Group Policy, the settings are under **User Configuration\Administrative Templates\Microsoft Outlook 2013\Security\Security Form Settings\Custom Form Security**.

The settings that you can configure for scripts, custom controls, and custom actions are shown in the following table:

### Scripts, custom controls, and custom actions settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow scripts in one-off Outlook forms</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\SOFTWARE\POLICIES\MICROSOFT\OFFICE\15.0\OUTLOOK\SECURITY\ENABLEONEOFFFORMSCRIPTS</td>
<td>Run scripts in forms where the script and the layout are contained in the message. If users receive a one-off form that contains script, users are prompted</td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Set Outlook object model Custom Action execution prompt | **Group Policy registry path:** HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\15.0\Outlook\Security!promptoomcustomaction | Specifies what occurs when a program attempts to run a custom action by using the Outlook object model. A custom action can be created to reply to a message and circumvent the programmatic send protections. Select one of the following:  
- **Prompt user** enables the user to receive a message and decide whether to allow programmatic send access.  
- **Automatically**... |
<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>approve</td>
<td>always</td>
<td>allows programmatic send access without displaying a message.</td>
</tr>
<tr>
<td>Automatically deny</td>
<td>always</td>
<td>denies programmatic send access without displaying a message.</td>
</tr>
<tr>
<td>Prompt user based on computer security</td>
<td>enforce default configuration</td>
<td>enforces the default configuration in Outlook 2013.</td>
</tr>
</tbody>
</table>
Customize programmatic settings in Outlook 2013

As an administrator of Outlook 2013, you can configure programmatic security settings to manage restrictions for the Outlook object model. The Outlook object model lets you programmatically manipulate data that is stored in Outlook folders.

Note:
The Exchange Server Security template includes settings for Collaboration Data Objects (CDO). However, using CDO with Outlook 2013 is not supported.

You can use Group Policy to configure programmatic security settings for the Outlook object model. In Group Policy, load the Outlook 2013 template (Outlk15.admx). The Group Policy settings are located under User Configuration\Administrative Templates\Microsoft Outlook 2013\Security\Security Form Settings\Programmatic Security. These settings cannot be configured by using the Office Customization Tool.

The following are descriptions of the Group Policy options for programmatic settings. You can choose one of the following settings for each item:

- **Prompt user** Users receive a message allowing them to choose whether to allow or deny the operation. For some prompts, users can choose to allow or deny the operation without prompts for up to 10 minutes.
- **Automatically approve** Outlook automatically grants programmatic access requests from any program. This option can create a significant vulnerability, and we do not recommend it.
- **Automatically deny** Outlook automatically denies programmatic access requests from any program. The user does not receive a prompt.
- **Prompt user based on computer security** Outlook relies on the setting in the "Programmatic Access" section of the Trust Center. This is the default behavior.

The settings that you can configure for programmatic security settings for the Outlook object model are shown in the following table.

### Programmatic security settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configure Outlook object model prompt when accessing an</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\security\promptoomaddressbookaccess</td>
<td>Specifies what happens when a program attempts to gain access to an address</td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>address book</td>
<td></td>
<td>book by using the Outlook object model.</td>
</tr>
<tr>
<td><strong>Configure Outlook object model prompt when accessing the Formula property of a UserProperty object</strong></td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\security\promptoomformulaaccess</td>
<td>Specifies what happens when a user adds a Combination or Formula custom field to a custom form and binds it to an Address Information field. By doing this, code can be used to indirectly retrieve the value of the Address Information field by getting the Value property of the field.</td>
</tr>
<tr>
<td><strong>Configure Outlook object model prompt</strong></td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\security\promptoomsaveas</td>
<td>Specifies what happens when a program attempts to</td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>when executing Save As</td>
<td></td>
<td>programmatically use the Save As command to save an item. When an item is saved, a malicious program could search the file for email addresses.</td>
</tr>
<tr>
<td>Configure Outlook object model prompt when reading address information</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\security\promptoomaddressinformationaccess</td>
<td>Specifies what happens when a program attempts to gain access to a recipient field, such as To, by using the Outlook object model.</td>
</tr>
<tr>
<td>Configure Outlook object model prompt when responding to meeting and task</td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\security\promptoommeetingtaskrequestresponse</td>
<td>Specifies what happens when a program attempts to send mail programmatically by using the Respond</td>
</tr>
</tbody>
</table>
### Customize Simple MAPI settings

You can use Group Policy to configure Simple MAPI settings for the Outlook object model. In Group Policy, load the Outlook 2013 template (Outlk15.admx). The Group Policy settings are located under User Configuration\Administrative Templates\Microsoft Outlook 2013\Security\Security Form Settings\Programmatic Security. These settings cannot be configured by using the Office Customization Tool.

### Simple MAPI settings

<table>
<thead>
<tr>
<th>Setting name</th>
<th>Registry path and value name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>requests</td>
<td>HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\security\promptoomsend</td>
<td>method on task requests and meeting requests. This method resembles the Send method on mail messages.</td>
</tr>
<tr>
<td>Setting name</td>
<td>Registry path and value name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Configure Simple MAPI sending prompt</strong></td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\security\promptsimplemapisend</td>
<td>Allows you to specify what occurs when a program attempts to send mail programatically by using Simple MAPI.</td>
</tr>
<tr>
<td><strong>Configure Simple MAPI name resolution prompt</strong></td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\security\promptsimplemapinameresolve</td>
<td>Allows you to specify what occurs when a program attempts to gain access to an Address Book by using Simple MAPI.</td>
</tr>
<tr>
<td><strong>Configure Simple MAPI message opening prompt</strong></td>
<td><strong>Group Policy registry path:</strong> HKEY_CURRENT_USER\software\policies\microsoft\office\15.0\outlook\security\promptsimplemapiopenmessage</td>
<td>Allows you to specify what occurs when a program attempts to gain access to a recipient field, such as the “To” field by using Simple MAPI.</td>
</tr>
</tbody>
</table>
### Additional settings

The following table lists the articles that cover additional security settings not included in this article.

#### Additional security articles

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[Security overview for Office 2013](#)
Configure multiple Exchange accounts for Outlook 2013

Published: September 11, 2012

Summary: Learn how administrators can use the Office Customization Tool to configure multiple Exchange email accounts for an Outlook 2013 profile.

Applies to: Outlook 2013 | Office 2013

Audience: IT Professionals

To configure multiple Exchange Server email accounts for an Outlook 2013 profile, follow the steps in this article.

In this article:

- Overview
- Before you begin
- Add multiple Exchange accounts to a profile

Overview

In Outlook 2013, you can add multiple Exchange Server email accounts to an Outlook profile just as you can for other email accounts by using the Office Customization Tool (OCT). Without any additional configuration, Outlook 2013 can connect to up to ten Exchange accounts from a single profile.

Individual users can add more Exchange accounts to their Outlook profiles within Outlook 2013. To do so, users can click the File tab, click Account Settings, and then click Add Account, or use the Windows Control Panel Mail module. They can also remove Exchange accounts on their profiles. For more information, see Add or remove an e-mail account.

⚠️ Warning:

- Delegate accounts are not supported in profiles that have multiple Exchange accounts. Users who have delegate access to a mailbox must keep that account in a separate profile from any other Exchange account.
- The Exchange Server 2013 Auto Mapping feature automatically adds mailboxes to the Outlook Navigation Pane if you have Full Access permission to them. Outlook manages these additional mailboxes by using a specific permission set. This could cause unexpected behavior if you also have these mailboxes configured as additional Exchange Server accounts in one Outlook profile. To prevent problems in this scenario, you will have to change your Outlook profile so mailboxes that are added through the Auto Mapping feature are also not manually added to the
same profile. Use the **Account Settings** dialog box to remove these additional Exchange mailboxes in your profile. If you do not remove the manually added mailboxes from your profile, Outlook attempts to use the permission sets from both the auto-mapped account and the account setup by using the multiple Exchange Server accounts feature at the same time.

- If you use the Exchange Server Security template to configure security options for Exchange accounts, the Security form settings for the first account added to the profile (the legacy account) will be used for all the accounts added to that profile.

For information about how to configure Exchange accounts for Outlook for Mac 2011, see [Configuring Exchange accounts in Outlook for Mac 2011](http://go.microsoft.com/fwlink/p/?LinkId=212911).

**Before you begin**

Before you begin deployment, review *Planning overview for Outlook 2013*, *Plan a Cached Exchange Mode deployment in Outlook 2013*, and *Office Customization Tool (OCT) in Office 2013* to determine which settings that you might have to configure for the Exchange accounts. The following three articles describe how to configure specific Exchange account features by using the OCT.

- [Configure Outlook Anywhere in Outlook 2013](#)
- [Configure Cached Exchange Mode in Outlook 2013](#)
- [Configure Exchange Server send/receive settings in Outlook 2010](#)

**Add multiple Exchange accounts to a profile**

Use the following procedure to add multiple Exchange accounts to an Outlook profile.

**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 add multiple Exchange accounts to a profile

1. From the root of the network installation point, run the following command line to start the Office Customization Tool: \server\share\setup.exe /admin
2. To edit an existing customization file (.msp), in the **Select Product** dialog box, click **Open an existing Setup customization file**. Or to create a new customization file, select the Office suite that you want to customize, and then click **OK**.
3. In the **Outlook** area, click **Outlook profile**. Select how you want to customize profiles for users. To change an existing profile or to add a new profile, choose **Modify Profile** or **New Profile**.
4. To add and configure new and existing accounts, click **Add accounts**, and then click **Customize additional Outlook profile and account information**.

5. To add an Exchange account, click the **Add** button.

6. In the **Add Accounts** dialog box, select **Exchange**, and then click **Next**.

7. In the **Exchange Settings** dialog box, enter an account name and the name of the Exchange Server computer. If you want to identify the user by using a specific value, enter a **User Name**. Otherwise, leave the default %username% value for the **User Name**. Each user’s account information in the Active Directory directory service will be automatically populated for the profile.

8. If you want to change an existing Exchange account in a user’s profile, select the **Overwrite existing Exchange accounts** check box.

9. Click **More Settings** for additional Exchange configuration options such as Cached Exchange Mode and Outlook Anywhere, and then click **OK**.

10. When you are finished, click **Finish**.

11. To add an additional Exchange account, repeat steps 5-10.

12. If you are creating a new profile, add the Outlook Address Book account to the profile. This account allows you to use the Contacts folder in your Exchange mailbox as an address book when you create email messages.

13. After you have finished all the customizations, save the customization file (.msp) and exit the OCT. Put the .msp file in the Office installation source \Updates folder. Install the Office 2013 from the original installation source.

**Planning overview for Outlook 2013**

**Plan a Cached Exchange Mode deployment in Outlook 2013**

**Office Customization Tool (OCT) in Office 2013**

**Configure Cached Exchange Mode in Outlook 2013**

**Configure Outlook Anywhere in Outlook 2013**

**Configure Exchange Server send/receive settings in Outlook 2010**
Configure Cached Exchange Mode in Outlook 2013

Published: September 18, 2012

Summary: Describes how administrators can configure Cached Exchange Mode for Exchange Server email accounts in Outlook 2013.

Applies to: Outlook 2013

Audience: IT Professionals

Administrators can configure Cached Exchange Mode for Exchange Server email accounts in Outlook 2013 by following the steps that are described in this article.

In this article:

- Overview
- Before you begin
- Configure Cached Exchange Mode
  - To configure Cached Exchange Mode settings by using the Office Customization Tool
  - To configure Cached Exchange Mode settings by using Group Policy
  - To configure a default .ost location by using Group Policy
  - To prevent a new .ost file from being created

Overview

When an Outlook 2013 account is configured to use Cached Exchange Mode, Outlook 2013 works from a local copy of a user’s Exchange mailbox that is stored in an Offline Folder (.ost file) on the user's computer, and with the Offline Address Book (OAB). The cached mailbox and OAB are updated periodically from the Exchange Server computer.

Cached Exchange Mode can be configured for Exchange Server email accounts only. Cached Exchange Mode is supported by all versions of Exchange Server with which Outlook 2013 can connect. That is, by Exchange Server 2007 or later versions.

If you do not configure Cached Exchange Mode options, the current state of Cached Exchange Mode does not change for existing profiles when Outlook is upgraded to a new version. For example, if a user account was configured to use Cached Exchange Mode in Office Outlook 2003, Office Outlook 2007, or Outlook 2010, Cached Exchange Mode remains enabled when the user upgrades the software to Outlook 2013. The location for new .ost or OAB files is the default location: For Windows XP, the
You can configure several options for Cached Exchange Mode. These include the default .ost file location for users in your organization who do not already have .ost files for Cached Exchange Mode. If you do not specify a different .ost file location, Outlook creates an .ost file in the default location when users start Outlook in Cached Exchange Mode.

By default, when Outlook 2013 is installed, a new compressed version of the .ost file is created. This new compressed version of the .ost is up to 40% smaller than the size of the .ost files that were created in earlier versions of Outlook. If you must keep Outlook 2013 from creating a new compressed Outlook data file (.ost), use the Outlook Group Policy template to enable the Do not create new OST file on upgrade policy. If this policy setting is enabled, Outlook 2013 uses an existing .ost file that was created by an earlier version of Outlook.

Sync Slider and Exchange Fast Access are two new features that are available with Cached Exchange Mode in Outlook 2013. By default, they are enabled when Cached Exchange Mode is enabled. For more information, see Plan a Cached Exchange Mode deployment in Outlook 2013 and What's new in Outlook 2013 Preview.

You can lock down the settings to customize Cached Exchange Mode by using the Outlook Group Policy Administrative template. Or, you can configure default settings by using the Office Customization Tool (OCT), in which case users can change the settings.

### Before you begin

Before you start deployment, review Plan a Cached Exchange Mode deployment in Outlook 2013 and Office Customization Tool (OCT) in Office 2013 to determine which settings you might have to configure for Cached Exchange Mode. Customization of Cached Exchange Mode settings is optional and only needed if you want to change the settings from the default configuration.

To download the Outlook 2013 administrative templates, see Office 2013 Preview Administrative Template files (ADMX/ADML) and Office Customization Tool. For more information about Group Policy, see Group Policy overview for Office 2010 and Enforce settings by using Group Policy in Office 2010.

For more information about the OCT, see Office Customization Tool (OCT) in Office 2013.

### Configure Cached Exchange Mode

Use the following procedures to configure Cached Exchange Mode settings. Note that customization of Cached Exchange Mode settings is optional and only needed if you want to change the settings from the default configuration.

**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:
To configure Cached Exchange Mode settings by using the Office Customization Tool

1. In the Office Customization Tool, in the tree view, locate Outlook, and choose Add Accounts. In the Account Name column of the reading pane list, choose the account that you want to configure, and then choose Modify. The Exchange Settings dialog box appears.
   Note that in the tree view of the OCT you must choose Outlook Profile and then select Modify Profile or New Profile to add an Exchange account and configure Exchange Server settings.

2. To enable or disable Cached Exchange Mode, or to specify default download behavior when Cached Exchange Mode is enabled, choose the Cached Mode tab.

3. Choose Configure Cached Exchange Mode and then select the Use Cached Exchange Mode check box to enable Cached Exchange Mode for users. By default, Cached Exchange Mode is disabled if you do not select the Use Cached Exchange Mode check box.

4. If you enabled Cached Exchange Mode in step 3, select a default download option on the Cached Mode tab:
   - Download only headers Users see header information and the beginning of the message or item body (a 256 bytes plain-text buffer of information). Full items can be downloaded later in several ways. For example, by double-clicking to open the message or by clicking Download the rest of this message now in the reading pane.
   - Download headers followed by the full item All headers are downloaded first, and then full items are downloaded. The download order might not be chronological. Outlook downloads headers followed by full items in the folder that the user is currently accessing, and then downloads headers followed by full items in folders that the user has recently viewed.
   - Download full items Full items are downloaded. We recommend this option unless you have a slow network connection. The download order might not be chronological. Outlook downloads full items in the folder that the user is currently accessing, and then downloads full items in folders that the user has recently viewed.

5. To turn off Headers Only mode, select the Download full items option button and clear the On slow connections, download only headers check box. The default behavior, when users have slow connections, is to download only headers. There are scenarios in which Outlook perceives that users have slow connections such as when users’ data throughput is fast, or vice versa. In these situations, you might want to set or clear this option.

6. Disable the download of shared folders as part of Cached Exchange Mode synchronizations to users’ .ost files. By default, in Outlook 2013, shared mail and non-mail folders are downloaded. Downloaded shared folders increase the size of users’ .ost files. Be aware that the setting Download shared non-mail folders applies to both mail and non-
mail shared folders in Outlook 2013. If you want to only disable the download of shared mail folders, see step 8.

7. Download Public Folder Favorites as part of Cached Exchange Mode synchronizations to users’ .ost files. By default, Public Folder Favorites are not downloaded. As with shared folders, downloading Public Folder Favorites increases the size of users’ .ost files. Also, synchronizing Public Folder Favorites causes additional network traffic that might be unwelcome for users who have slow connections.

8. If you must disable shared mail folders (like a delegated Inbox) but want to allow the download of shared non-mail folders (like Calendar) for profiles that use Cached Exchange Mode, follow these steps:
   a) In OCT, in the tree view, locate Additional Content and then click Add registry entries.
   b) In the reading pane, click Add.
   c) Enter the following information:

   **Registry key to allow the download of shared non-mail folders**

<table>
<thead>
<tr>
<th>Root</th>
<th>Data type</th>
<th>Key</th>
<th>Value name</th>
<th>Value data</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKEY_Current_User</td>
<td>REG_SZ</td>
<td>Software\Microsoft\Office\15.0\Outlook\Cached Mode</td>
<td>CacheOthersMail</td>
<td>0</td>
</tr>
</tbody>
</table>

   d) Choose OK.

To configure Cached Exchange Mode settings by using Group Policy

1. In Group Policy, load the Outlook 2013 template.
2. To customize Cached Exchange Mode options, open the Group Policy Management Console (GPMC) and, in the tree view, expand Domains and then expand Group Policy Objects.
3. From the short-cut menu (right-click), choose the policy object that you want and then choose Edit. The Group Policy Management Editor window opens.
4. In the tree view, expand User Configuration, expand Administrative Templates, expand Microsoft Outlook 2013, expand Account Settings, and then choose Exchange. You can also expand Exchange and then choose Cached Exchange Mode.
5. In the reading pane, in the Setting column, open (double-click) the policy that you want to set. For example, in the Exchange reading pane, open Use Cached Exchange Mode for new and existing Outlook profiles.
6. Select Enabled and select an option (if appropriate).
7. Choose OK.

To configure a default .ost location by using Group Policy
1. In Group Policy, load the Outlook 2013 template.
2. To configure a default .ost location, open the Group Policy Management Console (GPMC) and in the tree view expand **Domains** and then expand **Group Policy Objects**.
3. From the short-cut menu (right-click) of the policy object that you want, choose **Edit**. The Group Policy Management Editor window opens.
4. In the tree view, expand **User Configuration**, expand **Administrative Templates**, expand **Microsoft Outlook 2013**, expand **Miscellaneous**, and then choose **PST Settings**.
5. Open (double-click) **Default location for OST files**.
6. Choose **Enabled** to enable the policy setting.
7. In the **Default location for OST files** text box, enter the default location for .ost files. For example:
   
   ```
   %userprofile%\Local Settings\Application Data\Microsoft\newfolder.
   ```
8. Click **OK**. You can define a new default location for both Personal Outlook data files (.pst) and .ost files. After you choose **PST Settings** in the tree view, open (double-click) the **Default location for PST files** setting in the reading pane.

### To prevent a new .ost file from being created

1. In Group Policy, load the Outlook 2013 template.
2. To prevent a new .ost file from being created, open the Group Policy Management Console (GPMC) and, in the tree view, expand **Domains** and then expand **Group Policy Objects**.
3. From the short-cut menu (right-click) of the policy object that you want, choose **Edit**. The Group Policy Management Editor window opens.
4. In the tree view, expand **User Configuration**, expand **Administrative Templates**, expand **Microsoft Outlook 2013**, expand **Account Settings**, and then choose **Exchange**.
5. Open (double-click) **Do not create new OST file on upgrade**.
6. Choose **Enabled** to enable the policy setting and then choose **OK**.

**Plan a Cached Exchange Mode deployment in Outlook 2013**

**What's new in Outlook 2013 Preview**
Configure Outlook Anywhere in Outlook 2013

Published: September 25, 2012

Summary: Explains how administrators can configure Outlook Anywhere in Outlook 2013.

Applies to: Outlook 2013

Audience: IT Professionals

Outlook Anywhere enables Outlook 2013 users to access their Exchange Server accounts over the Internet without using virtual private network (VPN) connections when they travel or when they work outside the organization firewall.

This article describes the requirements and options for administrators who configure groups of Outlook user accounts to use Outlook Anywhere. Customization of Outlook Anywhere settings is optional and only necessary if you want to change the default configuration settings.

Important:

Are you looking for help with configuring Outlook Anywhere settings in Outlook on your desktop? You may be looking for Use Outlook Anywhere to connect to your Exchange server without VPN, which will help you change your desktop settings.

