HowTo use OfficeRTool (Version 2020/March/30)

OfficeRTool is supported on -> https://forums.mydigitallife.net

To skip check for new Office builds, start OfficeRTool.cmd with command-line parameter "**-NRC**.
See properties in example Shortcut-Link file "OfficeRTool (no release check -NRC)".

Standard (and mandatory) install chapters/steps are: First 1.) then 3.) and 4.) as last step.

Chapters:

1.) OFFICE LOCAL SETUP   (The sophisticated professional way - Offline local Installation)

2.) OFFICE ONLINE WEB-SETUP   (The very easy way - Online Web Installation)

3.) CONVERT OFFICE, VISIO AND PROJECT TO VOLUME

4.) START KMS ACTIVATION / SHOW CURRENT ACTIVATION STATUS

5.) WHAT TO DO IN CASE OF ERRORS

6.) SWITCH DISTRIBUTION CHANNEL / MANUALLY START UPDATE TO GET A NEWER VERSION

7.) DISABLE ACQUISITION AND SENDING OF TELEMETRY DATA

1.) OFFICE LOCAL SETUP

In OfficeRTool "Main-Menu" press
(D) DOWNLOAD OFFICE OFFLINE INSTALL PACKAGE

Default, preset values are shown. At start, config variables for "download path"," language" and "architecture" are read from OfficeRTool.ini file. Config variables for "Office Channel-ID" and "Office -Build" are always "not set" as default.

Follow the next steps (*if shown, quotes "" are not to be entered, omit them!*)

You can always break and return to Main Menu by entering "X" at most "Set ....." selections.

**Set new Office Package download path or press return for
DownloadPath="not set" >**c:\test   (**drive** is **mandatory!** and **folder** is optional)

Office install package download path changed   (only shown, when download path changed!)
old path "not set" -- new path "c:\test"

Save new path to OfficeRTool.ini? (1/0) >   (only shown, when download path changed!)

Enter 1 for permanent save or 0 to skip saving new download location.
Hint: 0 (no save) is preselected. Will be used by simply pressing return.

Next, possible Download channel lists are shown.

"Public known" standard distribution channels

```
Channel Name                                      - Internal Naming    Index-#
_____

Monthly_Channel (Retail/RTM)                      - (Production::CC)      (1)
Insider_Channel (Office Insider FAST)             - (Insiders::DevMain)   (2)
Monthly_Channel_Targeted (Office Insider SLOW)   - (Insiders::CC)        (3)
Semi_Annual_Channel (Business)                    - (Production::DC)      (4)
Semi_Annual_Channel_Targeted (Business Insider) - (Insiders::FRDC)      (5)
Manual_Override (set identifier for Channel-ID's not public known)      (M)
Exit to Main Menu                                                       (X)
```

Set Channel-Index-# (1,2,3,4,5,M) or X >1
Choose Index-# of one of the standard channels." Monthly" channel is sufficient for most users. "Insider FAST" channel is best for all who want to get the newest features. Contains the risk of getting not well tested/unstable functions.

If you want to use some of the Microsoft internal test- and developer-channels, then enter "**m**".
Set Channel-Index-# (1,2,3,4,5,M) or X >m
Choose Index-# of one of the "Internal Use Only" channels." Dogfood::DevMain" channel is the most uptodate channel.But it contains the risk of getting pre-alpha, not well tested functions. For unknown channels you can enter full hex Channel-ID instead the index-#.

```
"Microsoft Internal Use Only" Beta/Testing distribution channels
Internal Naming          Channel-ID:                            Index-#
_____

Dogfood::DevMain    -----> ea4a4090-de26-49d7-93c1-91bff9e53fc3     (1)
Dogfood::CC         -----> f3260cf1-a92c-4c75-b02e-d64c0a86a968     (2)
Dogfood::DCEXT      -----> c4a7726f-06ea-48e2-a13a-9d78849eb706     (3)
Dogfood::FRDC       -----> 834504cc-dc55-4c6d-9e71-e024d0253f6d     (4)
Microsoft::CC       -----> 5462eee5-1e97-495b-9370-853cd873bb07     (5)
Microsoft::DC       -----> f4f024c8-d611-4748-a7e0-02b6e754c0fe     (6)
Microsoft::DevMain  -----> b61285dd-d9f7-41f2-9757-8f61cba4e9c8     (7)
Microsoft::FRDC     -----> 9a3b7ff2-58ed-40fd-add5-1e5158059d1c     (8)
Production::LTSC    -----> f2e724c1-748f-4b47-8fb8-8e0d210e9208     (9)
Insider::LTSC       -----> 2e148de9-61c8-4051-b103-4af54baffbb4     (A)
Insiders::MEC       -----> 0002C1BA-B76B-4AF9-B1EE-AE2AD587371F     (B)
Production::MEC     -----> 55336B82-A18D-4DD6-B5F6-9E5095C314A6     (C)

Exit to Main Menu                                                  (X)
```

Set Channel (enter Channel-ID or Index-#) >

Set Office build >
Manually enter an Office build string such as 16.0.major-version.minor-version, for example 16.0.6001.1041 or simply press (return) for preselected latest available build.