In this article:

- Overview
- Before you begin
- Use the OCT to configure Outlook Anywhere
- Use Group Policy to lock down Outlook Anywhere settings
- Verification

Overview

Customization of Outlook Anywhere settings is optional and only needed if you want to change the settings from the default configuration. By default, Exchange pushes down the Outlook Anywhere settings by using the Autodiscover service the first time that Outlook is started. We recommend that you first deploy Outlook to a test environment that has the default configurations. Review the default configurations to identify which settings, if any, you want to customize. For more information about Autodiscover and automatic account configuration, see Outlook Automatic Account Configuration.

If you have identified settings that you want to change from the default configurations, you can configure Outlook 2013 with Outlook Anywhere as part of an Outlook deployment by enabling the option in the Office Customization Tool (OCT) and (optionally) specifying additional settings, such as security-level requirements, to communicate with the Exchange Server computer. After you specify
these options, you save the settings together with other configurations in the Setup customization file (.msp file) that you use to deploy Outlook to users. For more information about the OCT, see Office Customization Tool (OCT) in Office 2013.

You can also lock down some Outlook Anywhere settings by using Group Policy. For more information about Outlook Anywhere Group Policy settings, see Use Group Policy to lock down Outlook Anywhere settings later in this article. For more information about Group Policy, see Group Policy overview for Office 2010 and Enforce settings by using Group Policy in Office 2010.

Outlook Anywhere was known as RPC over HTTP in earlier versions of Outlook.

Before you begin

- Before you start deployment, review Planning overview for Outlook 2013 and Plan a Cached Exchange Mode deployment in Outlook 2013 to determine the settings that you might have to configure for Outlook Anywhere.
- We recommend that you first deploy Outlook to a test environment with the default configurations. Review the default configurations to identify which settings, if any, that you want to customize.
- We recommend that the user accounts that you configure for Outlook Anywhere use Cached Exchange Mode. For more information about Cached Exchange Mode in Outlook, see Plan a Cached Exchange Mode deployment in Outlook 2013.
- Download the Group Policy Administrative template for Outlook 2013. To download the template files, see Office 2013 Administrative Template files (ADMX, ADML) and Office Customization Tool.
- Before you configure Outlook Anywhere for Outlook 2013 in an Exchange 2007 or Exchange Server 2010 environment without the Autodiscover service, obtain the URL for the Exchange proxy server that is configured for Outlook Anywhere. This URL is available from the organization’s Exchange administrator.

Use the OCT to configure Outlook Anywhere

Use this procedure to use the OCT to configure Outlook Anywhere.

**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 configure Outlook Anywhere by using the OCT

1. In the OCT, in the tree view, locate Outlook, choose Add accounts, and then choose Customize additional Outlook profile and account information.
2. Choose the Exchange account that you want to configure and then choose **Modify**.

3. If you are defining a new Exchange Server computer for users, enter a value or replaceable parameter in **User Name**.
   For example, you might specify =\%UserName\% to use the exact logon name for each user. This helps prevent user prompts when Outlook asks users to decide among several variations.

4. If you are defining a new Exchange 2007 or Exchange Server 2010 computer, in the **Exchange Server** text box enter the name of the Exchange Server computer.
   Skip steps 3 and 4 if you are configuring Outlook Anywhere for existing Exchange users who are not moving to a new Exchange Server computer.

5. Choose **More Settings**.

6. In the **Exchange Settings** dialog box, on the **Outlook Anywhere** tab, select the **Configure Outlook Anywhere** check box and then select the **Connect to Exchange Mailbox using HTTP** check box.

7. In the text box that follows these check boxes, type the server name for the Outlook Anywhere proxy server.
   Do not enter http:// or https:// as part of the name.

8. If you want users to connect through Secured Sockets Layer (SSL) only, select **Connect using SSL only**. If you want to support both server authentication and client authentication, select **Mutually authenticate the session when the system connects with SSL** and enter the principal name of the proxy server.

9. Select whether to reverse the default way in which Outlook decides which connection type to try first, LAN (TCP/IP) or Outlook Anywhere (HTTP). The default is LAN (TCP/IP) first, then Outlook Anywhere (HTTP). If you expect users to connect when they are outside the corporate network more frequently than when they are inside the corporate network, we recommend that you configure Outlook to try Outlook Anywhere (HTTP) first.

10. Select an authentication method from the drop-down list.
    The default method is **Password Authentication (NTLM)**.

11. Choose **OK** to return to the **Exchange Settings** dialog box, and then choose **Finish**.

12. Complete other Outlook or Office configurations, and on the **File** menu, choose **Save** to create the customization file that you can deploy to users.

### Use Group Policy to lock down Outlook Anywhere settings

Use this procedure to use Group Policy to lock down Outlook Anywhere. The **Configure Outlook Anywhere user interface options** policy setting allows you to determine whether users can view and change user interface (UI) options for Outlook Anywhere.

- **If you enable this policy setting**, users can view and change UI options for Outlook Anywhere.
- **If you disable, or do not configure this policy setting**, users can use the Outlook Anywhere feature. However, they will be unable to view or change UI options for it.

**To lock down Outlook Anywhere settings in the user interface by using Group Policy**

1. In the Group Policy Object Editor, load the Outlook 2013 Administrative template (Outlk15.admx).
2. Open the Group Policy Management Console (GPMC) and in the tree view expand **Domains** and then expand **Group Policy Objects**.
3. Choose the policy object that you want and then use its shortcut menu (right-click) to choose **Edit**. The Group Policy Management Editor window opens.
4. In the tree view, expand **User Configuration**, expand **Administrative Templates**, expand **Microsoft Outlook 2013**, expand **Account Settings**, and then choose **Exchange**.
5. In the reading pane, in the **Setting** column, open (double-click) **Configure Outlook Anywhere user interface options**.
6. If you do not want users to be able to view or change UI options for Outlook Anywhere, select **Disabled**.
7. If you want users to view or change UI options for Outlook Anywhere, select **Enabled**. Then choose an option in the **Choose UI State when OS can support feature** drop-down list.
8. Choose **OK**.

**Verification**

After you have finished your configurations, apply the configurations in a test environment. In the test environment, open Outlook and verify that the configurations are applied as expected.

*Plan a Cached Exchange Mode deployment in Outlook 2013*

*Planning overview for Outlook 2013*

*Outlook Anywhere with Exchange Server 2013*
Configure junk email settings in Outlook 2013

Published: October 2, 2012

**Summary:** Learn how administrators can create and deploy junk email lists and configure the junk email filter for Outlook 2013.

**Applies to:** Outlook 2013

**Audience:** IT Professionals

Administrators can create Junk E-mail Filter lists in Outlook 2013, and configure the Junk E-mail Filter and automatic picture download, by following the steps that are described in this article.

⚠️ **Important:**

This article is provides content for administrators who configure Outlook settings for their organizations.

**Are you looking for help with configuring junk email settings in Outlook on your desktop?** You may be looking for Change the level of protection in the Junk E-Mail Filter, which will help you change your desktop settings.

In this article:

- Overview
- Before you begin
- Create and deploy Junk E-mail Filter lists
- Configure the Junk E-mail Filter
- Configure automatic picture download

**Overview**

Outlook 2013 provides features that can help users avoid receiving and reading junk e-mail messages that include the Junk E-mail Filter and the ability to disable automatic content download from external servers.

Junk e-mail filtering in Outlook 2013 includes Junk E-mail Filter lists and technology built into the software that helps determine whether an e-mail message should be treated as junk e-mail. You can create the following initial Junk E-mail Filter lists to deploy to users: lists for Safe Senders, Safe Recipients, and Blocked Senders.

The lists that you provide are default lists. If you deploy the lists by using Group Policy, users can change the lists during their Outlook session. When users restart Outlook, Group Policy will append the list by default or, if you have enabled **Overwrite or Append Junk Mail Import List**, their changes will be overwritten with the original list that you deployed. If you deploy the lists by using the OCT, users
can customize and keep their customized lists as they use Outlook, to fine-tune the filters to work best for their messaging needs.

You can use Group Policy or the Office Customization Tool (OCT) to customize settings for the Junk E-mail Filter, and to disable automatic content download to meet the needs of your organization. For example, you can configure the Junk E-mail Filter to be more aggressive. However, that might also catch more legitimate messages. Rules that are not part of the junk e-mail management built into the software are not affected.

**Before you begin**

Review [Plan for limiting junk e-mail in Outlook 2010](#) to determine what settings to configure for the Junk E-mail Filter and automatic content download.

For information about how to download the Outlook 2013 administrative template, and about other Office 2013 templates, see [Office 2013 Administrative Template files (ADMX, ADML) and Office Customization Tool](#). For more information about Group Policy, see [Group Policy overview for Office 2010](#) and [Enforce settings by using Group Policy in Office 2010](#).

For more information about the OCT, see [Office Customization Tool (OCT) in Office 2013](#).

**Create and deploy Junk E-mail Filter lists**

To deploy Junk E-mail Filter lists, first create the lists on a test computer and then distribute the lists to users. You can distribute the lists by putting the lists on a network share. If you have remote users not connected to the domain, you can use the OCT to add the files by using the Add files option.

**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 create default Junk E-mail Filter lists**

1. Install Outlook 2013 on a test computer.
3. In Outlook 2013, on the Home tab, in the Delete group, choose Junk and Junk E-mail Options.
5. Enter an e-mail address. For example: someone@exchange.example.com
6. Choose OK.
7. To add more e-mail addresses, repeat steps 3 through 6.
8. Choose Export to file.
9. Enter a unique file name for the Safe Senders list, and then choose Save.
10. Repeat steps 3 through 9 with the Safe Recipients tab and the Blocked Senders tab to create Safe Recipients and Blocked Senders lists. Be sure to specify a unique file name for each list.

To deploy Junk E-mail Filter lists for users by using the Office Customization Tool
1. Copy the three Junk E-mail Filter files that you created in the previous procedure to a network file share.
2. If you have remote users not connected to the domain, follow these steps.
   a) In the OCT, choose Add Files and then choose Add.
   b) In the Add Files to MSP File dialog box, select the three Junk E-mail Filter files that you created in the previous procedure.
      Hold down the CONTROL or SHIFT key to select multiple files.
   c) Choose Add.
   d) In the File Destination Path dialog box, in the Destination path on the user's computer box, enter the folder where you want to install the file on users' computers, and then choose OK.
3. In the OCT, in the tree view, choose Modify User Settings.
4. In the reading pane, expand Microsoft Outlook 2013, expand Outlook Options, expand Preferences, and then choose Junk E-mail.
5. Open (double-click) Trigger to apply junk email list settings, choose Enabled and OK so that the setting is applied and Junk E-mail Filter lists are imported for users.
6. To overwrite existing Junk E-mail Filter lists with new lists, open (double-click) Overwrite or Append Junk Mail Import List, choose Enabled and then choose OK.
7. To specify a path of each Junk E-mail Filter list, open the settings that correspond to each list (for example, Specify path to Safe Senders), choose Enabled and enter a path and file name in the box (for example, in the Specify path to Safe Senders list).
8. Choose OK or choose Next setting to specify the path for another Junk E-mail Filter list.
9. Complete other Outlook 2013 or Office 2013 configurations, and on the File menu, choose Save to create the customization file that you can deploy to users.

For more information about how to use the Office Customization Tool for configuring an Office installation to deploy files, see Office Customization Tool (OCT) in Office 2013.
Configure the Junk E-mail Filter

You can lock down the settings to customize Junk E-mail Filter options by using the Outlook 2013 Group Policy template. Or you can configure default settings by using the OCT. If this is the case, users can change the settings. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

If you decide to configure Junk E-mail Filter settings in the OCT, see the procedure To configure Outlook Junk E-mail Filter settings in the Office Customization Tool later in this article for an additional setting that must be configured.

Use the following procedure to configure Junk E-mail Filter options in Outlook. For the Junk E-mail Filter options that you can configure, see Plan for limiting junk e-mail in Outlook 2010.

To configure Outlook Junk E-mail Filter settings in Group Policy
1. In Group Policy, load the Outlook 2013 template and open User Configuration\Administrative Templates\Microsoft Outlook 2013\Outlook Options\Preferences\Junk E-mail.
2. Open (double-click) the option that you want to configure. For example, open Junk E-mail protection level.
3. Choose Enabled.
4. If appropriate, select a radio button for the option that you want to set, or select an option from a drop-down list.
5. Choose OK.
6. To enable the Junk E-mail settings, you must set the Junk E-Mail Import list setting. You can do this by using the OCT.
   a) In the OCT, on the Modify user settings page, under Microsoft Outlook 2013\Outlook Options\Preferences\Junk E-mail, open Trigger to apply junk email list settings.
   b) Choose Enabled.
   c) Choose OK.
   d) Complete other Outlook 2013 or Office 2013 configurations in the OCT, and on the File menu, choose Save to create the customization file that you can deploy to users.

To configure Outlook Junk E-mail Filter settings in the Office Customization Tool
1. In the OCT, on the Modify user settings page, under Microsoft Outlook 2013\Outlook Options\Preferences\Junk E-mail, open (double-click) Trigger to apply junk email list settings.
2. Choose Enabled.
3. Choose OK.
4. Open and set any other Junk E-mail options that you want to configure.
5. Complete other Outlook 2013 or Office 2013 configurations, and on the File menu, choose Save to create the customization file that you can deploy to users.

**Configure automatic picture download**

To help protect users’ privacy and to combat web beacons—functionality embedded within items to detect when recipients have viewed an item—Outlook 2013 is configured by default not to automatically download pictures or other content from external servers on the Internet.

You can lock down the settings to customize automatic picture download by using the Outlook 2013 Group Policy template. Or you can configure default settings by using the OCT. If this is the case, users can change the settings. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

**To configure options for automatic picture download behavior in Outlook by using Group Policy**

1. In Group Policy, load the Outlook 2013 template.

2. Under User Configuration\Administrative Templates\Microsoft Outlook 2013\Security, choose Automatic Picture Download Settings.

3. Open the option that you want to configure. For example, open Do not permit download of content from safe zones.

4. Choose Enabled.

5. If appropriate, select a radio button for the option that you want to set, or select an option from a drop-down list.

6. Choose OK.

**To configure options for automatic picture download behavior in Outlook by using the Office Customization Tool**

1. In the OCT, on the Modify user settings page, under Microsoft Outlook 2013\Security\Automatic Picture Download Settings, open the option that you want to configure. For example, open Include Intranet in Safe Zones for Automatic Picture Download.

2. Select a radio button for the option that you want to set.

3. Choose OK.

4. Complete other Outlook 2013 or Office 2013 configurations, and on the File menu, choose Save to create the customization file that you can deploy to users.

**Plan for limiting junk e-mail in Outlook 2010**

**How to deploy junk email settings, such as the Safe Senders list, by using Group Policy**
Roll out Office 2013

Updated: October 16, 2012

**Summary** Find articles about architecture, deployment scenarios, step-by-step installation instructions, and methods of rolling out Office 2013.

**Applies to:** Office 2013

**Audience:** IT Professionals

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

### Articles about rolling out Office 2013

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Install Office 2013 from the local installation source

Published: October 16, 2012

Summary: Learn about how to install the Windows Installer-based version of Office 2013 (MSI) from the local installation source.

Applies to: Office 2013

Audience: IT Professionals

When you deploy Office 2013, Setup creates a local installation source on the user's computer. It is a copy of the compressed source files for the Office product that you install. The default location is \MSOCache\All Users, which is a hidden folder at the root of the drive on which Office is installed. After the files are copied to the user's computer, Setup completes the installation from the local installation source. You can minimize the load on a network by doing the installation in two steps:

1. Deploy the local installation source by using Setup and a customized Config.xml file, which will copy the compressed source files to the local computer. This is called precaching and an MSOCache folder is created on the local computer to store the installation files.
2. Run Setup from the local installation source.

Precaching lets most of the installation activity occur on the local computer instead of over the network. You can distribute the local installation source to groups of users over time and then schedule a concurrent installation throughout the organization without overtaxing the network.

Important:
Running Setup.exe from the MSOCache, as described in this article, is intended only for new installations of Office 2013. This method does not work if you have an existing Office 2010 or Office 2007 installation on the computer on which you are installing Office 2013. If you attempt to upgrade from Office 2010 or Office 2007 to Office 2013 by installing Office 2013 from the MSOCache folder, an error message that resembles the following may be displayed: “The Language of this installation package is not supported by your system.”

In this article:

- Create a network installation point
- Deploy the local installation source
- Run Setup from the local installation source
Create a network installation point

Before you begin, you will want to create, replicate, and secure a network installation point. To do this, copy all source files and any language packs that you want to deploy from the Office 2013 installation media to a shared location on the network. You can then use the network installation point as a starting place to distribute Office 2013. Make sure that access to Office 2013 source files is read-only. The Setup.xml and Package.xml files, such as ProPlusWW.xml for Office 2013, are digitally signed and cannot be changed. For more information, see Create a network installation point in Customize Setup before installing Office 2013.

Deploy the local installation source

Use the following procedure to deploy the local installation source before you deploy Office 2013.

**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 deploy the local installation source separately

1. On the network installation point, open the Config.xml file in a text editor, such as Notepad. For information about the Config.xml file, see Config.xml file in Office 2013.

   By default, Config.xml is located in the core product folder for the Office product that you are installing. For example, if you install Office Professional Plus 2013, open the Config.xml file in the ProPlus.WW folder.

2. Find the `<LIS>` element: remove the comment marks in the line by deleting the opening `<!--` and closing `-->` tags.

3. Set the `<CACHEACTION>` attribute to "CacheOnly".

   The line in Config.xml should look as shown in the following example.

   `<LIS CACHEACTION="CacheOnly" />

4. Save the Config.xml file.

5. Run Setup.exe on users' computers. On the Setup command line, specify the path of the custom Config.xml file.

   You must use a fully qualified path. For example: `\server\share\Office15\setup.exe /config \server\share\Office15\ProPlus.WW\Config.xml`

   where:

   `Office15` is the root of the network installation point.
/config specifies the path of the customized Config.xml file.

Note:

If you precache the local installation source on users’ computers and then later have to remove it, you can set the <CACHEACTION> attribute to "RemoveCacheOnly" and run Setup again. This setting works only if users have not yet installed Office.

To take full advantage of precaching the local installation source for new installations of Office 2013, you can use the Setup.exe file from the local cache and only pass in the optional files, the Setup customization file (.msp file), and the custom Config.xml file from a network installation source. You must use the fully qualified path of these files. If the share names contain spaces, use quotation marks around the paths as shown in the following example.

"C:\MSOCache\All Users\{90150000-0011-0000-0000-0000000FF1CE}-C\setup.exe" /adminfile "\server\share\Office15\mychanges\db_outlookonly.msp" /config "\server\share\Office15\ProPlus.WW\Config.xml"

where:

/adminfile specifies the location of the Setup customization .msp file.

/config specifies the location of the customized Config.xml file.

Setup handles the creation and maintenance of the local installation source automatically. The default location is \MSOCache\All Users at the root of the drive on which Office is installed. In addition to installing Office from the local installation source, Setup uses the local installation source to repair, reinstall, or update Office later. If the local installation source is corrupted or deleted, Setup uses the original source on the network to repair or re-create it. For information about the /adminfile and /config setup command-line options, see /adminfile [path] and /config [path] in Setup command-line options for Office 2013.

Note:

If you set the installation location for Office to another location (for example, by entering a new value for the INSTALLLOCATION attribute in Config.xml), Setup creates the local installation source at that location.

MSOCache folder

Setup copies each package from the network installation point to a separate subfolder under MSOCache\All Users. The subfolder for the core product package includes a copy of Setup.exe that defaults to installing that product. Subfolders under MSOCache\All Users are named according to the download code for each package, instead of the folder naming convention that is used on the network installation point.

Note:

Download codes for each Office product can be found in the Setup.xml file in the core product folder. The line in the Setup.xml file for Office Professional Plus 2013 should look as shown in the following example:
The letter that is appended to the end of each download code (C, for example) indicates the drive on which the local installation source for that product is installed. If a user has installed multiple Office products on different drives, each drive contains a local installation source in the MSOCache\All Users folder. The drive letter in the download code enables Windows Installer to identify the correct location for the specified product.

In the precache scenario only, Setup also copies the Updates folder from the network installation point to the local installation source. You can store both Setup customization files (.msp files) and software update files (.msp files) in the Updates folder and automatically include them in the installation. You gain the benefits of an offline installation without losing any of your customizations. For more information about using the Updates folder, see "Updates folder" in Office Customization Tool (OCT) in Office 2013.

**Run Setup from the local installation source**

To run Setup, you must identify the subfolder in MSOCache\All Users that contains the core product that you want to install. See **MSOCache folder**. Setup.exe is located in the same folder that contains the core product file <product_name>WW.msi, for example, ProPlusWW.msi. For example, for Office Professional Plus 2013, the core product file is ProPlusWW.msi, and the folder that contains Setup.exe is {90150000-0011-0000-0000-0000000FF1CE}-<drive letter>. The folder includes files, such as the following:

- Office64WW.msi
- Office64WW.xml
- Ose.exe
- Osetup.dll
- OWOW64WW.cab
- PidGenX.dll
- pkeyconfig-office.xrm-ms
- ProPlusWW.msi
- ProPlusWW.xml
- ProPsWW.cab
- ProPsWW2.cab
- Setup.dll
- Setup.exe
- Setup.xml

**To run setup from the local installation source**

1. Distribute the local installation to users. See **Deploy the local installation source**.
2. Locate the download code for the Office product that you want to install. Download codes are included in the Setup.xml file in the core product folder.
For example, locate the line in Setup.xml that contains the LocalCache entry as in this example from Office Professional Plus 2013:

```xml
<LocalCache DownloadCode="{90150000-0011-0000-0000-0000000FF1CE}" SkuComponentDirectory="ProPlus.WW"/>
```

3. Run Setup.exe from the subfolder in MSOCache\All Users that corresponds to the download code. You can use a relative path of point to the location of Setup.exe on each user's computer.

For example, if you deployed the local installation source for Office Professional Plus 2013 on drive C, use the following command line:

```
C:\MSOCache\All Users\{90150000-0011-0000-0000-0000000FF1CE}-C \setup.exe
```

You can send the Setup.exe command line to users by whatever means that you want — for example, in a logon script or a batch file.

Create a network installation point
Setup architecture overview for Office 2013
Config.xml file in Office 2013
Customize Setup before installing Office 2013
Office Customization Tool (OCT) in Office 2013
Deploy Office 2013 from a network installation point

Published: October 16, 2012

Summary: Provides information about how to use a network share as a network installation point from which to deploy Office 2013.

Applies to: Office 2013 | Office 365 ProPlus

Audience: IT Professionals

One way that you can deploy Office 2013 is from a central location, such as a shared folder on a network file server. By creating a network installation point to deploy Office, you can control which Office products and languages that users can install. You can also make sure that Office is deployed consistently throughout the organization.

The basic steps to use a network installation point to deploy Office are as follows:

- Copy all the appropriate Office product and language files to a location on the network.
- Create a network share and assign the appropriate permissions.
- Have users run the Office Setup program from the network installation point to install Office on to their local computers. Remember that, to install Office, users must be local administrators on their computers.

Another option is to create a script that performs a silent (unattended) installation of Office from the network installation point and that requires no input from the user. You can then deploy the script by using Group Policy or by using a software distribution product such as Microsoft System Center Configuration Manager. You can use this option if users are not local administrators on their computers.

Note:
For more information about how to deploy Office by using Group Policy, see Deploy Office 2013 by using Group Policy computer startup scripts.

You can use a network installation point to deploy a Windows Installer-based (MSI) version of Office such as Office Standard 2013) or a Click-to-Run version of Office such as Office 365 ProPlus).

In this article:

- Planning considerations for using a network installation point to deploy Office
- Using a network installation point to deploy a Windows Installer-based (MSI) version of Office
- Using a network installation point to deploy a Click-to-Run version of Office
Planning considerations for using a network installation point to deploy Office

The amount of disk space that is required on the network installation point depends on the Office products and languages that you are deploying. You can include multiple products on the same network installation point. For example, the network installation point can include the installation files for Office Standard 2013, Project Professional 2013, and Visio Professional 2013. The network installation point can also include the language files for multiple languages. For example, you can include the language files for French and Spanish on the same network installation point as the English language files.

When you create a network installation point to deploy Office, you must assign the appropriate permissions to the network share. Users require only Read permissions to the network share to be able to run the Setup program to install Office. If you configure Office Setup to place installation log files on a network share, users must have Read and Write permissions to that network share.

**Note:**
For more information about how to create network shares and assign permissions in Windows Server, see [Shared Folders](#).

We recommend that you make the Office product and language files available from multiple locations on the network. Some benefits of multiple network installation points include the following:

- **Availability** If you create multiple network installation points, you help make sure that users always have access to a network source for the Office installation files. You can use the Distributed File System (DFS) role service in Windows Server to create a network share that is replicated to multiple locations. For more information, see [DFS Management](#).

- **Proximity** You want to have a network installation point on the same part of the network as the users who are installing Office. This can help minimize the effect on network bandwidth and provide a better installation experience for the users. For example, if users are located in a branch office, you can create a network installation point on a file server in the branch office. The users can then install Office from the local network, which will be faster than installing over the network from a network installation point in another office.

- **Consistency** By copying a network installation point, you can make sure that the same Office configuration is installed throughout the organization.

- **Flexibility** Regional offices within the organization can copy the network installation point and then add region-specific customizations for installing Office.

Using a network installation point to deploy a Windows Installer-based (MSI) version of Office

To deploy a Windows Installer-based (MSI) version of Office 2013 from a network installation point, begin by copying the Office product and language files from your installation media to the network share.
In a Windows Installer-based version of Office 2013, core Setup files are shared among all the Office products and language packs. Because core Setup files are identical, you only need one copy of the core Setup files on the network installation point. For example, when you copy a language pack to the network installation point, you are prompted to indicate whether you want to overwrite existing Office Setup files on the network installation point. Because the files are the same, you can skip copying those duplicate files to the network installation point.

If there are multiple Office products on the network installation point when you run Setup, Setup prompts you to select the product that you want to install. If there are multiple Office languages on the network installation point when you run Setup, and if you select Customize during Setup, you can select which languages that you want to install.

After Office is installed, users do not typically have to use the network installation point to update, change, or reinstall Office. Setup automatically creates a local installation source on each user's computer when it installs Office. But, if the local installation source is corrupted or deleted, Setup returns to the original network installation point to re-create the local installation source on the user's computer.

To make sure that a network installation point is available if it is needed, you can use the Office Customization Tool (OCT) to specify Additional network sources. Setup looks for servers in the Additional network sources list, in the order that you specify, if the original network installation point is unavailable. For more information about how to specify Additional network sources, see Office Customization Tool (OCT) in Office 2013.

**Note:**

If you are concerned about the effect on network bandwidth of multiple users who are installing Office from a network installation point at the same time, you can copy (precache) the product and language files to the user's computer. Then, the user can run the Setup program from that local installation source. For more information, see Install Office 2013 from the local installation source.

As part of deploying Office from a network installation point, you might want to customize the installation or create a scripted installation that performs a silent (unattended) installation and that requires no input from the users. The following articles provide information that will help you customize or script installations of a Windows Installer-based version of Office:

- To customize the installation of Office (for example, which applications and features are installed), use the Office Customization Tool. This will create a Setup customization .msp file that you place in the Updates folder on the network installation point. For more information, see Office Customization Tool (OCT) in Office 2013.
- To specify the languages that are installed, configure the AddLanguage element in a Config.xml file. For more information, see Config.xml file in Office 2013.
- For more information about Setup command-line options to use in scripts, see Setup command-line options for Office 2013.
- For more information about how to perform a silent (unattended) installation of a Windows Installer-based version of Office, see Configure a silent installation of Office 2013.
Using a network installation point to deploy a Click-to-Run version of Office

To deploy a Click-to-Run version of Office from a network installation point, use the Office Deployment Tool.

First, create a customized Configuration.xml file to specify which Office products and languages for the Office Deployment Tool to download. In the Configuration.xml, you can use the **SourcePath** attribute to specify the network share as the download location. Then, run the Office Deployment Tool with the */download* command. The tool reads the information in the customized Configuration.xml file and then downloads the specified Office products and languages to the network share that you specify.

To install specific Office products and languages to a user's computer, make sure that the network share is specified as the **SourcePath** in the Configuration.xml file, and then run the Office Deployment Tool with the */configure* command.

For more information about how to use the Office Deployment Tool to deploy a Click-to-Run version of Office from a network installation point, see the following articles:

- [Office Deployment Tool for Click-to-Run](#)
- [Click-to-Run for Office 365 Configuration.xml file](#)
- [Download Click-to-Run for Office 365 products by using the Office Deployment Tool](#)
- [Deploy Click-to-Run for Office 365 products by using the Office Deployment Tool](#)

**Language in Office 2013**

[Deployment methods for Office 2013](#)

[Click-to-Run overview](#)
Deploy Office 2013 by using Group Policy computer startup scripts

Published: October 16, 2012

**Summary:** Provides information about how to use Group Policy and a computer startup script to install Office 2013.

**Applies to:** Office 2013 | Office 365 ProPlus

**Audience:** IT Professionals

One way that you can deploy Office 2013 is to use a script that installs Office when the computer starts. To deploy this script to a computer, you use Group Policy. Group Policy is a feature of Windows Server and Active Directory Domain Services (AD DS) and it enables you to create policies to apply standard configurations to computers and users in your organization. For more information about Group Policy, see [Group Policy](#).

One situation in which it makes sense to use a computer startup script to install Office is when users are not local administrators on their computers. To install Office, you must be a local administrator on the computer. Because the startup script runs in the context of the Local System account, the script has the necessary permissions to install Office on the computer.

You might also want to use a computer startup script if you must install Office only on certain computers in your organization or if you want to automate the installation of Office for users.

You can use a computer startup script to deploy a Windows Installer-based (MSI) version of Office, such as Office Standard 2013, or a Click-to-Run version of Office such as Office 365 ProPlus.

**Important:**

You can't use the following in Group Policy to deploy Office 2013:

- Group Policy Software Installation
- The "Always install with elevated privileges" Group Policy setting for Windows Installer

This is because the setup architecture for Office 2013 uses multiple .msi files and the Office Setup program is an executable (.exe) file.

In this article:

- Copy the Office product and language files to a network share
- Create a script to perform a silent (unattended) installation of Office from the network share
- Configure the installation script as a computer startup script by using Group Policy
Copy the Office product and language files to a network share

To use a computer startup script, start by copying the Office product and language files to a central location, such as a network share. All computers on which you want to install Office must be able to reach the network share. Also, Authenticated Users must have Read permissions to the network share.

To deploy a Windows Installer-based (MSI) version of Office 2013, copy the Office product and language files from the installation media to the network share. For more information about how to create a network share to install Office, see Deploy Office 2013 from a network installation point.

**Note:**

To customize the installation of a Windows Installer-based version of Office, use the Office Customization Tool. For example, you can do this to specify which applications and features are installed. For more information, see Office Customization Tool (OCT) in Office 2013.

To deploy a Click-to-Run version of Office, use the Office Deployment Tool to download the Office product and language files to the local network. For more information about how to use the Office Deployment Tool, see Office Deployment Tool for Click-to-Run.

Create a script to perform a silent (unattended) installation of Office from the network share

After you copy the Office product and language files to a network share, create a script that runs Setup from the network share and installs Office on the user's computer. You can write the script in any language that is supported by the client computer. To create scripts, people frequently use Windows Scripts Host-supported languages such as VBScript and Jscript, command files such as batch files, and Windows PowerShell.

Remember that, because the script runs before a user logs in to the computer, you must write the script to perform a silent (unattended) installation of Office that requires no input from the user. For more information about how to perform a silent installation of Office, see the following:

- For a Windows Installer-based (MSI) version of Office 2013, see Configure a silent installation of Office 2013.
- For a Click-to-Run version of Office, use the Office Deployment Tool with the /configure command and a customized Configuration.xml file. In the customized Configuration.xml file, for the Display element, you'll configure the appropriate values for the Level and the AcceptEULA attributes. For more information, see the following articles:
  - Click-to-Run for Office 365 Configuration.xml file
  - Office Deployment Tool for Click-to-Run

Because the startup script runs every time that the computer starts, the script should check whether Office is already installed on the computer before the script continues.
After you create the script, test that the script works in a controlled test environment before you use the script as a computer startup script in Group Policy.

**Configure the installation script as a computer startup script by using Group Policy**

After you test the installation script, do the following:

- [Create a Group Policy Object (GPO)](#)
- [Copy the script to the Startup folder for the GPO](#)
- [Configure the GPO to use the script as a computer startup script](#)

**Create a Group Policy Object (GPO)**

To create a Group Policy Object, use the Group Policy Management Console (GPMC). By default, only domain administrators, enterprise administrators, and members of the Group Policy creator owners group in AD DS can create and edit GPOs. For more information about how to use the GPMC, see [Group Policy Management Console](#).

One possible configuration is to create an organizational unit (OU) in AD DS and place the computers on which you want to install Office into that OU. Then, create the GPO and link the GPO to that OU.

⚠️ **Caution:**

Group Policy enables you to affect configurations across hundreds and even thousands of computers in an organization. Therefore, make sure that you rigorously test all new Group Policy configurations or deployments in a test environment before you move them into a production environment.

**Copy the script to the Startup folder for the GPO**

After you create the GPO, copy the script to the Startup folder for the GPO on a domain controller for the Active Directory domain. The path of the Startup folder for the GPO is as follows:

```
%systemroot%\sysvol\domain\Policies\{GPO ID\}\Machines\Scripts\Startup
```

where:

- `%systemroot%` is an environment variable that represents the drive and folder where the operating system is installed. For example, `c:\windows`.
- `{GPO ID}` is the unique ID for the GPO. For example, `{467FE97D-0A65-4EE1-AE41-EB9A27E7DC7A}`. To find the ID for the GPO, select the GPO in the GPMC, and then in the details pane, select the **Details** tab. The ID is listed as **Unique ID** on the **Details** tab.

The GPO and the script are replicated automatically to all domain controllers in the domain.
Configure the GPO to use the script as a computer startup script

After you copy the script to the Startup folder for the GPO, configure the GPO to use the script as a computer startup script. To configure the GPO, use the GPMC and follow the steps in the Assign Computer Startup Scripts.

By default, the total time that the system waits for all logon, logoff, startup, and shutdown scripts that are applied by Group Policy to finish running is 600 seconds (10 minutes). If necessary, you can use the "Maximum wait time for Group Policy scripts" Group Policy setting to adjust this time to make sure that the startup script finishes running. The path of this setting in the GPMC, when you edit a GPO, is Computer Configuration\Policies\Administrative Templates\System\Scripts.

Deployment methods for Office 2013

Click-to-Run overview
Language in Office 2013

Updated: October 16, 2012

Summary: Find articles that will help you plan which languages to install and how to configure Office 2013 for different languages.

Applies to: Office 2013

Audience: IT Professionals

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

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Plan for multilanguage deployment of Office 2013

Published: October 2, 2012

Summary: Plan for multilanguage setup, and customization and proofing tools for Office 2013.

Applies to: Office 2013

Audience: IT Professionals

To deploy Office 2013 in multiple languages, you must plan carefully. This article discusses the planning considerations for Setup and the customizations that you can make when you install language packs or proofing tools.

⚠️ Important:

This article describes methods to deploy and manage language packs for the Windows Installer-based (MSI) delivery format of Office 2013, which is available for enterprise organizations through volume licensing. If you have an Office subscription and you are deploying Office 365 ProPlus, which uses the Click-to-Run delivery format, see the following articles about how to customize it for language:

- Click-to-Run for Office 365 Setup architecture overview (see Language-neutral design)
- Customization overview for Click-to-Run
- Office Deployment Tool for Click-to-Run
- Click-to-Run for Office 365 Configuration.xml file (see Language element)

In this article:

- Plan Setup
- Plan customizations
- Plan for proofing tools

Plan Setup

The language-neutral design of Office 2013 helps simplify the deployment of Office products in multiple languages. Instead of creating a series of installations, you enable Setup to coordinate a single installation of multiple language versions.

All language-specific components for a particular language are contained in an Office 2013 Language Pack. Each Office 2013 Language Pack includes language-specific folders for all Office 2013 products that are available in that language. Folders are identified by a language tag that is appended to the
folder name. For a complete list of language tags, see Language identifiers and OptionState Id values in Office 2013.

Select all the Office 2013 Language Packs that you want and then copy them to a network installation point that contains at least one complete Office 2013 product. By default, Setup automatically installs the language version that matches the Windows user locale that is set on each user's computer. Or, you can override this default behavior and manage the distribution of multiple language versions manually. For example, you can perform any of the following tasks:

- Install more than one language on a single computer
- Specify which languages to install on users’ computers, regardless of the language of the operating system that is specified by user locale
- Specify custom settings once and then apply them to all language versions that you deploy in your organization
- Deploy different languages to different groups of users
- Deploy the Microsoft Office 2013 Proofing Tools Kit for additional languages

To identify which deployment solution is appropriate for your scenario, see the model poster Deploy Multilanguage Packs for Microsoft Office 2010.

**Note:**

Although the poster describes how to deploy Multilanguage packs for Office 2010, and the list of languages has changed for Office 2013, the key decision points, tasks, and outputs described in the poster still apply to Office 2013.

To determine which companion proofing languages are included in an Office 2013 Language Pack, see Companion proofing languages for Office 2013. Each Office 2013 Language Pack contains the proofing tools for one or more additional languages. For example, the Office 2013 Language Pack - Danish contains the proofing tools for English and German, in addition to Danish. All Office 2013 Language Packs contain the proofing tools for English. For more information about proofing tools, see Plan for proofing tools.

Before it installs a language version of an Office 2013 product, Setup determines whether the user has the required operating system support for that language. Setup stops the installation if there is no support. For example, if a user has not enabled support for East Asian languages, Setup does not install the Japanese version of Office 2013.
It is important to determine the languages that you want before you begin your deployment. There are special steps that you must take to include additional languages if you have to change users' configurations after the initial deployment. For more information, see Add or remove language packs after deployment of Office 2013.

Understanding the Setup logic for Shell UI language

Whenever you deploy the Office 2013 from a network installation point that contains more than one language version, Setup must determine which language to use for the Setup user interface. By default, Setup uses that same language for the Office 2013 installation language and for the Shell user interface (Shell UI). The Shell UI includes core elements of Office 2013 that register with the operating system, such file name extensions, Tool Tips, and right-click menu items.

If your objective is to install only one language version of Office 2013 on each client computer and if you do not specify any additional languages in the Config.xml file, Setup uses the following logic to determine which language to use:

- Setup matches the language of the user locale.
- If there is no match, Setup looks for a close match. If the user locale is set to English (Canada), for example, Setup might install Office 2013 in English (U.S).
- If there is no close match, Setup looks for a language in the following subkey in the Windows registry:
  \HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Common\LanguageResources\InstallLanguage
  If the InstallLanguage entry has not been added to the LanguageResources subkey and set to a particular language (LCID), Setup either prompts the user to select a language during an interactive installation, or it stops a silent installation.

If your objective is to install more than one language version of Office 2013 on each client computer, you should edit the Config.xml file and set the <AddLanguage> element for each language that you want to include. However, when you add more than one language in the Config.xml file, you must specify which of those languages Setup should use for the Shell UI. If the Shell UI language is not specified, the installation will fail.

You specify a language for the Shell UI by setting the ShellTransform attribute of the <AddLanguage> element. In this case, the language of the Setup user interface follows the logic described previously. However, the languages that are installed on the computer and the language of the Shell UI are determined by the entries in the Config.xml file.

Setup always installs Office 2013 in the language of the Shell UI, in addition to any other installation languages. For example, if the Shell UI is set to French, the user can select additional installation languages on the Languages tab. However, the user cannot remove French.

For specific steps on how to customize Setup for different scenarios, see applicable sections in Customize language setup and settings for Office 2013:

- Deploy a default language version of Office
- Specify which languages to install
• **Deploy different languages to different groups of users**

## Plan customizations

When a user starts an Office 2013 application for the first time, Setup applies default settings that match the language that is installed on the computer and the language that is specified by the Windows user locale setting.

Four main language settings affect the way users work with Office 2013:

- **Primary editing language**  When more than one language version of Office 2013 is installed on the computer, this setting determines the language in which users work with Office applications and documents.
- **Enabled editing languages**  Users can specify more than one language for editing Office 2013 documents. Depending on the languages selected, this setting might require the user to install additional proofing tools.
- **User interface language**  This setting determines the language in which the user interface is displayed.
- **Help language**  This setting determines the language in which users view Help topics.

You can configure these language settings for users in advance. If you specify custom language settings when you install Office, by applying a Setup customization file (.msp file) or by setting policies, Office 2013 does not overwrite your settings with the default settings when users start the applications for the first time.

## Methods of customizing language settings

You configure language settings by using one of the following methods:

- **Group Policy**  Group Policy settings enforce default language settings. Users in your organization cannot permanently change settings that are managed by Group Policy. The settings are reapplied every time that the user logs on.

  The following policy settings help you manage language settings in Office 2013:

  - **Display menus and dialog boxes in**  Located in the Display Language folder under User Configuration\Administrative Templates\Microsoft Office 2013\Language Preferences\Display Language. This policy setting determines the language of the user interface.
  
  - **Display help in**  Located in the Display Language folder under User Configuration\Administrative Templates\Microsoft Office 2013\Language Preferences\Display Language. This policy setting determines the language of online Help. If this policy setting is not configured, the Help language uses the user interface language.
  
  - **Enabled Editing Languages**  Located in the Editing Languages folder under User Configuration\Administrative Templates\Microsoft Office 2013\Language Preferences\Editing Languages. This policy setting enables editing languages from the list of languages supported by Office.
• **Primary Editing Language**  Located in the **Editing Languages** folder under **User Configuration\Administrative Templates\Microsoft Office 2013\Language Preferences\Editing Languages**. This policy setting specifies the language in which users work with Office applications and documents when more than one language version is available on the computer.