Set language >
Enter Office GUI language-id from possible VALUES list <u>exactly as shown</u> in "lower-UPPER" case or press (return) for preselected "en-US"

Enter 1 for a permanent save of changed language to OfficeRTool.ini or 0 to skip saving new language change. Hint: 0 (no save) is preselected. Will be used by simply pressing return.

Set architecture > enter "x86" to download 32bit Office or enter "x64" for 64bit Office setup-files.

Enter 1 for a permanent save of changed architecture to OfficeRTool.ini or 0 to skip saving new architecture change. Hint: 0 (no save) is preselected. Will be used by simply pressing return.

Now a summary of all selected download settings is shown. Check for correct values.

Start download now (1/0)? >
Enter "1" to start the download, enter "0" to abort or any other key to go back to top, review and change download parameters.

Office download starts and files are being downloaded. Be patient! This will take some time until all install files (~ 2 GB) are completely fetched (this depends on connection speed and responsiveness of Microsofts content delivery servers)

Watch progress bars and look for any errors (such as **error 404** or **502**). If any errors occur, text color changes to red and you are asked:

Cancel download now? (1/0) ^>
Enter "1" = "YES" to Cancel/Abort download or enter "0" = "NO" to Continue/do not cancel the download. But be warned: If you continue and the error persists, download is incomplete and setup will surely fail because of missing files.

After download is completed, "Main Menu" is shown again.

(I) INSTALL OFFICE SUITES OR SINGLE APPS

Hint: by pressing (return) default values (all Apps are de-selected = "0", en-US, x86) will be used.
You can always break and return to Main Menu by entering "X" at most "Set ....." selections.

Set Office Package Download Path >
Enter "drive:\folder" exactly the same you used as "Downloadpath" in step (D) DOWNLOAD OFFICE OFFLINE INSTALL PACKAGE

If valid Office package was found, the following will be shown (example):

List of available installation packages:

1 16.0.8326.2107_en-US_x86_Monthly_Channel

2 16.0.8530.1000_en-US_x64_Insider_Channel

3 16.0.8431.2079_fr-FR_x64_Monthly_Channel_Targeted

4 16.0.8201.2193_de-DE_x86_Semi_Annual_Channel

5 16.0.8431.2079_pt-PT_x86_Semi_Annual_Channel_Targeted

If you have renamed default "**16.0**.xxxx.yyyy_package_"-foldername, then no packages are found. This is working as designed, because as default OfficeRTool searches for "16.0" as part of the foldername.
In this case you must enter a new search pattern to find them. Howto-Example see here.

Enter search pattern or enter x to abort ^>
Any entered string or character is used to find changed foldername and the package list is shown.

Enter package number # >
From list enter the number of the package that you want to install, **0** to change search pattern or

X to abort.
Attention: If you are using x86/32bit Windows, you can't select a x64/64bit Office setup-package for install. Please choose x86/32bit setup-package to be able to continue with install.

Select the engine for installing Office. Default engine is "ODT Setup.exe". But this one has some restrictions (ex. no Office 2019 install on Windows 7,8). If you want to install Office 2019 on Win7, 8 use "C" for OfficeClickToRun.exe. One limitation exists: Install of Office 32bit on Windows 64bit is not possible with OfficeClickToRun.exe. You must use 32bit Office on Windows 32bit and Office 64bit on Windows 64bit or take default engine "ODT Setup.exe".

Set Installmethod (OfficeClickToRun.exe = C or ODT Setup.exe = S) >
Enter "C" or "S", "X" to abort.

Then you must decide which Office software products to install:

Select full Office Suite for install:

```
1.) Office 2016 ProfessionalPlus    2.) Office 365 ProfessionalPlus
3.) Office 365 Business             4.) Office 2016 Mondo
5.) Office 2019 ProfessionalPlus    6.) Visio/Project 2016
7.) Visio/Project 2019              0.) Single Apps Install (no full suite)
```

Enter 1..7,0 or x to exit >

Select one of the offered Office Full Suites or select "0" if you don't want Full Suite and you want to install separate, standalone Office Single Apps. Entering "x" aborts and takes you back to Main Menu.