• **Office Customization Tool (OCT)**  You use the OCT to create a Setup customization file (.msp file) that Setup applies during the installation. Settings specified in the OCT are the default settings. Users can change the settings after the installation.

• **Language Settings tool**  If you do not enforce language settings by policy, users who work in Office 2013 applications can use the Language Settings tool to change their language settings. For specific steps on how to use these tools to customize Office 2013 for multiple language deployments, see [Customize language setup and settings for Office 2013](#).

**Enable users to view the new language settings on first open**

Typically, after you configure language settings by using one of the methods that are described in this article, Setup applies default settings that match the language that is installed on the computer when a user starts an Office 2013 application for the first time. This means the new language settings will display the next (second) time that the user starts the Office 2013 application.

If you want users to view the new language settings the first time that they open an Office 2013 application, you can deploy the following registry settings to their computers when you deploy an initial Office 2013 installation, or before they have to use an Office 2013 application. You can deploy these registry settings by using a script or batch file, Group Policy, or the OCT. The registry settings to configure are the following DWORD values under the **HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Common\LanguageResources** key:

- **UILanguage**
- **HelpLanguage**
- **FollowSystemUI**

For each of these values, for **Value name** specify the LCID (locale identifier) that corresponds to the language that you want to use. For a list of LCIDs, see [Language identifiers and OptionState Id values in Office 2013](#). LCIDs are decimal values. Therefore, you must also set the **Base** option to **Decimal**.

**Customize language-specific settings that are related to user locale**

In addition to using the **Primary Editing Language** setting, the Office 2013 also configures language-related settings, such as number format, to match the user locale of the operating system. This behavior is controlled by the **LangTuneUp** entry in the **LanguageResources** subkey in the Windows registry. If you do not want user locale to affect default settings, you can reset the value of **LangTuneUp** when you install Office 2013. If the **LangTuneUp** entry does not exist, Office 2013 creates the entry the first time that an application starts and sets the value to **OfficeCompleted**.

The **LangTuneUp** entry can have one of two values:
• **OfficeCompleted**  Settings based on user locale are not applied to Office 2013 as a whole. However, individual applications still check for new input method editors (IMEs) and language scripts, and still apply application settings that are specific to the user locale. For example, applications make sure that newly installed keyboards have the appropriate editing languages enabled, and Word uses fonts in Normal.dot, based on user locale.

• **Prohibited**  No settings related to user locale are changed by Office 2013 or by any individual Office 2013 application.

In some scenarios, ignoring the user locale setting can help maintain a standard configuration across a multilingual organization. Setting the **LangTuneUp** entry to **Prohibited** makes sure that language settings remain consistent and macros are more compatible internationally.

For example, if your organization is based in the United States and you want to standardize settings internationally, you can deploy Office 2013 with **Primary Editing Language** set to **en-us** (U.S. English) and **LangTuneUp** set to **Prohibited**. In this scenario, users receive the same default settings, regardless of their user locale.

Ignoring user locale is not always the best option. For example, users who read and enter Asian characters in Office 2013 documents might not always have the Asian fonts they must have to display characters correctly. If the installation language on the user’s computer does not match the language that was used in the document and **LangTuneUp** is set to **Prohibited**, Office 2013 does not display fonts in the non-default language. If your Office 2013 installations have to support multiple Asian language user locales, make sure **LangTuneUp** continues to be set to **OfficeCompleted**. To help make sure that users do not change the default value, set the corresponding policy.

### Plan for proofing tools

Proofing tools let users edit documents in 52 languages. Depending on the language, these editing tools might include spelling and grammar checkers, thesauruses, and hyphenators. Proofing tools might also include language-specific editing features such as Language AutoDetect, AutoSummarize, and Intelligent AutoCorrect.

The Office 2013 Proofing Tools Kit provides a single resource from which you can install any of the proofing tools. You can install proofing tools on a local computer or deploy tools to a group of users. You can also customize and install the tools for one user or all users in your organization.

### Determining the method to deploy proofing tools

You can deploy additional proofing tools for users who have to edit documents in languages other than those that are already installed on their computers. You can deploy additional proofing tools from either of these sources:

- **Office 2013 Language Pack**  Use this option if users want both the user interface and the proofing tools for a specific language. Often, one language pack can provide all the proofing tool languages that you want. The companion proofing tool languages that are contained in a language pack mirror those of what’s contained in language versions of Office 2013.
For a list of companion languages, see Companion proofing languages for Office 2013. If a language pack has all the proofing tool languages that you want, deploy a language pack by using the instructions that fit your scenario in Customize language setup and settings for Office 2013.

- **Office 2013 Proofing Tools Kit**  This product contains the proofing tools for all languages that are available with Office 2013. Use this option if you have to have proofing tools that are not included in the set of companion languages for any languages that are installed or included in an additional language pack that you could install.

The Office 2013 Multilanguage Pack contains all of the Office 2013 Language Packs. Individual Office 2013 Language Packs, the Office 2013 Multilanguage Pack, and Office 2013 Proofing Tools Kit are available through Microsoft Volume Licensing programs.

The hard disk space requirement to install proofing tools is 1 gigabyte (GB). However, the overall disk space depends on whether you deploy proofing tools from a language pack or from the Office 2013 Proofing Tools Kit. As with most products in the Office 2013, the complete Office 2013 Proofing Tools Kit package is cached to the local installation source (LIS).

**Note:**

- Proofing tools do not include bilingual dictionaries or word breakers. Those tools are part of the language version or language pack.
- Beginning in Office 2013, free downloadable proofing tool packages in 52 languages are available to all customers who have purchased the on-premises (MSI-installed) version of Office 2013, whether or not they are volume license customers. You can download these proofing tool packages in 32-bit or 64-bit versions from Office Proofing Tools. For more information, see Downloadable proofing tool packages in Companion proofing languages for Office 2013.

**Customizing Setup for Office 2013 Proofing Tools Kit**

To customize the Setup of the Office 2013 Proofing Tools Kit, modify the Config.xml file in the ProofKit.WW folder. For each set of proofing tools that you do not want to install, in the OptionState element, set the State attribute to Absent.

**Syntax**

```xml
<OptionState
  Id="optionID"
  State="Absent" | "Advertise" | "Default" | "Local"
[Children="force"]
/>
```
OptionState attributes
The following table shows OptionState attributes, values, and descriptions.

OptionState attributes and values

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Id</td>
<td>optionID</td>
<td>An item that the user can choose to install. See Proofing Tools Config.xml OptionState Id values in Language identifiers and OptionState Id values in Office 2013.</td>
</tr>
<tr>
<td>State</td>
<td>Absent</td>
<td>The feature is not installed.</td>
</tr>
<tr>
<td></td>
<td>Advertise</td>
<td>The feature is installed the first time that it is used.</td>
</tr>
<tr>
<td></td>
<td>Default</td>
<td>The feature returns to its default installation state.</td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td>The feature is installed on the user's computer.</td>
</tr>
<tr>
<td>Children</td>
<td>force</td>
<td>All child features of the feature are set to the specified state.</td>
</tr>
</tbody>
</table>

Note:
The default value for the State attribute is Local.

Example: Config.xml file for Office 2013 Proofing Tools Kit
The following Config.xml file example shows every language that has the OptionState element State attribute set to Absent. If you decide to copy this example into the Config.xml file for the Office 2013 Proofing Tools Kit, set the State attribute for each set of proofing tools that you want to deploy to Local (or Default or Advertise, if preferred).

```xml
<Configuration Product="ProofKit">
  <!-- Display Level="full" CompletionNotice="yes" SuppressModal="no" AcceptEula="no" / -->
  <!-- Logging Type="standard" Path="%temp%" Template="Microsoft Office Proofing Tools Kit Setup(*).txt" / -->
  <!-- USERNAME Value="Customer" / -->
  <!-- COMPANYNAME Value="MyCompany" / -->
  <!-- INSTALLLOCATION Value="%programfiles%\Microsoft Office" / -->
</Configuration>
```
<!- <LIS CACHEACTION="CacheOnly" /> -->
<!- <LIS SOURCELIST ="\server1\share\Office;\server2\share\Office" /> -->
<!- <DistributionPoint Location="\server\share\Office" /> -->
<OptionState Id="OptionID" State="absent" Children="force" />
<OptionState Id="IMEMain_1028" State="Absent" Children="force"/>
<OptionState Id="IMEMain_1041" State="Absent" Children="force"/>
<OptionState Id="IMEMain_1042" State="Absent" Children="force"/>
<OptionState Id="IMEMain_2052" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1025" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1026" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1027" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1028" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1029" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1030" State="Absent" Children="force"/>
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<OptionState Id="ProofingTools_1035" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1036" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1037" State="Absent" Children="force"/>
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<OptionState Id="ProofingTools_1078" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1079" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1080" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1081" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1082" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1083" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1084" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1085" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1086" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1087" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1088" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1089" State="Absent" Children="force"/>
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<OptionState Id="ProofingTools_1092" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1093" State="Absent" Children="force"/>
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<OptionState Id="ProofingTools_1097" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1098" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1099" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1100" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1101" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1102" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1110" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_1202" State="Absent" Children="force"/>
<OptionState Id="ProofingTools_2068" State="Absent" Children="force"/>
For more information about how to customize Setup for the Office 2013 Proofing Tools Kit, see Customize and install the Office 2013 Proofing Tools Kit in Customize language setup and settings for Office 2013.

Precaching the local installation source for the Office 2013 Proofing Tools Kit

When you deploy the Office 2013 Proofing Tools Kit, Setup creates a local installation source on the user's computer — a copy of the compressed source files for the Office 2013 Proofing Tools Kit. After the files are copied to the user's computer, Setup completes the installation from the local installation source. You can minimize the load on the network by deploying the local installation source separately, before you deploy the Office 2013 Proofing Tools Kit. To precache the local installation source for the Office 2013 Proofing Tools Kit, see Precache the local installation source for the 2007 Office system. Use the Setup.exe and Config.xml files from the ProofKit.WW folder on the Office 2013 Proofing Tools Kit CD.

Language identifiers and OptionState Id values in Office 2013

Companion proofing languages for Office 2013

Customize language setup and settings for Office 2013

Add or remove language packs after deployment of Office 2013

Language in Office 2013

Office Customization Tool (OCT) in Office 2013

Precache the local installation source for Office 2010
Customize language setup and settings for Office 2013

Published: October 2, 2012

**Summary:** Learn how to customize languages for Office 2013.

**Applies to:** Office 2013

**Audience:** IT Professionals

To customize and deploy language setup and settings for Office 2013, follow the steps that are described in this article.

⚠️ **Important:**

This article describes methods of deploying and managing language packs for the Windows Installer-based (MSI) delivery format of Office 2013, which is available for enterprise organizations through volume licensing. If you have an Office subscription and you are deploying Office 365 ProPlus, which uses the Click-to-Run delivery format, see the following articles about how to customize Office 2013 for language:

- [Click-to-Run for Office 365 Setup architecture overview](#) (see [Language-neutral design](#))
- [Customization overview for Click-to-Run](#)
- [Office Deployment Tool for Click-to-Run](#)
- [Click-to-Run for Office 365 Configuration.xml file](#) (see [Language element](#))

In this article:

- **Overview**
- **Before you begin**
- **Deploy a default language version of Office**
- **Specify which languages to install**
- **Deploy different languages to different groups of users**
- **Identify installed languages**
- **Customize installed languages**
- **Customize language settings**
- **Customize and install the Office 2013 Proofing Tools Kit**

**Overview**

By default, Setup automatically installs the language version that matches the Windows user locale that is set on each user's computer. Or, you can override this default behavior and manage the distribution of multiple language versions more precisely. For example, you can perform any of the following tasks:
• Install more than one language on a single computer.
• Specify which languages to install on users’ computers, regardless of the language of the operating system, which is specified by user locale.
• Specify custom settings once and then apply them to all language versions that you deploy in your organization.
• Deploy different languages to different groups of users.
• Deploy the Office 2013 Proofing Tools Kit for additional languages.

For more information, see Plan Setup in Plan for multilanguage deployment of Office 2013.

When a user starts an Office 2013 application for the first time, Setup applies default settings that match the language that is installed on the computer and the language that is specified by the Windows user locale setting. However, you configure language settings by using Group Policy, the Office Customization Tool (OCT), or the Language Settings tool. For more information, see Plan customizations in Plan for multilanguage deployment of Office 2013.

If users have to edit in a language or a companion proofing language that is not installed, you can customize and install the Office 2013 Proofing Tools Kit. For more information, see Plan for proofing tools in Plan for multilanguage deployment of Office 2013.

Before you begin

To determine which of the following procedures to use for your deployment and which customizations you might have to make, see Plan for multilanguage deployment of Office 2013.

Deploy a default language version of Office

If users in your organization work with Office files that are in the same language, or in a language that matches the language of their operating system, you can deploy a default language version of Office.

The following steps are the same as the standard steps for deploying Office 2013. They are included for testing. The only difference in the steps is that you must copy the language packs to the same network location as the installation files.

To deploy a default language version of Office to every client computer

1. Create a network installation point for the primary Office 2013 product by copying all the files and folders from the source media to a shared network location.
2. Copy all the files and folders from the source media for each language pack to the same network location. When you are prompted to overwrite duplicate files, choose No.
3. Use the Office Customization Tool (OCT) to configure the installation to match your organization’s requirements.

Because most of the customizations apply to the core product, you do not typically have to customize each language separately. Setup applies your customizations during the installation regardless of the language that you are installing. For information about how to customize language settings, see Customize language settings.
Language packs that are obtained through a volume license agreement do not require a unique product key. Only one volume license key is required for the installation.

4. On the Setup command line, specify the Config.xml file for the primary Office product that you are deploying.
   For example, the following command line installs Office Professional Plus 2013 in any language:

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

   where Office15 is the root of the network installation point.

5. Run Setup from the root of the network installation point.
   Setup installs only the language-specific elements that are needed for the Office product that you are installing. Setup does not install the complete language pack unless you deploy the language pack as a separate product.

Specify which languages to install

If users in your organization work with Office files in more than one language, or if they want an Office language that does not match the language of their operating system, you can install all the languages they want at the same time.

The following steps are the same as the standard steps for deploying Office 2013. They are included for testing. The only difference in the steps is that you must copy the language packs to the same network location as your installation files and edit the Config.xml file to specify which languages to install.

To specify one or more languages to install on a client computer

1. Create a network installation point for your primary Office 2013 product by copying all the files and folders from source media to a shared network location.
2. Copy all the files and folders from the source media for each language pack to the same network location. When you are prompted to overwrite duplicate files, choose No.
3. In the core product folder for the product that you are updating, locate the Config.xml file.
   For example, if you are adding languages to an installation of Office Professional Plus 2013, find the Config.xml file in the Proplus.WW folder.
4. Open the Config.xml file by using a text editor, such as Notepad.
5. Add the <AddLanguage> element.
6. Set the value of the Id attribute to the language tag that corresponds to the language that you want to install. You can specify more than one language by including additional <AddLanguage> elements and attributes.
7. Specify which language to use for the Shell user interface (Shell UI) by setting the <ShellTransform> attribute of the <AddLanguage> element.
   For example, to specify that Setup install both English and French, with English as the default installation language, add the following elements:

   <AddLanguage Id="en-us" ShellTransform="yes"/> <AddLanguage Id="fr-fr"/>

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If you want the default installation language and the Shell UI to match the operating system language, and you also want every user to have Office in both English and French, the code in the Config.xml file resembles the following example:

```xml
/AddLanguage Id="match" ShellTransform="yes"/>
/AddLanguage Id="en-us" />
/AddLanguage Id="fr-fr" />
```

You are required to specify a value for the `ShellTransform` attribute when you add more than one `<AddLanguage>` element. Skipping this step causes the installation to fail.

8. To specify that Setup also match the language of the user's Windows user locale, add another line in the Config.xml file:

```xml
/AddLanguage Id="match" />
```

In this case, Setup installs all specified languages plus the language that matches the user locale, if that language is different.


10. Use the Office Customization Tool (OCT) to configure the installation to match your organization's requirements.

    For information about how to customize language settings, see Customize language settings.

11. Run Setup.exe and specify the path of your changed Config.xml file.

    Note that you must use a fully qualified path. For example:  
    `\server\share\Office15\setup.exe /config\server\share\Office15\ProPlus.WW\Config.xml` where Office15 is the root of the network installation point.

**Deploy different languages to different groups of users**

You can give different groups of users different sets of Office languages. For example, a subsidiary that is based in Tokyo might have to work with Office 2013 documents in English and Japanese, whereas users in the European subsidiary want English, French, and German. In this scenario, you create a unique Config.xml file for each group of users.

The following steps are the same as the standard steps to deploy the Office 2013. They are included for testing. The only differences in the steps is that you must copy the language packs to the same network location as the installation files, create and edit the Config.xml file for each group to specify which languages to install, and then deploy the appropriate Config.xml file to the different groups.

**To deploy different languages to different groups of users**

1. In the core product folder for the product that you are installing, locate the Config.xml file.

    For example, if you are installing Office Professional Plus 2013, find the Config.xml file in the ProPlus.WW folder.

2. Open the Config.xml file by using a text editor, such as Notepad.
3. Locate the `<AddLanguage>` element and specify the set of languages that you want to install for this user group, as described previously.

**Note:**
You must also set the `<Shell UI>` attribute of the `<AddLanguage>` element, as described previously.

4. Save the Config.xml file by using a unique file name.

5. Repeat these steps for the next user group.

6. Use the OCT to configure the installation to match your organization’s requirements. For information about how to customize language settings, see [Customize language settings](#).

7. Deploy Office to each group of users separately, and in each case specify the correct Config.xml file on the Setup command line. For example:

```
\server\share\Office15\setup.exe
/config\server\share\Office15\ProPlus.WW\SubAConfig.xml, or
```

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

where Office15 is the root of the network installation point.

## Identify installed languages
You can view a list of languages that are installed for Office 2013 either during the initial installation or during a separate installation of a language pack at the following registry key, which displays the LCID for each enabled language:

```
HKCU\Software\Microsoft\Office\15.0\Common\LanguageResources\EnabledLanguages
```

You can view the user interface (UI) language and fallback languages at the following registry key:

```
HKCU\Software\Microsoft\Office\15.0\Common\LanguageResources
```

Although all applications in the Office 2013 use a shared set of registry data to determine their UI language, they do not necessarily all appear in the same UI language. Applications in the Office 2013 usually appear with the UI language that is indicated in the `UILanguage` entry of this registry key. But there are circumstances where this might not be the case. For example, some deployments might have Word 2013 and Excel 2013 installed in French, but another Office application that is installed in a different language. In this case, the other application examines the `UIFallback` list in this registry key, and uses the first language that works with its installed configuration.
Customize language settings

Use Group Policy to enforce language settings

Group Policy settings can enforce default language settings that users in your organization cannot change. Policy settings are reapplied every time the user logs on. The following procedure provides high-level steps for configuring language preference-related policy settings.

⚠️ Important:
Before you can configure Office 2013 policy settings, you must load the Office 2013 Administrative Template files (http://go.microsoft.com/fwlink/p/?LinkId=257051). To load the Administrative Template files, download the files and follow the instructions for "Loading the ADMX templates" in Use Group Policy to enforce Office 2010 settings. Although the article is for Office 2010, the Administrative Templates information also applies to Office 2013.

To use Group Policy to manage language settings
1. Open the Group Policy object (GPO) for which you want to set policy.
2. In the navigation pane, expand (double-click) Computer Configuration or User Configuration, expand Administrative Templates, and then expand Microsoft Office 2013\Language Preferences, which contains language-related policy settings.
3. Under Language Preferences, choose either the Display Language or the Editing Language folder, depending on what you want to configure:
   - The Display Language folder contains policy settings that allow you to enable language preferences for UI items such as menu items and Help.
   - The Enable Language folder contains policy settings that allow you to choose and configure editing languages.

⚠️ Note:
Each policy setting provides a description of what it enforces.
4. In the details pane, open (double-click) the policy setting that you want to configure, choose either Enable or Disable, and then specify any appropriate options that are provided.
5. Save the GPO.

Use a Setup customization file to specify default language settings
You use the OCT to create a Setup customization file (.msp file) that Setup applies during the installation. Settings that are specified in the OCT are the default settings. Users can modify the settings after the installation.

To use the OCT to customize language settings
1. Start the OCT by running Setup with the /admin command-line option.
2. On the **Modify User Settings** page, expand the tree to **Microsoft Office 2013\Language Settings**.

3. Open the folder that you want in the navigation pane. Open (double-click) the setting in the details pane, choose **Enable**, and then specify a value.

4. Save the Setup customization file in the **Updates** folder at the root of the network installation point.
   
   Setup applies the file automatically when you install Office on users’ computers.

For more information about how to use the OCT, see [Office Customization Tool (OCT) in Office 2013](#).

**Use the Language Preferences tool to change language settings**

If you are not enforcing language settings by policy, users who work in Office applications can use the Language Preferences tool to change their language preferences.

**To change language preferences by using the Language Preferences tool**

1. Depending on your operating system, do one of the following:
   
   - If you are running Windows 8, open **All Apps** (right-click the desktop), and then under **Microsoft Office 2013**, choose **Office 2013 Language Preferences**. Or,
   
   - If you are running Windows 7, choose **Start**, choose **All Programs**, choose **Microsoft Office**, choose **Microsoft Office 2010 Tools**, and then choose **Office 2013 Language Preferences**.

2. Under **Choose Editing Languages**, in the language list, choose the language that you want to be available for editing, and then choose **Add**. Repeat this step for each editing language that you want to add.

3. Under **Choose Editing Languages**, choose the language that you most often use for Office applications and documents, and then choose **Set as Default**.

4. Under **Choose Display and Help Languages**, and then under **Display Language**, choose the language that you want to use to view Office application buttons and tabs, and then choose **Set as Default**.

5. Under **Help Language**, select the language that you want to use to view Office application Help, and then choose **Set as Default**.

   If you do not specify a language for Help, the online Help language uses the display language.

**Note:**

You can enable functionality for working in languages that are not installed on the computer. For example, if you select Korean as an editing language, you enable Asian and Korean features in Word even if Korean proofing tools are not installed. You must enable support for that language in the operating system.
Customize and install the Office 2013 Proofing Tools Kit

This section covers how to customize and install Office 2013 Proofing Tools Kit.

**Note:**

If you only want specific proofing languages, the installation of one or two language packs might provide all the proofing tool languages that you have to have. Each language version of Office 2013 includes proofing tools for a set of companion languages. For more information, see Plan for proofing tools in Plan for multilanguage deployment of Office 2013 and Companion proofing languages for Office 2013.

Customize the Office 2013 Proofing Tools Kit

You can specify which proofing tool languages to install by editing the Config.xml file in the ProofKit.WW folder. For more information about OptionState attributes and IDs, see Plan for proofing tools in Plan for multilanguage deployment of Office 2013 and Language identifiers and OptionState Id values in Office 2013.

**To customize Setup for proofing tools**

1. In the ProofKit.WW folder, locate the Config.xml file.
2. Open the Config.xml file by using a text editor, such as Notepad.
3. For each set of proofing tools that you do not want to install, in the OptionState element, set the State attribute to Absent. For example, if you do not want Catalan proofing tools installed, use this syntax:
   
   ```xml
   <OptionState Id="ProofingTools_1027" State="Absent" Children="force"/>
   ```

4. Set the State attribute for each set of proofing tools that you want to deploy to Local (or Default or Advertise, if preferred). For example, to deploy Basque proofing tools, you can use this syntax:
   
   ```xml
   <OptionState Id="ProofingTools_1069" State="Local" Children="force"/>
   ```

5. Save the Config.xml file.
6. Run Setup.exe, and then specify the path of your changed Config.xml file.
   
   Note that you must use a fully qualified path. For example,: \server\share\Office15\ProofKit.WW\setup.exe\config\server\share\Office15\ProofKit.WW\Config.xml

   where Office15 is the root of the network installation point.

Installing the Office Proofing Tools Kit 2013 on a single computer

If you have only one or two users who want proofing tools, you can install proofing tools from the Office 2013 Proofing Tools Kit to individual computers.
To install the Office Proofing Tools Kit 2013 on a single computer

2. Read and accept the Microsoft Software License Terms, and then choose Continue.
3. To install the proofing tools for all available languages, choose Install Now. The installation will begin. Otherwise, to install individual languages, choose Customize.
4. If you selected Customize, choose the File Location and User Information tabs to change the information as necessary. On the Installation Options tab, choose the node (plus (+) sign) for the languages that you want to install, and then use the drop-down arrows to set the appropriate installation states.
5. Choose Install.

Note:
Beginning in Office 2013, free downloadable proofing tool packages in 52 languages are available to all customers who have purchased the on-premises (MSI-installed) version of Office 2013, whether or not they are volume license customers. You can download these proofing tool packages in 32-bit or 64-bit versions from Office Proofing Tools. For more information, see Downloadable proofing tool packages in Companion proofing languages for Office 2013.

Plan for multilanguage deployment of Office 2013

Office Customization Tool (OCT) in Office 2013
Add or remove language packs after deployment of Office 2013

Published: October 2, 2012

Summary: Add or remove Office 2013 language packs by modifying an existing installation or by deploying them as separate products.

Applies to: Office 2013

Audience: IT Professionals

You can add or remove language packs for an existing Office 2013 installation. This article describes the two methods that you can use to complete these tasks and how to view a list of the languages that are installed.

Important:
This article describes methods to deploy and manage language packs for the Windows Installer-based (MSI) delivery format of Office 2013, available for enterprise organizations through volume licensing. If you have an Office subscription and you are deploying Office 365 ProPlus (which uses the Click-to-Run delivery format), see the following articles about how to customize it for language:

- Click-to-Run for Office 365 Setup architecture overview (see Language-neutral design)
- Customization overview for Click-to-Run
- Office Deployment Tool for Click-to-Run
- Click-to-Run for Office 365 Configuration.xml file (see Language element)

In this article:

- Overview
- Before you begin
- Modify an existing installation
- Deploy language packs
- Remove language packs
- Identify installed languages

Overview

Office 2013 language packs enable Office applications to display menus, dialog boxes, Help topics, and other text in the user interface in multiple languages. Although the most frequently deployed languages for Office 2013 are released at the same time as the product is released, many other Office 2013
Language Packs are released over time. The Office 2013 Multi-Language Pack, which includes all available language packs, is not released until after all the individual language packs are released. However, if you upgrade your multilingual organization to Office 2013 before all the language packs are released, you can always add or remove additional languages at any time. The Office 2013 Multi-Language Pack and Office 2013 Proofing Tools Kit CDs for Office 2013 are available through Microsoft Volume Licensing programs.

There are two methods that you can use to add languages after you deploy Office 2013:

- **Modify an existing installation.** When you use this recommended method, a language is treated as another feature to add to a deployment of Office 2013. This method involves combining the language resources with the source of the original installed Office 2013 product, changing the Config.xml file to add the appropriate languages, and rerunning Setup.exe from the Office 2013 installation source. This method installs only the necessary language parts for the products that are installed on the user's computer. For example, if you add Japanese to a basic installation of Office 2013 that does not include Visio 2013, the Visio 2013 resources for Japanese are not installed. However, if the computer has both Office 2013 and Visio 2013 installed on it, you must add the Japanese resources for each product through two separate operations because there are two separate installation sources, one for Office 2013, and the other for Visio 2013.

- **Deploy language packs as separate products.** This method involves running the language pack's Setup file so that the full Language Pack is installed on the computer rather than modifying an existing installation of Office 2013, which is what the first method does. Deploying language packs is appropriate when you want to add languages after a deployment of Office 2013 but do not know which Office 2013 products are currently installed on users' computers. To use this method, you must have at least one Office 2013 product installed on the computer.

**Note:**

Language-specific elements for Project 2013 and Visio 2013 are installed separately. You must rerun the Language Pack setup for these products. For more information, see Deploy language packs later in this article.

### Before you begin

It is important to determine which languages will be used at the beginning of your deployment. If you change users' configurations after the initial deployment and include additional languages as part of your customizations, you must first copy all the Office 2013 Language Packs that you want to deploy to the network installation point that contains the Office product files. For example, `\server\share\Office15`. A static list of the products that are contained in the installation source is built **only** during the initial creation of a customization .msp file. If you later add more languages to the installation source, the existing .msp file is not updated to reflect this change. Addressing this issue involves the following steps:

1. Create a new customization file by using the Office Customization Tool (OCT).
2. Import your existing customization .msp file by using the File `\I Import command in the OCT.`
3. Make any additional customizations that you want and then save the .msp file.
4. After you update the installation source with additional languages, deploy the new .msp file to users.

Failure to create and deploy a new .msp file might result in unexpected behavior, because the changes to an existing customization .msp file do not apply to the languages that are added. If you do not create a new .msp file and import the existing .msp file into that file, your deployment may test correctly in your lab. But users might not see the new language in their Office 2013 applications, or they might see only a subset of the language features. For more information, see To import a customization .msp file to add languages to an existing installation in the article Import an Office 2010 Setup customization file (although this article was written for Office 2010, the concepts and procedures it provides also apply to Office 2013) and Change users’ configurations after installing Office 2010.

For information about how to create a network installation point with multiple languages, see Customize language setup and settings for Office 2013.

**Modify an existing installation**

The recommended method for adding languages to an existing installation of Office 2013 is to run Setup again and modify the existing Office installation. Because you are only modifying the original installation, no new entry appears in Add or Remove Programs in Control Panel.

You cannot replace the language of the shell user interface (Shell UI) that was installed during the initial installation. The Shell UI includes core elements of Office that register with the operating system, such as file name extensions, Tool Tips, and right-click menu items.

When you update a multilanguage installation, you can specify that the new language matches the user locale that is set on the local computer. For example, if your organization includes both English-speaking and Russian-speaking users, you might first deploy English to everyone. Later, when the Russian language pack becomes available, you can add the following line to Config.xml:

```xml
<AddLanguage Id="match" />
```

In this case, Setup installs Russian language elements on any computer that has the user locale set to Russian. Users who have an English user locale are not affected.

**To deploy additional languages after Office is installed**

1. Copy the files and folders in the new language packs from the source media to the original network installation point. When you are prompted to overwrite Setup files, choose No. Each language pack includes language-specific elements for every product in Office 2013. However, Setup installs language-specific elements only for the Office product that you are updating.

2. In the core product folder for the product that you are updating, locate the Config.xml file. For example, if you are adding languages to an installation of Office Professional Plus 2013, find the Config.xml file in the ProPlus.WW folder.

3. Open Config.xml in a text editor, such as Notepad.
4. Find the `<AddLanguage>` element. Uncomment the line by deleting the opening <!-- and closing --> tags.

5. Set the value of the Id attribute to the language tag that corresponds to the language that you want to install. You can specify more than one language by including additional `<AddLanguage>` elements and attributes.
   For example, to add the Russian language pack, the line should resemble the following example:
   
   `<AddLanguage Id="ru-ru" />
   
   i. If you add more than one language in Config.xml, you must specify one language as the language for the Shell UI. For example:
   
   `<AddLanguage Id="ru-ru" ShellTransform="yes" />
   <AddLanguage Id="en-us" />
   
   You must specify a ShellUI language, even though Setup does not change the ShellUI language that was set for the initial installation.
   
   ii. Save the Config.xml file. Run Setup.exe and specify the path of your modified Config.xml file.
   You must use a full qualified path. For example: 
   `\server\share\Office15\setup.exe /config` 
   `\server\share\Office15\ProPlus.WW\Config.xml`
   
   where Office15 is the root of the network installation point.
   
   Because Setup also recognizes language packs as separate products, make sure that you specify the Config.xml file for the Office product that you are updating, and not the language pack.
   
   To deploy these languages for new Office 2013 installations, see Specify which languages to install in the article Customize language setup and settings for Office 2013 and import existing customization .msp files into a new customization .msp file. A static list of the products contained in the installation source is built only during the initial creation of a customization file. If you later add more languages to the installation source, the existing customization file is not updated to reflect this change. For more information, see To import a customization .msp file to add languages to an existing installation in the article Import an Office 2010 Setup customization file (although this article was written for Office 2010, the concepts and procedures it provides also apply to Office 2013).

**Deploy language packs**

If you deployed multiple Office 2013 products in your organization and you must add more language support, you can deploy language packs as separate products. In this case, Setup installs language-specific elements for every product in Office 2013. No matter which products users have installed, users can access the additional language versions.

For this deployment method to work, there must be at least one Office 2013 product installed on the computer that you are deploying to.
When you deploy language packs separately, you must consider the disk space that is required on users' computers. Language pack requirements range from 800MB to 1.5 GB of hard disk space that is needed.

Language-specific elements for Project 2013 and Visio 2013 are installed separately. In each language pack, the core product folder for Project 2013 is PMUI.//cc. The core product folder for Visio 2013 is VisMUI.//cc.

To deploy language packs

1. Copy all files and folders in the new language pack from the source media to a location on the network. If you are using an Office 2013 Multi-Language Pack, you can copy just the files and folders for the languages that you want to install. When you are prompted to overwrite Setup files, choose No.

2. In the core product folder for the language pack that you are installing, locate the Config.xml file.
   
   For example, if you are installing the Russian language pack, find the Config.xml file in the OMUI.ru-ru folder.

3. Run the language pack Setup from the root of the network installation point for the Office 2013 Multi-Language Pack or Office 2013 Language Pack, and specify the path of the Config.xml file on the command line. For example:

   \server\share\Office15\LP\Setup.exe /Config\server\share\Office15\LP\RU\OMUI.ru-ru\Config.xml

   where Office15\LP is the root of the network installation point for the language packs and RU is the language folder name.

   Complete the previous steps for each language that you want to install.

To deploy these languages for new Office 2013 installations, see Specify which languages to install in Customize language setup and settings for Office 2013 and import existing customization .msp files into a new customization .msp file. A static list of the products contained in the installation source is built only during the initial creation of a customization file. If you later add more languages to the installation source, the existing customization file is not updated to reflect this change. For more information, see To import a customization .msp file to add languages to an existing installation in the article Import an Office 2010 Setup customization file (although this article was written for Office 2010, the concepts and procedures it provides also apply to Office 2013).

Remove language packs

If the Office 2013 Language Packs were deployed as separate products, they can be removed by using Windows Add or Remove Programs.

If the Office 2013 Language Packs were deployed with Office 2013 and not as separate products, the procedure to remove them resembles the deployment of the Language Packs. Instead of using the <AddLanguage> tag, use the <RemoveLanguage> tag. See the following procedure for the specific steps.
You must follow these steps for each language that you want to remove.

**To remove language packs**

1. If the language was deployed with the Office product (not as a separate product), locate the Config.xml file in the core product folder for the product that you are updating. For example, if you are removing languages from an installation of Office Professional Plus 2013, find the Config.xml file in the ProPlus.WW folder.

2. Open Config.xml in a text editor, such as Notepad.

3. Find the `<Display>` element. Uncomment the line by deleting the opening `<!--` and closing `-->` tags.

4. Set the value of the `Level` to “basic” or “none”, `CompletionNotice` to “yes”, `SuppressModal` to “yes”, and `AcceptEula` to “yes”.
   The line should resemble the following example:
   
   `<Display Level="basic" CompletionNotice="yes" SuppressModal="yes" AcceptEula="yes" />`

   i. Find the `<AddLanguage>` element. If it is in the file, comment out the line by adding opening `<!--` and closing `-->` tags around the element.
   The line should resemble the following example:
   
   `<!-- <AddLanguage Id="ru-ru" /> -->`

   ii. Add the `<RemoveLanguage>` element.
   iii. Set the value of the `Id` attribute to the language tag that corresponds to the language that you want to remove.
   For example, to remove the Russian language pack, the line should resemble the following example:
   
   `<RemoveLanguage Id="ru-ru" />`

   iv. Save the Config.xml file.
   v. If you edited the Config.xml file in the core product folder, run Setup.exe and specify the path of your modified Config.xml file.
   You must use a fully qualified path. For example:
   
   `\server\share\Office15\Setup.exe /Config\server\share\Office15\ProPlus.WW\Config.xml`

   where Office15 is the root of the network installation point.

   `\server\share\Office15\LP\Setup.exe /Config\server\share\Office15\LP\RU\OMUI.ru-ru\Config.xml`
where Office15\LP is the root of the network installation point for the language packs and RU is the language folder name.

You must complete the previous steps for each language that you want to remove.

**Identify installed languages**

In the registry, you can view a list of languages that are installed for Office 2013 either during the initial installation or during a separate installation of a language pack.

Although all applications in Office 2013 use a shared set of registry data to determine their UI language, they do not necessarily all appear in the same UI language. Applications in Office 2013 usually appear with the UI language indicated in the UILanguage value of this registry key. But there are circumstances where this might not be the case. For example, some deployments might have Word 2013 and Excel 2013 installed in French, but another Office 2013 application installed in a different language. In this case, the other application will look at the UIFallback list in this registry key, and use the first language that works with it's installed configuration.

**To identify installed languages**

1. Open the registry.
2. Expand the registry key 
   HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Common\LanguageResources\EnabledLanguages.
3. The LCID for the language is displayed. To identify the language, see Language identifiers and OptionState Id values in Office 2013.
4. To view the UI language, view the following registry key values and refer to Language identifiers and OptionState Id values in Office 2013.
   - HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Common\LanguageResources\HelpLanguage
   - HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Common\LanguageResources\UILanguage
5. To view the fallback languages, view the registry key value for 
   HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Common\LanguageResources\UIFallback. To identify the language, see Language identifiers and OptionState Id values in Office 2013.

Language identifiers and OptionState Id values in Office 2013

Customize language setup and settings for Office 2013

Plan for multilanguage deployment of Office 2013

Import an Office 2010 Setup customization file

Change users' configurations after installing Office 2010
Mixed language versions of Office 2013

Published: October 2, 2012

Summary: Learn about integrating multiple languages in Office 2013 and installing language interface packs.

Applies to:

Audience: IT Professionals

An installation of Office 2013 can include applications or user interface elements in more than one language because some Office 2013 products are not available in every language.

This article describes the language versions that are available for a subset of Office 2013 applications, the Office 2013 applications that will work with Language Interface Packs, and the recommended base languages to install for Office 2013 Language Interface Packs.

Important:

This article describes methods of deploying and managing language packs for the Windows Installer-based (MSI) delivery format of Office 2013, which is available for enterprise organizations through volume licensing. If you have an Office subscription and you are deploying Office 365 ProPlus (which uses the Click-to-Run delivery format), see the following articles about how to customize for language:

- Click-to-Run for Office 365 Setup architecture overview (see Language-neutral design)
- Customization overview for Click-to-Run
- Office Deployment Tool for Click-to-Run
- Click-to-Run for Office 365 Configuration.xml file (see Language element)

In this article:

- Applications and language availability
- Language Interface Packs

Applications and language availability

In some non-English language versions of Office 2013, a specific Office 2013 application may not be available. For example, Access 2013 is not available in Hindi. Therefore, the Hindi language version of Office 2013 is installed in English.

Some Office applications are not available in some languages. Project 2013, Visio 2013, and SharePoint Designer 2013 are available in a subset of languages, as shown in the following table.
### Language availability for the 2013 versions of Project, Visio, and SharePoint Designer

<table>
<thead>
<tr>
<th>Language</th>
<th>Project 2013</th>
<th>Visio 2013</th>
<th>SharePoint Designer 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Brazilian</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Bulgarian</td>
<td>no</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>Chinese - Simple</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Chinese - Traditional</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Croatian</td>
<td>no</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>Czech</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Danish</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Dutch</td>
<td>yes</td>
<td>yes</td>
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</tr>
<tr>
<td>English</td>
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<td>yes</td>
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</tr>
<tr>
<td>Finnish</td>
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<tr>
<td>French</td>
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<tr>
<td>German</td>
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<tr>
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<tr>
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<tr>
<td>Italian</td>
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</tr>
<tr>
<td>Japanese</td>
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<td>yes</td>
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</tr>
<tr>
<td>Korean</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Norwegian (Bokmål)</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Polish</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Language</td>
<td>Project 2013</td>
<td>Visio 2013</td>
<td>SharePoint Designer 2013</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------</td>
<td>------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Portuguese (European)</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Romanian</td>
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<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>Russian</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Serbian (Latin)</td>
<td>no</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>Slovak</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
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<tr>
<td>Slovenian</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Spanish</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
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<tr>
<td>Swedish</td>
<td>yes</td>
<td>yes</td>
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</tr>
<tr>
<td>Thai</td>
<td>no</td>
<td>no</td>
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<td>Turkish</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Ukrainian</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
</tr>
</tbody>
</table>

Language Interface Packs

For some languages, Microsoft localizes only some Office 2013 applications and releases them as Language Interface Packs (LIPs). These LIPs localize the user interface only, and not the Help content. Administrators must first install a fully localized base language version (see the table later in this section) of Office 2013, and then install the LIP. Users can then work in their preferred language in the following applications and features:

- Excel 2013
- OneNote 2013
- Outlook 2013
- PowerPoint 2013
- Shared Office features
- Word 2013

The remaining Office applications appear in the base Office 2013 installation language. The following table lists the base language for each LIP language.