After Suite has been selected, "Exclusion List" follows as next step.

"Exclusion List" (for adjusting Office Full Suites installation by omitting not needed programs)

Here you can individually select if Word, Excel, PowerPoint, Access, Outlook, Publisher, OneNote, Teams and Skype for Business or OneDrive for Business are excluded/disabled and will be not installed.

Full Suite Install Exclusion List - Disable not needed Office App
*Disable Word Install (1/0) >*0

If "1" is entered, then the App (here: Word) is disabled and won't be installed.
"0" enables the App installation. As "0" is pre-selected, you can step through
the Exclusion List by pressing <return>. This results in a complete install of the
Professional Plus Suite (= all Apps being enabled).

If a full Suite (ProPlus, Standard, Mondo) was selected, then SingleApps-Installation is skipped
and you are guided direct to Project and Visio selection. If Mondo was selected, then Project
and Visio install is skipped as both Apps are already included in Mondo Grande Suite.

SINGLE APPS INSTALLATION

***If no Office Suite was chosen, then Single Apps selection is shown. Here you can
select which single Office Programs shall be installed as <u>standalone</u>, separate app.***

First you must select which Office version you want.

Use "2016 version" for Single App install (1/0=2019) >
Enter "1" for using "Office 2016 SingleApps" or "0" to select "Office 2019 SingleApps" install.

A list with all available 2016/2019 Single Apps will be shown, beginning with Word:

Set Word Single App Install (1/0) >
Set Excel Single App Install (1/0) >
Set Powerpoint Single App Install (1/0) >
Set Access Single App Install (1/0) >
Set Outlook Single App Install (1/0) >
Set Publisher Single App Install (1/0) >
Set OneNote Single App Install (1/0) >
Set Skype For Business Single App Install (1/0) >

- Enter "1" = shall be installed
- Enter "0" = shall be not installed

All individual Single App combinations are allowed. For example Word=1, Outlook=1 and the rest=0 will install Word and Outlook, nothing more.

Afterwards you can add Project and Visio if you want and install all together in one run.

Install Project Professional and VisioProfessional (2016/2019) as separate products

Set Project 2016 Install (1/0) >
Set Visio 2016 Install (1/0) >

Set Project 2019 Install (1/0) >
Set Visio 2019 Install (1/0) >

- Enter "1" = shall be installed
- Enter "0" = shall be not installed

Architecture: "x86" or "x64" is detected from downloaded package. This is preselected / fixed and cannot be changed, because it must match the architecture files of the downloaded install package.

Language: "xx-YY" Language-ID is detected from downloaded package. This is preselected / fixed and cannot be changed, because it must match the language of the downloaded install package.

Now a summary of the pending Install is displayed. Check for correct values.

Start local install now (1/0) or Create Install Package (C) ?>
- "1" : Starts setup immediatedly / Selected Office Software Products are installed on local system
- "0" : Abort and redo setup / Go back to top and choose new install parameters
- "X" : Abort and go to Main Menu
- "Any other key": Go to top, review and change install configuration

- "C" : Creates "setup.exe", "configure32/64.xml" and a "start_setup.cmd"
   The entered setup data are used. No setup is started. Builds an Offline Setup Package without
   the need to install first. You can create a different Install package without reloading by simply
   going through setup menu and creating another configuration.xml file based on selected items.

2.) Office ONLINE WEB-SETUP

In OfficeRTool "Main-Menue" press
(O) CREATE OFFICE ONLINE WEB-INSTALLER LINK

Office, Visio, Project must be installed separately. You must repeat all steps for every software
part you want to install.

Hint: by pressing (return) default values (all Apps de-selected = "0", en-US; x86) will be used.

Office, Project or Visio Install   (only 1 Software Product is allowed)**:**
- Enter "1" = shall be installed
- Enter "0" = shall be not installed

If no selection is made, then you are returned to Main Menu.

Set Architecture to install >   **(not shown on 32bit/x86 only Windows!)**
- enter "x64" for 64bit Office version or press (enter) to use preselected 32bit "x86"

Set language >
- Enter Office GUI language-id from possible VALUES list exactly like shown in "lower-UPPER" case or
  press (return) for preselected "en-US"

Start Online WEB install now (1/0)?
- "1" : Starts WebBrowser and downloads Online websetup.exe file
- "0" : Aborts setup / Go back to menu "OFFICE DOWNLOAD AND INSTALL"
- "Any other key": Go to top, review and change Download configuration

After confirming "Start Online WEB install now" your Web-Browser is started and download of web-
install.exe file is initiated. Save the offered .exe file (~3 MB) to your harddisk and start it afterwards.