Base languages available for Language Interface Packs
<table>
<thead>
<tr>
<th>LIP language</th>
<th>Base language</th>
<th>Base language</th>
</tr>
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<td>Afrikaans</td>
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<td>Assamese</td>
<td>English</td>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
<td>Bangla (Bangladesh)</td>
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<tr>
<td>Basque</td>
<td>Spanish</td>
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<td>Russian</td>
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<tr>
<td>Bengali - India</td>
<td>English or Hindi</td>
<td></td>
</tr>
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<td>Bosnian - Latin script</td>
<td>English</td>
<td></td>
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<td>English</td>
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<tr>
<td>Hausa – Latin script</td>
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<td>Inuktitut – Latin script</td>
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<td>Marathi</td>
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<td></td>
</tr>
<tr>
<td>Mongolian - Cyrillic script</td>
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<tr>
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<td>Norwegian (Bokmål)</td>
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<tr>
<td>Punjabi (India)</td>
<td>English</td>
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</tr>
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<td>Punjabi (Pakistan)</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Quechua (Peru)</td>
<td>Spanish</td>
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</tr>
<tr>
<td>Scottish Gaelic</td>
<td>English</td>
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<td>Serbian – Cyrillic script</td>
<td>Serbian (Latin)</td>
<td></td>
</tr>
<tr>
<td>Serbian – Cyrillic script (Bosnia and Herzegovina)</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>LIP language</td>
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<td>Sesotho sa Leboa</td>
<td>English</td>
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</tr>
<tr>
<td>Setswana</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Sindhi (Pakistan)</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Sinhala</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Tajik</td>
<td>Russian</td>
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</tr>
<tr>
<td>Tamil (India)</td>
<td>English</td>
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<td>Tatar</td>
<td>Russian</td>
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<tr>
<td>Telugu</td>
<td>English</td>
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<tr>
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<td>English</td>
<td></td>
</tr>
<tr>
<td>Uyghur</td>
<td>Chinese (Simplified)</td>
<td></td>
</tr>
<tr>
<td>Uzbek – Latin script</td>
<td>English or Russian</td>
<td></td>
</tr>
<tr>
<td>Valencian</td>
<td>Spanish</td>
<td></td>
</tr>
<tr>
<td>Welsh</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Wolof</td>
<td>French</td>
<td></td>
</tr>
<tr>
<td>Yoruba</td>
<td>English</td>
<td></td>
</tr>
</tbody>
</table>

For information about how to download LIPs, see [Office Language Interface Pack (LIP) downloads](#).

Plan for multilanguage deployment of Office 2013

Customize language setup and settings for Office 2013
Companion proofing languages for Office 2013

Published: October 2, 2012

Summary: Identify the companion proofing languages that are included with Office 2013, and understand downloadable proofing tool packages for Office 2013.

Applies to: Office 2013

Audience: IT Professionals

Each language version of Office 2013 includes proofing tools for a set of companion languages. For example, when you deploy the English version of an Office 2013 product, users receive proofing tools for both Spanish and French in addition to English.

Proofing tools include spelling and grammar checkers, thesauruses, and hyphenators. They might also include language-specific editing features such as Language AutoDetect, AutoSummarize, and Intelligent AutoCorrect.

Depending on the number of user interface languages that you want to deploy and the included companion proofing languages, Office 2013 Language Packs might provide all the proofing tools that you want. For more information about Office 2013 Language Packs, see Plan for multilanguage deployment of Office 2013.

Office 2013 also provides downloadable proofing tool packages for the English, Japanese, and Spanish versions of Office 2013. For more information, see Downloadable proofing tool packages later in this article.

Important:

This article describes methods to deploy and manage language packs for the Windows Installer-based (MSI) delivery format of Office 2013, which is available for enterprise organizations through volume licensing. If you have an Office subscription and you are deploying Office 365 ProPlus, which uses the Click-to-Run delivery format, see the following articles about how to customize it for language:

- Click-to-Run for Office 365 Setup architecture overview (see Language-neutral design)
- Customization overview for Click-to-Run
- Office Deployment Tool for Click-to-Run
- Click-to-Run for Office 365 Configuration.xml file (see Language element)

In this article:

- Identify companion proofing languages
- Downloadable proofing tool packages
Identify companion proofing languages
The following table lists companion proofing languages for each primary language in Office 2013.

Companion proofing languages for Office 2013
Primary language

Companion proofing languages

Arabic

Arabic, English, French

Brazilian

Brazilian, English, Spanish

Bulgarian

Bulgarian, English, German, Russian

Chinese (Simplified)

Chinese (Simplified), English

Chinese (Traditional)

Chinese (Traditional), English

Croatian

Croatian, English, German, Serbian, Italian

Czech

Czech, English, German, Slovak

Danish

Danish, English, German, Swedish

Dutch

Dutch, English, French, German

English

English, French, Spanish

Estonian

Estonian, English, German, Russian, Finnish,

Finnish

Finnish, English, Swedish, German, Russian

French

French, English, German, Dutch, Arabic, Spanish

German

German, English, French, Italian

Greek

Greek, English, French, German

Hebrew

Hebrew, English, French, Arabic, Russian

Hindi

Hindi, English, Tamil, Telegu, Marathi, Kannada,
Guajarati, Punjabi, Urdu

Hungarian

Hungarian, English, German

Indonesian

Indonesian, English

Italian

Italian, English, French, German

310


<table>
<thead>
<tr>
<th>Primary language</th>
<th>Companion proofing languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese</td>
<td>Japanese, English</td>
</tr>
<tr>
<td>Kazakh</td>
<td>Kazakh, English, Russian</td>
</tr>
<tr>
<td>Korean</td>
<td>Korean, English</td>
</tr>
<tr>
<td>Latvian</td>
<td>Latvian, English, German, Russian</td>
</tr>
<tr>
<td>Lithuanian</td>
<td>Lithuanian, English, German, Russian, Polish</td>
</tr>
<tr>
<td>Malay</td>
<td>Malay, English, Chinese (Simplified)</td>
</tr>
<tr>
<td>Norwegian (Bk)</td>
<td>Norwegian (Bk), English, German, Norwegian (Ny)</td>
</tr>
<tr>
<td>Polish</td>
<td>Polish, English, German</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Portuguese, English, French, Spanish</td>
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<tr>
<td>Romanian</td>
<td>Romanian, English, French</td>
</tr>
<tr>
<td>Russian</td>
<td>Russian, English, Ukrainian, German</td>
</tr>
<tr>
<td>Serbian (Latin)</td>
<td>Serbian (Latin), English, German, French, Croatian</td>
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<tr>
<td>Slovak</td>
<td>Slovak, English, Czech, Hungarian, German</td>
</tr>
<tr>
<td>Slovenian</td>
<td>Slovenian, English, German, Italian, Croatian</td>
</tr>
<tr>
<td>Spanish</td>
<td>Spanish, English, French, Basque, Catalan, Galician, Brazilian</td>
</tr>
<tr>
<td>Swedish</td>
<td>Swedish, English, Finnish, German</td>
</tr>
<tr>
<td>Thai</td>
<td>Thai, English, French</td>
</tr>
<tr>
<td>Turkish</td>
<td>Turkish, English, French, German</td>
</tr>
<tr>
<td>Ukrainian</td>
<td>Ukrainian, English, Russian, German</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>Vietnamese, English, French</td>
</tr>
</tbody>
</table>

**Downloadable proofing tool packages**

Beginning in Office 2013, free downloadable proofing tool packages in 52 languages are available to all customers who have purchased the on-premises (MSI-installed) version of Office 2013, whether or not they are volume license customers. You can download these proofing tool packages in 32-bit or 64-bit versions from [Office Proofing Tools](#).
The following proofing languages are available:

- Arabic
- Basque
- Brazilian
- Bulgarian
- Catalan
- Chinese (Simplified)
- Chinese (Traditional)
- Croatian
- Czech
- Danish
- Dutch
- English
- Estonian
- Finnish
- French
- Galician
- German
- Greek
- Gujarati
- Hebrew
- Hindi
- Hungarian
- Indonesian
- Italian
- Japanese
- Kannada
- Kazakh
- Korean
- Latvian
- Lithuanian
- Malay (Malaysia)
- Marathi
- Norwegian (Bokmål)
- Norwegian (Nynorsk)
- Polish
- Portuguese
- Punjabi (India)
- Romanian
- Russian
- Serbian - Cyrillic script
- Serbian – Latin script
- Slovak
- Slovenian
- Spanish
- Swedish
- Tamil (India)
- Telugu
- Thai
- Turkish
- Ukrianian
- Urdu
- Vietnamese

Plan for multilanguage deployment of Office 2013

Customize language setup and settings for Office 2013
Language identifiers and OptionState Id values in Office 2013

Published: October 2, 2012

Summary: Find language identifier and OptionState ID values for identifying and customizing Office 2013 language and proofing tools installations.

Applies to: Office 2013

Audience: IT Professionals

Use the values in the Language Identifier and OptionState ID tables to configure Setup for Office 2013 or for the Office 2013 Proofing Tools Kit, or to identify currently installed languages.

This is a reference article. The values provided in the tables are necessary for completing procedures that are described in the following articles:

- Add or remove language packs after deployment of Office 2013
- Customize language setup and settings for Office 2013
- Plan for multilanguage deployment of Office 2013

⚠️ Important:

This article describes methods of deploying and managing language packs for the Windows Installer-based (MSI) delivery format of Office 2013, which is available for enterprise organizations through volume licensing. If you have an Office subscription and you are deploying Office 365 ProPlus, which uses the Click-to-Run delivery format, see the following articles about how to customize it for language:

- Click-to-Run for Office 365 Setup architecture overview (see Language-neutral design)
- Customization overview for Click-to-Run
- Office Deployment Tool for Click-to-Run
- Click-to-Run for Office 365 Configuration.xml file (see Language element)

In this article:

- Language identifiers
- Proofing Tools Config.xml OptionState Id values
Language identifiers

Office 2013 is available in many languages. In an international setting, you can deploy multiple language versions of Office 2013 in a single installation process. Setup combines a language-neutral core product with one or more language-specific packages to create a complete product.

On the source media, language-specific packages are organized into separate folders. Each folder name has a language tag appended to it, in the form ll-cc. That tag identifies the language and culture. For example, U.S. English language folders are identified by the folder name extension en-us. The language tags help you determine the folders that you have to copy to the network installation point.

The language folders that are included in a fully localized version of an Office 2013 product are the same as the language folders that are included in the Microsoft Office 2013 Language Pack for a specific language. For example, the same Outlook.ar-ar folder is used in the Arabic language version of Office 2013, the Arabic language version of Outlook 2013, and the Office 2013 Language Pack - Arabic.

Note: Language tags are also referred to and used as “language IDs” for some procedures.

Office 2013 offers localized versions in all the languages that are listed in the following table. Folders for the language-specific components are identified by the language tag that is shown in the table. The Windows operating system uses locale identifiers (LCIDs) to identify languages in the Windows registry.

In addition to the fully localized languages listed here, Office 2013 provides Language Interface Packs (LIPs), which contain a subset of language-specific components and are designed to be installed together with a logical parent language. Elements that are not localized in the LIP language appear in the parent language. For more information about LIPs, see Language Interface Packs in Mixed language versions of Office 2013.

Language tags (language IDs), and LCIDs available in Office 2013

<table>
<thead>
<tr>
<th>Language</th>
<th>Geographic area</th>
<th>Language tag (ll-cc) (also sometimes referred to as language ID)</th>
<th>LCID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Saudi Arabia</td>
<td>ar-sa</td>
<td>1025</td>
</tr>
<tr>
<td>Bulgarian</td>
<td>Bulgaria</td>
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<td>1026</td>
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<tr>
<td>Chinese (Simplified)</td>
<td>People’s Republic of China</td>
<td>zh-cn</td>
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<tr>
<td>Chinese</td>
<td>Taiwanese</td>
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<td>Croatian</td>
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<td>hr-hr</td>
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<td>Czech</td>
<td>Czech Republic</td>
<td>cs-cz</td>
<td>1029</td>
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<td>Language</td>
<td>Geographic area</td>
<td>Language tag (IETF)</td>
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<td>hu-hu</td>
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<td>lt-lt</td>
<td>1063</td>
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<td>ms-my</td>
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<td>Romanian</td>
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<td>ro-ro</td>
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</tr>
</tbody>
</table>
### Proofing Tools Config.xml OptionState Id values

The following table provides the OptionState ID values for the Office 2013 Proofing Tools Kit. It is ordered alphabetically by language. Use these values to modify the Config.xml file in the ProofKit.WW folder when you customize the Setup of the Office 2013 Proofing Tools Kit. For more information about proofing tools, see Plan for proofing tools in Plan for multilanguage deployment of Office 2013.

#### OptionState IDs for each Proofing Tools language in Office 2013

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<thead>
<tr>
<th>OptionState ID</th>
<th>Proofing tools language</th>
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</thead>
<tbody>
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<td>Chinese Traditional Input Method Editor (IME)</td>
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<td>Ukrainian</td>
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<td>ProofingTools_1056</td>
<td>Urdu</td>
</tr>
</tbody>
</table>
Note:

Beginning in Office 2013, free downloadable proofing tool packages in 52 languages are available to all customers who have purchased the on-premises (MSI-installed) version of Office 2013, whether or not they are volume license customers. You can download these proofing tool packages in 32-bit or 64-bit versions from Office Proofing Tools. For more information, see Downloadable proofing tool packages in Companion proofing languages for Office 2013.

Plan for multilanguage deployment of Office 2013

Customize language setup and settings for Office 2013

Mixed language versions of Office 2013

Setup architecture overview for Office 2013
Security in Office 2013

Updated: October 16, 2012

Summary: Find articles that will help you work with the security controls that are available in Office 2013.

Applies to: Office 2013

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.

Office 2013 security articles on TechNet

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security overview for Office 2013</td>
<td>Provides information about new security features in Office 2013: authentication, identity, Web App Catalog, and extension, escrow key, and more.</td>
</tr>
<tr>
<td>Authentication in Office 2013</td>
<td>Provides about Office 2013 authentication, logon types, and using registry settings to determine which user identities are offered at user logon.</td>
</tr>
<tr>
<td>Plan for Information Rights Management in Office 2013</td>
<td>Provides information about how to use Information Rights Management (IRM) in Office 2013 to specify permissions for accessing and using sensitive documents and messages.</td>
</tr>
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</table>
Security overview for Office 2013

Published: July 16, 2012

Summary: Learn about new security features of Office 2013: authentication, identity, Web app catalog and extension, escrow key, and more.

Applies to: Office 2013

Audience: IT Professionals

Office 2013 includes new authentication functionality. Now users create a profile, sign in one time, and then seamlessly work on and access local and cloud Office files without re-identifying themselves. Users can connect multiple services, such as an organization’s OneDrive or a user’s personal OneDrive account, to their Office profile. After that, they’ll have instant access to all their files and associated storage. Users authenticate one time for all Office apps including OneDrive. This is true regardless of the identity provider, whether the Microsoft account or the user ID that you use to access Office 365, or the authentication protocol that is used by the app. Protocols include, for example, OAuth, forms based, claims based, and Windows Integrated Authentication. From a user perspective, it all just works. From the IT perspective, these connected services can easily be managed.

Authentication and Identity in Office 2013 Preview

Protection starts with authentication and identity. By using this release, Office makes a fundamental change from computer centered identity and authentication to user centered identity and authentication. This shift enables content, resources, most-recently-used lists, settings, links to communities, and personalization to roam seamlessly with users as they move from desktop, to tablet, to smartphone, or to a shared or public computer. For the IT admin, user audit trails and compliance are also separated by identity.

In this new environment, users sign in to Office 365 by using one of these identities:

- **Their Microsoft-managed, organization-owned, user ID.** For Office 365 business use, where Microsoft hosted enterprise and smaller organization user IDs are stored in the cloud. This scenario also supports multiple linked user IDs and single sign on.
  —or—

  **Their federated, org-owned user ID.** For Office 365 business use, where enterprise user IDs are stored on premises).

- **Their Windows Live ID.** Typically, users use this identity to sign in to Office 365 for non-business purposes. Users can have multiple Windows Live IDs that are linked and then sign in one time, get authenticated, and then switch from one Windows Live ID to another during the same session. They don’t have to be re-authenticated.
From an IT admin’s perspective, Active Directory is at the heart of this new paradigm. IT admins can do the following:

- Control user password policies across devices and services
- Use Group Policies to configure the operating environment
- Manage with Forefront Identity Manager (FIM) or Active Directory Federation Services (ADFS)

The cloud makes it all possible:

- **User accounts can be cloud-managed by using a web portal** Setup is simple. You can provision users manually for greatest control. No servers are required. Microsoft manages all that for you.
- **Any on-premises directories are Active Directory synchronized to the web portal** Provisioning can be automated and can co-exist with the cloud managed accounts.
- **Users have single-sign-on capability by using ADFS** Provisioning can be automated, and multi-factor authentication is supported.

As shown in the following figure, when identity and authentication are handled completely in the cloud without affinity to any on-premises Active Directory store, IT admins can still provision or de-provision IDs and user access to services through a management portal or PowerShell cmdlets.

**Figure: Office 365 identity and authentication managed completely in the cloud—without local Active Directory interaction.**

The next figure shows identity provisioning by using the Microsoft Online Directory Synchronization service. Authentication is managed in the cloud.

**Figure: Identity provisioning populated by using the Microsoft Online Directory Synchronization service. This is cloud managed authentication.**
The following figure shows the addition of federated authentication through Active Directory Federation Server 2.0 for large organizations.

**Figure:** Identity provisioning that is populated by using the Microsoft Online Directory Synchronization service; Active Directory Federation Server 2.0 and cloud managed authentication.
In the user experience, identity is surfaced when the user signs in.

**The client user interface**  At the start of each session, a user can choose to connect either to their personal cloud by using their Microsoft account, or to their on-premises corporate server or Microsoft-managed cloud for services such as Office 365 and for their documents, pictures, or other data.

If a user chooses to connect by using their Windows Live ID, they sign in by using their by using their Microsoft account (formerly called Passport or Windows Live ID) or they can choose to connect by using the user ID they use to access Office 365.

After they are signed in, that user is also free to switch identities at any time from the Backstage of any Office app.

**The client infrastructure**  Behind the scenes, client authentication APIs enable users to sign in and out and switch the active user identity. More APIs keep track of roaming settings (preferences and most-recently-used documents) and the services available to each identity.

**Other cloud identity services**  Users are automatically logged into these native services:

- OneDrive, for a Microsoft account sign on, or SharePoint Online for a corporate identity
- Roaming most-recently-used files and settings
• Personalization
• Windows Live Messenger activities (Windows Live ID)

Users can also log on to third-party cloud services after they sign in by using a Microsoft account. For example, if they sign in to LinkedIn or Facebook, the connection will roam with that identity.

**Use Group Policy settings to control desktops configurations**

With more than 4,000 Group Policy control objects at your disposal, you can use Group Policy to mandate user settings for Office. This means that you can create a range of lightly-managed to highly-restricted desktop configurations for your users. Your Group Policy settings always have precedence over Office Customization Tool (OCT) settings. You can also use Group Policy settings to disable particular file formats that are not secure over the network.

**A word about Microsoft Data Centers**

The Microsoft Data Center Security Program is risk-based and multi-dimensional. It takes people, processes, and technology into consideration. The Privacy Program makes sure that consistent global standard “high bar” privacy practices are followed for data handling and data transfer. The Microsoft data centers are also physically secure. All 700,000+ square feet and tens of thousands of servers are guarded 24 hours a day, 7 days a week. If there is a power failure, days of ancillary power are available. These data centers are geographically redundant and located in North America, Europe, and Asia.

Office 365 never scans your email messages or documents to build analytics, mine data, advertise, or improve our own service. Your data always belongs completely to you or your company and you can remove it from our Data Center servers at any time.

Office 365 complies with the following important and business essential industry standards:

- **ISO 27001 certified** Office 365 meets or exceeds the rigorous set of physical, logical, process, and management controls defined by ISO/TEC 27001:2005.
- **EU model clauses** Office 365 is compliant with and able to sign standard contractual clauses that relate to the EU model clauses and EU Safe Harbor framework.
- **HIPAA-Business Associate Agreement** Office 365 can sign requirements for HIPAA with all customers. HIPAA governs the use, disclosure, and safeguarding of protected health information.

**Catalogs and web Extensions**

Office 2013 includes a new extensibility model for Office clients that enables web developers to create apps for Office, which are web extensions that use the power of the web to extend Office clients. An app for Office is a region inside an Office application that contains a web page that can interact with the document to augment content and provide new interactive content types and functionality. Apps for Office can be obtained by users from the new Office marketplace or from a private catalog in the form of stand-alone apps or subcomponents of a document template solution, or a SharePoint application.

In the Trust Center, there is a new section titled “Manage Catalogs and Web Extensions.” This gives you the option to control the apps for Office. This includes the following:

- Disabling all catalogs, which turns off the apps functionality in Office
• Disabling the Office Marketplace catalog
• Adding more catalogs to your Trusted Catalog list and to the Insert menu
• Requiring catalog server verification by using HTTPS

**Escrow Key**

Office 2013 provides a new escrow key capability. This allows the IT admin of an organization to decrypt password-protected documents by using a private escrow key. For example, if a document was encrypted by using Word, Excel, or PowerPoint and the original owner of the document has either forgotten the password or has left the organization, it would be possible for the IT admin to retrieve the data by using the private escrow key.

The escrow key capability only works with files that are saved and encrypted by using next generation cryptography. This is the default encryption that is used in Office 2010 and Office 2013. If, for compatibility reasons, the default behavior was changed to use the legacy format, escrow key functionality will not be available.

**Digital signatures**

Improvements to digital signatures in Office 2013 include the following:

• Support for Open Document Format (ODF v1.2) file formats
• Enhancements to XAdES (XML Advanced Electronic Signatures)

Support for ODF v1.2 file formats enables people to digitally sign ODF documents in Office 2013 by using invisible digital signatures. These digitally-signed documents do not support signature lines or stamps. In addition, Office 2013 provides digital signature verification of ODF documents that are signed from inside other applications but that are opened in Office 2013.

XAdES improvements in Office 2013 include an improved user experience when creating an XAdES digital signature. Users are given more detailed information about the signature.

**Information Rights Management (IRM)**

Office 2013 includes a new IRM client, which has a new UI to help simplify identity selection. It also supports automatic service discovery of Rights Management Services (RMS) servers. In addition, Office 2013 has read-only IRM support for Microsoft Office Web Application Companions (WACs). WACs can view IRM-protected documents in a SharePoint library or IRM-protected documents that are attached to messages in Outlook Web Access (OWA).

**Protected view**

Office 2013 provides an improved protected view, a “sandbox” technology, when Office 2013 is used with Windows 2012 as the operating system. Office 2013 uses the Windows 2012 AppContainer feature, which provides stronger process isolation and also blocks network access from the sandbox. Protected view was introduced in Office 2010. Protected view helps reduce exploits to computers by opening files in a restricted environment, referred to as a lowbox, so that they can be examined before they are opened for editing in Excel, PowerPoint, or Word.
Office 2013 Preview, Designed with security top of mind—from the beginning

At Microsoft, security is considered during every step of the software life-cycle. Every employee who contributes to an Office feature or product is required to take security training and continue to learn as the industry and threats evolve. When designing a feature or product, the team is required to consider user data security and privacy from the beginning, and how threats to these can be reduced by using encryption or authentication or other methods. Their decisions are based on the environment, expected or potential exposure, and data sensitivity. The team performs multiple attack surface reviews and creates an incident response plan before an Office product is ever released.

Microsoft doesn’t just rely on employees to make sure user data is safe. It also uses tools and automated quality assurance tests. These fall into three general categories:

- **Functional testing** where every piece of the user interface is verified to make sure that user input, output, and action is as intended and advertised.
- **Fuzz testing** where large amounts of random or unexpected data are injected into the software to reveal security problems. Fuzz testing was a big part of the Office 2007 release and continues to be with this latest release.
- **For web applications** dynamic or web scanning tools are used to test for potential security bugs like cross-site scripting (XSS) or SQL injection.

The testing never stops. The Microsoft Security Response Center (MSRC) is responsible for handling security issues that are uncovered after a product has released. This team can quickly mobilize and deliver swift fixes to customers.

A quick review of security progress over the last several Office releases

Security controls that were introduced in Office XP, Office 2003, Office 2007, and Office 2010 reduced attacks, improved the user experience, hardened, and reduced the attack surface, and made it easier for IT admins to build a robust defense against threats while maintaining user productivity. Here’s how:

Introduction of the following features has mitigated attacks on Office:

- Protected view
- Document flow protection
- Patch management
- Cryptographic agility

The following features have improved the user experience:

- The Trust Center and message bar, trusted locations, trusted publishers, and sticky trust decisions
- Actionable security prompts
- Improvements to the Encrypt with Password feature
- Document Inspector
- XML file format support

Office has hardened the attack surface through the following features:
- Data Execution Prevention (DEP) support
- Group Policy enforcement
- Trusted time-stamping support for digital signatures
- Domain-based password complexity checking and enforcement
- Encryption-strengthening improvements
- CryptoAPI support

Office has reduced the attack surface through the following features:

- Office file validation
- Expanded file block settings
- ActiveX control security
- ActiveX “kill bit”
- Integrity checking of encrypted files
- Macro security levels

**More on file fuzzing**

File fuzzing is used to identify previously unknown vulnerabilities in various file formats. The Office team has fuzzed millions of files tens of millions of times and discovered, and fixed, hundreds of vulnerabilities.

**More on Data Execution Prevention**

This hardware and software technology, which was built into Windows and extended to all Office applications starting with Office 2010, identifies files that attempt to run code in reserved memory. This protection is always on for 64-bit versions, and is configurable by using Group Policy settings in 32-bit versions. If rogue code is detected, the affected application shuts down automatically.

**More on Protected View**

Protected view, which enables safe viewing of suspicious files, was introduced in Office 2010. Now, with the Windows 2012 AppContainer, which is restricted from network access, process isolation is further improved.

[Office 2010 Security Resource Center on TechNet](#)
Authentication in Office 2013

Published: 2012/10/16

Summary: Learn about Office 2013 authentication, logon types, and using registry settings to determine which user identities are offered at user logon.

Applies to: Office

In the new Office, Office applications are used for both business and non-business activities. A person may use Excel to crunch Q2 widget sales numbers by day and crunch World Cup stats by night, or use Word to write product specifications by day and short stories by night. Because Office is a tool that is used by the same individual in two different roles, the new Office offers two identities with which users can log on to Office 2013:

- **A Microsoft account**, which most people use for personal business
- **An organization ID that is assigned by Microsoft**, which most people use when doing work for an organization, such as a business, charity, or school.

The credentials that are used to sign in are recognized as either personal or organizational. That sign-in identity becomes the user's "home realm" and determines which documents the user has access to on SharePoint, OneDrive, or Office 365 Services for a specific session. Each unique sign in identity is saved in a most-recently-used list so that it is easy to switch between identities without leaving the Office experience.

For additional convenience, users can choose to mount an online document service to their identities for easy access. For instance, a personal OneDrive can be mounted to an organization identity so that personal documents can be accessed at work or school without ever switching identities. Also, when a user authenticates by using an identity, this authentication is valid for all Office applications, not just the application he or she signed in to.

The very good news is that all of this just works for users, by default, and out of the box.

In this article:

- **Office authentication protocols**
- **Use registry settings to determine which ID types to offer a user at log on**
- **Use a registry setting to prevent a user from connecting to Office 2013 resources on the Internet**
- **Delete the Office Profile, and credentials, associated with a removed log on identity**

**Office authentication protocols**

In Office 2010, users are authenticated by using Forms-Based Authentication (FBA), Windows Integrated Authentication (WIA), or Passport Server Side Include (SSI) Authentication, also known as "Passport Tweener." In Office 2013, you can still use FBA or WIA, but instead of SSI, we now use the
new open standard, token-based Open Authorization 2.0 (OAuth 2.0). See the following table for an overview of the authentication protocols that you can use with Office, including Office 2013.

### Office authentication protocols

<table>
<thead>
<tr>
<th>Client Office version</th>
<th>Authentication protocol</th>
<th>Server</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office 2010, Office 2013</td>
<td>Forms-Based Authentication (FBA). Forms based authentication uses client-side redirection to forward unauthenticated users to an HTML form where they can enter their credentials. After the credentials are validated, users are redirected to the resources that they requested.</td>
<td>SharePoint Online</td>
</tr>
<tr>
<td>Office 2010, Office 2013</td>
<td>Windows Integrated Authentication (WIA). This is negotiated, as with the Kerberos protocol or NTLM. In this scenario, the operating system provides authentication.</td>
<td>SharePoint 2010, SharePoint 2013</td>
</tr>
<tr>
<td>Office 2010, Office 2013</td>
<td>SSI, or Passport Tweener, Authentication. When a user provides Windows Live ID credentials or a Microsoft account, the Windows Live ID service returns a passport “ticket” that the client uses to access Windows Live services.</td>
<td>OneDrive</td>
</tr>
<tr>
<td>Office 2013</td>
<td>Open Authorization 2.0 (OAuth 2.0). OAuth 2.0 provides temporary, redirection-based authorization. A user or a web application that acts on behalf of a user can request authorization to temporarily access specified network resources from a resource owner. For more information, see <a href="https://oauth.net/2/">OAuth 2.0</a>.</td>
<td>OneDrive</td>
</tr>
<tr>
<td>Office 2013</td>
<td>Microsoft Online Services Sign-in Assistant. The Microsoft Online Services Sign-In Assistant provides end-user sign-in capabilities to Microsoft Online Services, such as Office 365. For more information about Microsoft Online Services Sign-in Assistant and the IT pro, see <a href="https://docs.microsoft.com/en-us/office/for-business/more-about-sign-in-assist">Microsoft Online Services Sign-In Assistant for IT Professionals RTW</a>. The download is for distribution to managed client systems as part of an Office 365 client deployment, using Office 365 Services (for SharePoint Online 2013, Excel Online 2013, and Lync Online 2013)</td>
<td></td>
</tr>
</tbody>
</table>
Log on types in Office 2013

Two log on types are supported when users sign in to Office 2013, a Microsoft account or an organization ID that is assigned by Microsoft.

**Microsoft account (the user’s individual account).** This account, formerly known as Windows Live ID, is the credential that users use to authenticate with the Microsoft network and is frequently used for personal or non-business work, such as volunteer work. To create a Microsoft account, a user provides a user name and password, certain demographic information, and “account proofs,” such as an alternative email address or phone number. For more information about the new Microsoft account, see [What is a Microsoft account?](#).

**An organization ID that is assigned by Microsoft / Office 365 account ID that is assigned by Microsoft.** This account is created for business use. An Office 365 account can be one of three types: a pure Office 365 ID, an Active Directory ID, or an Active Directory Federation Services ID. These are described below:

- **Office 365 ID.** This ID is created when an admin sets up an Office 365 domain and takes the form `<user>@<org>.onmicrosoft.com`, for example:
  
  ```
  sally@contoso.onmicrosoft.com
  ```

- **Organization ID that is assigned by Microsoft that is validated against a user’s Active Directory ID.** An organization ID that is assigned by Microsoft and validated against Active Directory as follows:
  1. First, a person who has an [on-premise domain]\<user> account attempts to access organization resources.
  2. Next, the resource requests authentication from the user.
  3. Then, the user types in their organization user name and password.
  4. Finally, that user name and password are validated against the organization AD database, the user is authenticated, and is given access to the requested resource.

- **An organization ID that is assigned by Microsoft that is validated against a user’s Active Directory Federation Services ID.** An organization ID that is assigned by Microsoft and validated against Active Directory Federation Services (ADFS) as follows:
  1. First, one person who has org.onmicrosoft.com attempts to access partner organization resources.
  2. Then, the resource requests authentication from the user.
  3. Next, the user types in their organization user name and password.
4. Then, that user name and password are validated against the organization AD database.

5. Finally, that same user name and password are passed to the partner’s federated AD database, the user is authenticated, and is given access to the requested resource.

For on-premises resources, Office 2013 uses the domain\alias user name for authentication. For federated resources, Office 2013 uses the alias@org.onmicrosoft.com user name for authentication.

Use registry settings to determine which ID types to offer a user at log on

By default, when a user attempts to access an Office 2013 resource, Office 2013 includes registry keys that are set to display a user’s Microsoft account ID and the organization ID that is assigned by Microsoft. But, you can change this so that only the Microsoft account is displayed, or their organization ID, or neither. This setting is changed in the computer registry.

**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 change the Office 2013 log on types offered to the user

1. From Registry Editor, browse to:
   
   HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Common\SignIn\SignInOptions

2. Set the value of SignInOptions to one of the following:

**Office 2013 SignInOptions values**

<table>
<thead>
<tr>
<th>SignInOptions value</th>
<th>Value type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>DWORD</td>
<td>(Default) This displays both the user’s Microsoft account ID and the organization ID that is assigned by Microsoft as their logon identity options.</td>
</tr>
<tr>
<td>1</td>
<td>DWORD</td>
<td>This only displays their Microsoft account ID.</td>
</tr>
<tr>
<td>2</td>
<td>DWORD</td>
<td>This only displays their organization ID.</td>
</tr>
<tr>
<td>SignInOptions value</td>
<td>Value type</td>
<td>Description</td>
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<tr>
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<tr>
<td>3</td>
<td>DWORD</td>
<td>This does not display either ID type. The user will be unable to log on. If you set SignInOptions to 3, and a user triggers the logon page, no ID types will be offered to the user. Instead, the message “Sign in has been disabled” is displayed.</td>
</tr>
</tbody>
</table>

### Use a registry setting to prevent a user from connecting to Office 2013 resources on the Internet

By default, Office 2013 gives users access to Office 2013 files that reside on the Internet. You can change this setting so that a user can't see those resources.

**To allow or prevent a user from connecting to Office 2013 Internet resources**

1. From Registry Editor, browse to: `Computer\HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Common\Internet\UseOnlineContent`

2. Set the value of UseOnlineContent to one of the following:

#### Office 2013 UseOnlineContent values

<table>
<thead>
<tr>
<th>UseOnlineContent value</th>
<th>Value type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>DWORD</td>
<td>Do not allow user to access Office 2013 resources on the Internet.</td>
</tr>
<tr>
<td>1</td>
<td>DWORD</td>
<td>Allow user to opt in to access of Office 2013 resources on the Internet.</td>
</tr>
<tr>
<td>2</td>
<td>DWORD</td>
<td>(Default) Allows the user to access Office 2013 resources on the Internet.</td>
</tr>
</tbody>
</table>
Delete the Office Profile, and credentials, associated with a removed log on identity

When a user logs into an Office app by using either their Microsoft account ID or their organization ID, a matching Office profile and credentials for that identity are created in the registry. The logon page gives the user the option of removing that identity, just under the “Not user name?” question near the user avatar or photo and name. If users choose to remove one of their identity options, it will be removed from the logon page. But, that corresponding Office profile and credentials will actually remain in the cache for a short time. If this is a security issue, such as when a user is fired from your organization, you should immediately delete that Office profile setting from the registry. To do that, browse to that user's Office profile in the registry, and delete it.

To delete an Office profile that may still be cached

1. From Registry Editor, browse to: 
   - HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Common\Identity\Identities

2. Choose the Office profile that you want to delete, and then choose Delete.
3. From the Identity hive, navigate to the Profiles node, choose that same identity, open the shortcut menu (right-click), and then choose Delete.

Security overview for Office 2013

What is a Microsoft account?

OAuth 2.0

Microsoft Online Services Sign-In Assistant for IT Professionals RTW
Plan for Information Rights Management in Office 2013

Published: October 16, 2012

**Summary:** Use Information Rights Management (IRM) in Office 2013 to specify permissions for accessing and using sensitive documents and messages.

*Applies to:* Office

**Audience:** IT Professionals

This article contains a summary of IRM technology and how it works in Office applications, together with links to more information about how to set up and install the required servers and software to implement IRM in Office 2013.

In this article:

- IRM overview
- How IRM works in Office 2013
- Setting up IRM for Office 2013
- Configuring IRM settings for Office 2013
- Configuring IRM settings for Outlook 2013

**IRM overview**

Information Rights Management (IRM) is a persistent file-level technology from Microsoft. It uses permissions and authorization to help prevent sensitive information from being printed, forwarded, or copied by unauthorized people. After permission for a document or message is restricted by using this technology, the usage restrictions travel with the document or email message as part of the contents of the file.

**Note:**

The ability to create content or email messages that have restricted permission by using IRM is available in Office Professional Plus 2013, and in the stand-alone versions of Excel 2013, Outlook 2013, PowerPoint 2013, InfoPath 2013, and Word 2013. IRM content that is created in Office 2013 can be viewed in Office 2003, Office 2007, Office 2010, or Office 2013.

For more information about IRM and Active Directory Rights Management Services (AD RMS) features that are supported in Office 2013, Office 2010, Office 2007, and Office 2003, see [AD RMS and Microsoft Office Deployment Considerations](#).

IRM support in Office 2013 helps organizations and knowledge workers address two fundamental needs:
• **Restricted permission for sensitive information**  IRM helps prevent sensitive information from unauthorized access and reuse. Organizations rely on firewalls, logon security-related measures, and other network technologies to help protect sensitive intellectual property. A basic limitation of using these technologies is that legitimate users who have access to the information can share it with unauthorized people. This could lead to a potential breach of security policies.

• **Information privacy, control, and integrity**  Information workers often work with confidential or sensitive information. By using IRM, employees do not have to depend on the discretion of other people to ensure that sensitive materials remain inside the company. IRM eliminates users’ ability to forward, copy, or print confidential information by helping to disable those functions in documents and messages that use restricted permission.

For information technology (IT) managers, IRM helps enable the enforcement of existing corporate policies about document confidentiality, workflow, and email retention. For CEOs and security officers, IRM reduces the risk of having key company information fall into the hands of the wrong people, whether by accident, thoughtlessness, or malicious intent.

### How IRM works in Office 2013

Office users apply permissions to messages or documents by using options on the ribbon; for example, by using the **Restrict Editing** command, under **Info, Protect Document**. The protection options that are available are based on permission policies that you customize for your organization. Permission policies are groups of IRM rights that you package together to apply as one policy. Office 2013 also provides several predefined groups of rights, such as **Do Not Forward** in Outlook 2013.

### Using IRM with an RMS server

Enabling IRM in your organization typically requires access to a rights management server that runs Windows Rights Management Services (RMS) for Windows Server 2003, or Active Directory Rights Management Services (AD RMS) for Windows Server 2008, Windows Server 2008 R2, or Windows Server 2012. It is also possible to use IRM by using an individual’s Microsoft account to authenticate permissions, as described later in this article. The permissions are enforced by using authentication, typically by using Active Directory directory service (AD DS). A Microsoft account can be used to authenticate and grant permission if Active Directory is not implemented.

Users do not have to have a Microsoft account to read protected documents and messages. For users who run Windows XP or earlier versions, the [Excel viewer](#) and [Word viewer](#) enable Windows users who have the correct permission to read some documents that have restricted permission, without using Office software. Users who run Windows XP or earlier versions can use Outlook Web App or the [Rights Management Add-on for Internet Explorer](#) to read email messages that have restricted permissions, without using Outlook software. This functionality is already available for users who run, Windows 7, Windows 8, Windows Vista Service Pack 1, Windows Server 2008, Windows Server 2008 R2, or Windows Server 2012. The Active Directory Rights Management Services client software is included with these operating systems.

In Office 2013, organizations can create the permissions policies that appear in Office applications. For example, you might define a permission policy named **Company Confidential**, which specifies that documents or email messages that use the policy can only be opened by users inside the company domain. There is no limit to the number of permission policies that can be created.
**Note:**

SharePoint Foundation supports use of IRM on documents that are stored in document libraries. By using IRM, you can control which actions users can take on documents when they open them from libraries in SharePoint Foundation. This differs from IRM applied to documents stored on client computers, where the owner of a document can choose which rights to assign to each user of the document. For more information about how to use IRM with document libraries, see [Document library planning (SharePoint Foundation 2010)](https://go.microsoft.com/fwlink/?LinkId=249525).

With AD RMS on Windows Server 2008, Windows Server 2008 R2, and Windows Server 2012, users can share rights-protected documents between companies that have a federated trust relationship. For more information, see [Active Directory Rights Management Services Overview](https://go.microsoft.com/fwlink/?LinkId=165489) and [Federating AD RMS](https://go.microsoft.com/fwlink/?LinkId=165491).

Also with AD RMS, Exchange Server 2012 offers IRM-protected email functionality including AD RMS protection for Unified Messaging voice mail messages and Outlook protection rules that can automatically apply IRM-protection to messages in Outlook 2013 before they leave the Outlook client. For more information, see [What's New in Exchange 2013](https://go.microsoft.com/fwlink/?LinkId=254730) and [Understanding Information Rights Management](https://go.microsoft.com/fwlink/?LinkId=142613).

For more information about [Active Directory Rights Management Services](https://go.microsoft.com/fwlink/?LinkId=247522).

**Using IRM without a local RMS server**

In a typical installation, Windows Server 2003 that is deployed with RMS or Windows Server 2008, Windows Server 2008 R2, or Windows Server 2012 that is deployed with AD RMS enables use of IRM permissions with Office 2013. If an RMS server is not configured on the same domain as the users, users’ Microsoft accounts can be used to authenticate permission, instead of Active Directory. Users must have access to the Internet to connect to the Microsoft account servers.

You can use Microsoft accounts when you assign permissions to users who need access to the contents of a restricted file. When you use Microsoft accounts for authentication, each user must specifically be granted permission to a file. Groups of users cannot be assigned permission to access a file.

**Setting up IRM for Office 2013**

Applying IRM permissions to documents or email messages requires the following:

- Rights Management (RM) client software. RM client software is included in Windows Vista and later versions or available as an add-in for Windows XP and Windows Server 2003.
Setting up RMS server access

Windows RMS or AD RMS manages licensing and other administrative server functions that work with IRM to provide rights management. An RMS-enabled client program, such as Office 2013, lets users create and view rights-protected content.

To learn more about how RMS works and how to install and configure an RMS server, see, Active Directory Rights Management Services.

Installing the Rights Management client software

RM client software is included in Windows Vista, Windows 7, and Windows 8. Separate installation and configuration of the necessary RMS client software is required on Windows XP and Windows Server 2003 to interact with RMS or AD RMS on the computer that is running Windows or the Microsoft account service on the Internet.

Download the RMS Client Service Pack to enable users on Windows XP and Windows Server 2003 to run applications that restrict permission based on RMS technologies.

Defining and deploying permissions policies for Office 2013

As in Office 2003, Office 2007 and Office 2010, Office 2013 includes predefined groups of rights that users can apply to documents and messages, such as Read and Change in Word 2013, Excel 2013, and PowerPoint 2013. You can also define custom IRM permissions policies to provide different packages of IRM rights for users in your organization.

You create and manage rights policy templates by using the administration site on your RMS or AD RMS server. For information about how to create, configure, and post custom permissions policy templates, see AD RMS Rights Policy Templates Deployment Step-by-Step Guide. For Exchange Server 2010Outlook protection rules, see Understanding Outlook Protection Rules.

The rights that you can include in permissions policy templates for Office 2013 are listed in the following sections.

Permissions rights

Each IRM permissions right that is listed in the following table can be enforced by Office 2013 applications that are configured on a network that includes a server that runs RMS or AD RMS.

<table>
<thead>
<tr>
<th>IRM right</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Control</td>
<td>Gives the user every right that is listed in this table, and the right to change permissions that are associated with content. Expiration does not apply to users who have Full</td>
</tr>
<tr>
<td>IRM right</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>View</td>
<td>Allows the user to open IRM content. This corresponds to Read Access in the Office 2013 user interface.</td>
</tr>
<tr>
<td>Edit</td>
<td>Allows the user to configure the IRM content.</td>
</tr>
<tr>
<td>Save</td>
<td>Allows the user to save a file.</td>
</tr>
<tr>
<td>Extract</td>
<td>Allows the user to make a copy of any part of a file and paste that part of the file into the work area of another application.</td>
</tr>
<tr>
<td>Export</td>
<td>Allows the user to save content in another file format by using the <strong>Save As</strong> command. Depending on the application that uses the file format that you select, the content might be saved without protection.</td>
</tr>
<tr>
<td>Print</td>
<td>Allows the user to print the contents of a file.</td>
</tr>
<tr>
<td>Allow Macros</td>
<td>Allows the user to run macros against the contents of a file.</td>
</tr>
<tr>
<td>Forward</td>
<td>Allows an email recipient to forward an IRM email message and to add or remove recipients from the To: and Cc: lines.</td>
</tr>
<tr>
<td>Reply</td>
<td>Allows email recipients to reply to an IRM email message.</td>
</tr>
<tr>
<td>Reply All</td>
<td>Allows email recipients to reply to all users on the To: and Cc: lines of an IRM email message.</td>
</tr>
<tr>
<td>View Rights</td>
<td>Gives the user permission to view the rights associated with a file. Office ignores this right.</td>
</tr>
</tbody>
</table>

**Predefined groups of permissions**

Office 2013 provides the following predefined groups of rights that users can choose from when they create IRM content. The options are available in the **Permission** dialog box for Word 2013, Excel 2013, and PowerPoint 2013. In the Office application, select the **File** tab, choose **Info**, choose the **Protect Document** button, select **Restrict Access**, and then choose from the options listed, which are populated by the Digital Rights Management server template. The following table lists the predefined permission groups.

**Predefined read/change permissions groups**
In Outlook 2013, users can select the following predefined group of rights when they create an email item. To access the option from the email item, choose **File**, **Info**, and then **Set Permissions**. Choose from the listed options, which are populated by the Digital Rights Management server template. The following table lists the predefined email permission groups.

### Predefined “Do not forward” group

<table>
<thead>
<tr>
<th>IRM predefined group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do Not Forward</td>
<td>In Outlook, the author of an IRM email message can apply Do Not Forward permission to users on the To:, Cc:, and Bcc: lines. This permission includes the View, Edit, Reply, and Reply All rights.</td>
</tr>
</tbody>
</table>

### Advanced permissions

Other IRM permissions can be specified in Word 2013, Excel 2013, and PowerPoint 2013. From **Info**, **Protect Document**, choose **Editing Restrictions**. For even more restriction options, choose **Restrict permission** at the bottom of the **Restrict Editing** panel. For example, users can specify an expiration date, restrict other users from printing or copying content, and so on.

By default, Outlook enables messages to be viewed by a browser that supports Rights Management.

### Deploying rights policy templates

When the rights policy templates are complete, post them to a server share where all users can access the templates or copy them to a local folder on the user's computer. The IRM policy settings that are available in the Office Group Policy template (Office15.admx) file can be configured to point to the location where the rights policy templates are stored (either locally or on an available server share). For information, see *Office 2013 Administrative Template files (ADMX, ADML) and Office Customization Tool*.
Configuring IRM settings for Office 2013

You can lock down many settings to customize IRM by using the Office Group Policy template (Office15.admx). You can also use the Office Customization Tool (OCT) to configure default settings, which enables users to configure the settings. In addition, there are IRM configuration options that can only be configured by using registry key settings.

Office 2013 IRM settings

The settings that you can configure for IRM in Group Policy and by using the OCT are listed in the following table. In Group Policy, these settings are under User Configuration\Administrative Templates\Microsoft Office 2013\Manage Restricted Permissions. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

IRM settings for Group Policy or the OCT

<table>
<thead>
<tr>
<th>IRM option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Directory time-out for querying one entry for group expansion</td>
<td>Specify the time-out value for querying an Active Directory entry when you expand a group.</td>
</tr>
<tr>
<td>Additional permissions request URL</td>
<td>Specify the location where a user can obtain more information about how to access the IRM content.</td>
</tr>
<tr>
<td>Allow users with earlier versions of Office to read with browsers...</td>
<td>Enable users without Office 2013 to view rights-that are managed content by using the Rights Management Add-in for Windows Internet Explorer.</td>
</tr>
<tr>
<td>Always expand groups in Office when restriction permission for documents</td>
<td>Group name is automatically expanded to display all the members of the group when users apply permissions to a document by selecting a group name in the Permission dialog box.</td>
</tr>
<tr>
<td>Always required users to connect to verify permission</td>
<td>Users who open a rights-managed Office document must connect to the Internet or local area network to confirm by RMS, or through their Microsoft account, that they have a valid IRM license.</td>
</tr>
<tr>
<td>Never allow users to specify groups when restricting permission for documents</td>
<td>Return an error when users select a group in the Permission dialog box: “You cannot publish content to Distribution Lists. You may only specify email addresses for individual users.”</td>
</tr>
<tr>
<td>Prevent users from changing permission on rights managed content</td>
<td>If enabled, users can consume content that already includes IRM permissions, but cannot apply IRM permissions to new content nor configure the rights</td>
</tr>
</tbody>
</table>
Turn off Information Rights Management user interface

Disable all Rights Management-related options within the user interface of all Office applications.

For more information about how to customize these settings, see Configure Information Rights Management in Office 2013.

Office 2013 IRM registry key options

The settings that you can configure for IRM in the registry are listed in the following tables.

The following IRM registry settings are located in HKCU\Software\Microsoft\Office\15.0\Common\DRM.

### IRM registry key options

<table>
<thead>
<tr>
<th>Registry entry</th>
<th>Type</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RequestPermission</td>
<td>DWORD</td>
<td>1 = The box is checked.</td>
<td>This registry key toggles the default value of the Users can request additional permissions from check box.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0 = The box is cleared.</td>
<td></td>
</tr>
<tr>
<td>DoNotUseOutlookByDefault</td>
<td>DWORD</td>
<td>0 = Outlook is used</td>
<td>The Permission dialog box uses Outlook to validate email addresses that are entered in that dialog box. This causes an instance of Outlook to be started when restricting permissions. Disable the option by using this key.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 = Outlook is not used</td>
<td></td>
</tr>
</tbody>
</table>
The following IRM registry setting is located in `HKCU\Software\Microsoft\Office\15.0\Common\DRM\LicenseServers`. There is no corresponding Group Policy setting.

**IRM registry setting for license servers**

<table>
<thead>
<tr>
<th>Registry entry</th>
<th>Type</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LicenseServers</td>
<td>Key/Hive. Contains DWORD values that have the name of a license server.</td>
<td>Set to the server URL. If the value of the DWORD is 1, Office will not prompt to obtain a license, it will only get the license. If the value is zero or there is no registry entry for that server, Office prompts for a license.</td>
<td>Example: If ‘<a href="http://contoso.com/_wmcs/licensing">http://contoso.com/_wmcs/licensing</a> = 1’ is a value for this setting, a user who tries to obtain a license from that server to open a rights-managed document will not be prompted for a license.</td>
</tr>
</tbody>
</table>

The following IRM registry setting is located in `HKCU\Software\Microsoft\Office\15.0\Common\Security`. There is no corresponding Group Policy setting.

**IRM registry settings for security**

<table>
<thead>
<tr>
<th>Registry entry</th>
<th>Type</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRMEncryptProperty</td>
<td>DWORD</td>
<td>1 = The file metadata is encrypted. 0 = The metadata is</td>
<td>Specify whether to encrypt all metadata that is stored inside a rights-managed file.</td>
</tr>
<tr>
<td>Registry entry</td>
<td>Type</td>
<td>Value</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>stored in plaintext. The default value is 0.</td>
<td></td>
</tr>
</tbody>
</table>

For Open XML Formats (for example, docx, xlsx, pptx, and so on), users can decide to encrypt the Office metadata that is stored inside a rights-managed file. Users can encrypt all Office metadata. This includes hyperlink references, or leave content as not encrypted so other applications can access the data.

Users can choose to encrypt the metadata by setting a registry key. You can set a default option for users by deploying the registry setting. There is no option for encrypting some of the metadata: all metadata is encrypted or none is encrypted.

In addition, the `DRMEncryptProperty` registry setting does not determine whether non-Office client metadata storage, such as the storage that is created in SharePoint 2013, is encrypted.

This encryption choice does not apply to Microsoft Office 2003 or other previous file formats. Office 2013 handles earlier formats in the same manner as it does in Office 2007 and Microsoft Office 2003.

**Configuring IRM settings for Outlook 2013**

In Outlook 2013, users can create and send email messages that have restricted permission to help prevent messages from being forwarded, printed, or copied and pasted. Office 2013 documents, workbooks, and presentations that are attached to messages that have restricted permission are also automatically restricted.

As an Outlook administrator, you can configure several options for IRM email, such as disabling IRM or configuring local license caching.

The following IRM settings and features can be useful when you configure rights-managed email messaging:

- Configure automatic license caching for IRM.
- Help enforce an email message expiration period.
- Do not use Outlook for validating email addresses for IRM permissions.

**Note:**

To disable IRM in Outlook, you must disable IRM for all Office applications. There is no separate option to disable IRM only in Outlook.

**Outlook 2013 IRM settings**

You can lock down most settings to customize IRM for Outlook by using the Outlook Group Policy template (Outlk15.admx) or the Office Group Policy template (Office15.admx). Or, you can configure
default settings for most options by using the Office Customization Tool (OCT), which enables users to configure the settings. The OCT settings are in corresponding locations on the Modify user settings page of the OCT.

Outlook IRM options

<table>
<thead>
<tr>
<th>Location</th>
<th>IRM option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Outlook 2013\Miscellaneous</td>
<td>Do not download rights permissions license information for IRM email during Exchange folder sync</td>
<td>Enable to prevent license information from being cached locally. If enabled, users must connect to the network to retrieve license information to open rights-managed email messages.</td>
</tr>
<tr>
<td>Microsoft Outlook 2010\Outlook Options\Email Options\ Advanced Email Options</td>
<td>When sending a message</td>
<td>To enforce email expiration, enable and enter the number of days before a message expires. The expiration period is enforced only when users send rights-managed email and then the message cannot be accessed after the expiration period.</td>
</tr>
</tbody>
</table>

For more information about how to customize these settings, see Configure Information Rights Management in Office 2013.

Outlook 2013 IRM registry key options

The Permission dialog box uses Outlook to validate email addresses that are entered in that dialog box. This causes an instance of Outlook to start when permissions are restricted. You can disable this option by using the registry key that is listed in the following table. There is no corresponding Group Policy or OCT setting for this option.

The following IRM registry setting is located in HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Common\DRM.

Outlook IRM registry key options
<table>
<thead>
<tr>
<th>Registry entry</th>
<th>Type</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DoNotUseOutlookByDefault</td>
<td>DWORD</td>
<td>0 = Outlook is used</td>
<td>Disable the option by using this key.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 = Outlook is not used</td>
<td></td>
</tr>
</tbody>
</table>

**Active Directory Rights Management Services**

**Understanding Information Rights Management**

**Plan document libraries (Windows SharePoint Services)**
Group Policy for Office 2013

Published: October 16, 2012

Summary: Find articles that will help you use Group Policy to configure and enforce settings for Office 2013 applications.

Applies to: Office 2013

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 installed, you can use Group Policy to:

- Control entry points to the Internet from Office 2013 applications.
- Manage security in the Office 2013 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 applications.

### Articles about how to use Group Policy with Office 2013

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning for Group Policy in Office 2013</td>
<td>Provides information about how to plan for using Group Policy to manage Office 2013.</td>
</tr>
</tbody>
</table>
Planning for Group Policy in Office 2013

Published: October 16, 2012

Summary: Plan for using Group Policy to manage Office 2013.

Applies to: Office 2013

Audience: IT Professionals

This article will help IT administrators who plan to manage Microsoft Office 2013 applications by using Group Policy. To be successful, they must understand their business requirements, security, network, and IT requirements, and their current Office application management practices.

- Planning for Group Policy
- Defining business objectives and security requirements
- Evaluating your current environment
- Designing managed configurations based on business and security requirements
- Determining the scope of application
- Testing and staging Group Policy deployments
- Involving key stakeholders

Planning for Group Policy

Group Policy enables IT administrators to apply configurations or policy settings to users and computers in an Active Directory directory service (AD DS) environment. Configurations can be made specifically to Office 2013. For more information, see Group Policy overview for Office 2013.

Planning for the deployment of Group Policy-based solutions includes several steps:

1. Define your business objectives and security requirements.
2. Evaluate your current environment.
3. Design managed configurations based on your business and security requirements.
4. Determine the scope of application of your solution.
5. Plan for testing, staging, and deploying your Group Policy solution.
6. Involve key stakeholders in planning and deploying the solution.
Defining business objectives and security requirements

Identify your specific business and security requirements and determine how Group Policy can help you manage standard configurations for the Office 2013 applications. Identify the resources (groups of users and computers) for which you are managing Office settings by using Group Policy and define the scope of your project.

Evaluating your current environment

Examine how you currently perform management tasks that are related to configurations for Office applications. This will help you to determine which kinds of Office policy settings to use. Document the current practices and requirements. You will use this information to help you design managed configurations in the next step. Include the following items:

- Existing corporate security policies and other security requirements. Identify the locations and publishers that are considered secure. Evaluate your requirements for managing Internet Explorer feature control settings, document protection, privacy options, and blocking file format settings.
- Messaging requirements for the organization. Evaluate requirements for configuring user interface settings, virus-prevention, and other security settings for Outlook 2013 by using Group Policy. For example, Group Policy provides settings for limiting the size of .pst files, which can improve performance on the workstation.
- User requirements for Office applications for the various kinds of user roles. This depends largely on users’ job requirements and the organization’s security requirements.
- Access restrictions to set for Office 2013 user interface items. For example, include disabling commands, menu items, and keyboard shortcuts.
- Software installation issues, if you are considering this deployment method. Although Group Policy can be used to install software applications in small-sized organizations that have Active Directory installed, there are some limitations, and you must determine whether it is an appropriate solution for your deployment requirements. For more information, see "Identifying issues pertaining to software installation" in Group Policy Planning and Deployment Guide.

If you manage lots of clients in a complex or fast changing environment, Microsoft System Center 2012 Configuration Manager is the recommended method for installing and maintaining Office 2013 in medium- and large-sized organizations. System Center 2012 Configuration Manager offers additional functionality, such as inventory, scheduling, and reporting features.

Another option for deployment of Office 2013 in Active Directory environments is to use Group Policy computer startup scripts.

- The choice between Group Policy and the OCT. Although both Group Policy and the OCT can be used to customize user configurations for the Office 2013 applications, there are important differences:
Group Policy is used to configure Office 2013 policy settings that are contained in Administrative Templates. The operating system enforces those policy settings. These settings have system access control list (SACL) restrictions that prevent non-administrator users from changing them. Use Group Policy for configuring settings that you want to enforce.

The OCT is used to create a Setup customization file (.msp file). Administrators can use the OCT to customize features and configure user settings. Users can change most of the settings after the installation. We recommend that you use the OCT for preferred or default settings only. For more information about the OCT, see Office Customization Tool (OCT) in Office 2013.

The decision about whether to use local Group Policy to configure Office settings. You can use local Group Policy to control settings in environments that include stand-alone computers that are not part of an Active Directory domain. For more information, see Group Policy overview for Office 2013.

**Designing managed configurations based on business and security requirements**

Understanding your business requirements, security, network, IT requirements, and your organization's current Office application management practices helps you identify appropriate policy settings for managing the Office applications for users in your organization. The information that you collect during the evaluation of your current environment setup helps you design your Group Policy objectives.

When you define your objectives for using Group Policy to manage configurations for Office applications, determine the following:

- The purpose of each Group Policy object (GPO).
- The owner of each GPO — the person who is responsible for managing the GPO.
- The number of GPOs to use. Keep in mind that the number of GPOs that are applied to a computer affects startup time, and the number of GPOs applied to a user affects the time that is needed to log on to the network. The greater the number of GPOs that are linked to a user, especially the greater the number of settings within those GPOs, the longer it takes to process the GPOs when a user logs on. During the logon process, each GPO from the user’s site, domain, and organizational unit (OU) hierarchy is applied, provided both the Read and Apply Group Policy permissions are set for the user.
- The appropriate Active Directory container to which to link each GPO (site, domain, or OU).
- The location of Office applications to install, if you are deploying the Office 2013 with Group Policy Software Installation.
- The location of computer startup scripts to run, if you are deploying Office 2013 by assigning Group Policy computer startup scripts.
- The kinds of policy settings that are contained in each GPO. This depends on your business and security requirements and how you currently manage settings for Office applications. We recommend that you configure only settings that are considered extremely important for stability and security and that you keep configurations to a minimum. Also consider using policy settings
that can improve performance on the workstation, such as controlling Outlook .pst file size, for example.

- Whether to set exceptions to the default processing order for Group Policy.
- Whether to set filtering options for Group Policy to target specific users and computers.

To help you plan for ongoing administration of GPOs, we recommend that you establish administrative procedures to track and manage GPOs. This helps make sure that all changes are implemented in a prescribed manner.

**Determining the scope of application**

Identify Office 2013 policy settings that apply to all corporate users (such as any application security settings that are considered extremely important to the security of your organization) and those that are appropriate for groups of users, based on their roles. Plan your configurations according to the requirements that you identify.

In an Active Directory environment, you assign Group Policy settings by linking GPOs to sites, domains, or OUs. Most GPOs are typically assigned at the organizational unit level. Therefore, make sure that your OU structure supports your Group Policy-based management strategy for Office 2013. You might also apply some Group Policy settings at the domain level, such as security-related policy settings or Outlook settings that you want to apply to all users in the domain.

**Testing and staging Group Policy deployments**

Planning for testing and staging is an important part of any Group Policy deployment process. This step includes creating standard Group Policy configurations for Office 2013 applications and testing the GPO configurations in a non-production environment before you deploy Office to users in the organization. If necessary, you can filter the scope of application of GPOs and define exceptions to Group Policy inheritance. Administrators can use Group Policy Modeling (in Group Policy Management Console) to evaluate which policy settings would be applied by a specific GPO, and Group Policy Results (in Group Policy Management Console) to evaluate which policy settings are in effect.

Group Policy provides the ability to affect configurations across hundreds and even thousands of computers in an organization. Consequently, it is very important that you use a change management process and rigorously test all new Group Policy configurations or deployments in a non-production environment before you move them into your production environment. This process makes sure that the policy settings that are contained in a GPO produce the expected results for the intended users and computers in Active Directory environments.

As a best practice for managing Group Policy implementations, we recommend that you stage Group Policy deployments by using the following pre-deployment process:

- Deploy new GPOs in a test environment that reflects the production environment as closely as possible.
- Use Group Policy Modeling to evaluate how a new GPO will affect users and interoperate with existing GPOs.
- Use Group Policy Results to evaluate which GPO settings are applied in the test environment.
For more information, see “Using Group Policy Modeling and Group Policy Results to evaluate Group Policy settings” in the Group Policy Planning and Deployment Guide.

**Involving key stakeholders**

Group Policy deployments in enterprises are likely to have cross-functional boundaries. As part of preparing for your deployment, it is important to talk to key stakeholders from the various functional teams in your organization and make sure that they participate during the analysis, design, test, and implementation phases, as appropriate.

Make sure that you conduct reviews of the policy settings that you plan to deploy for managing the Office 2013 applications together with your organization’s security and IT operations teams to make sure that the configurations suit the organization and that you apply a set of policy settings that are as strict as necessary to protect the network resources.

Office 2013 Administrative Template files (ADMX, ADML) and Office Customization Tool

Security policies and settings in Office 2013