This will initiate web-online setup on your local system. Install files (~1 GB) are now going to be
downloaded in the background and installed.

Normal installation times are 25-30 Mins (for downloading startup.exe and completing setup).

This heavily depends on your hardware, internet connection speed and the responsiveness of
Microsoft delivery servers. Most times MS is responsible if progress is very slow.

3.) CONVERT RETAIL OFFICE / SINGLE APPS, PROJECT,VISIO TO VOLUME
(mandatory and important step !)

In OfficeRTool "Main-Menue" press
(C) CONVERT OFFICE RETAIL TO VOLUME

- Check status summary if all installed Office Applications were found

If ok, then Press Any Key to continue

The Conversion process begins...

- If interfering Office Evaluation-/Trial-or Grace-Keys are found, they are being removed.
- VL_KMS-License files for installed Office Applications are copied and installed

- Windows 10 **Insider** test versions block Office KMS activation. If W10 Insider was found,
 a workaround (deleting and recreating license file "tokens.dat" is used to ensure KMS will
 work.

- Matching GVLK product keys are installed

Watch process and check for any errors.

After successful Retail2VL-conversion you can use your favourite KMS solution (such as the
Microsoft Toolkit, KMS_VL_ALL, KMSpico) to activate all Office applications. Or you proceed
straight to step 4.) and use OfficeRTool's own internal KMS-server (VLMCSD) to activate.

4.) START KMS ACTIVATION / SHOW CURRENT ACTIVATION STATUS

Prerequisites: Native Volume License Office or (C)onverted Retail to Volume **(see above step 3.)**

In OfficeRTool "Main-Menue" press
(K) START KMS ACTIVATION

At start you were asked, if you want to use OfficeRTool's internal KMS-Server.
You can always break and return to Main Menu by entering "X" at "Use..…" selections.

Use built-in OfficeRTool KMS server (1/0)?

- "**1**" :   Internal OfficeRTool-KMS server (VLMCSD from hotbird64) is used (**recommended!!**)
            No further input is needed. All values are preselected for successful activation.

- "**0**" :   Use OTHER KMS server (running local or on external LAN/WAN) - (**for the experts only**)
            Additional setup is needed.

Use (E)xternal KMS on WAN/LAN or other (L)ocal KMS server (E/L)? >

-"E/e": External KMS server on other system in WAN/Internet or LAN is used
-"L/l": Other internal KMS server (such as MTK- or KMSpico service) on local system is used

Set KMS host IP >   enter KMS-server's IP-address or fully qualified domain name (FQDN)

Set KMS host PORT >   enter KMS-server's Port-number   (standard port **1688** is preselected)

KMS-Activation process begins...

If Windows 10 Defender Antivirus is active and running, OfficeRTool temporarily adds all needed KMS activation files to Defender exclusion list. If activation finishes, these exclusions are removed. All detected/found Office Volume License Applications are activated.
Watch process and check for any errors. In case of activation errors look [here](#) and [here](#).

You can check KMS Office license status after successful (or unsuccessful) KMS activation or if you are just interested how long KMS license will last from now on.

In OfficeRTool "Main-Menue" press

(A) SHOW CURRENT ACTIVATION STATUS

All installed Office App(s) and their Build-/Version number, the remaining KMS license period (in days), license activation expiry date and active update channel-id are shown.

5.) WHAT TO DO IN CASE OF ERRORS

Mostly errors are based on mixture of Office versions and / or incomplete removal of Office components.

For support goto MDL-thread [(HOW-TO/SUPPORT/CHAT) OFFICE C2R Download/Install/Activation](#) or see MDL-post "[Installation Tips / Special Cases Treatment](#)"

To completely remove Office, see MDL-post "[Causes for Office install errors](#)"

6.) SWITCH DISTRIBUTION CHANNEL / UPDATE OFFICE TO A NEWER VERSION

In OfficeRTool "Main-Menue" press
(U) CHANGE OFFICE UPDATE-PATH (SWITCH DISTRIBUTION CHANNEL)

Installed Office Product, Version-/Build-#, Update-Path and Group-Policy Update-Branch are shown.

You can now change configuration to use a different Office Distribution-Channel. This is useful if you have "Monthly Channel (Retail/RTM)" active and want to use "Insider Channel (Insider FAST) to test new features. Or in case of problems with new version you can downgrade your installed Office to an older version available in this channel.

1 = Monthly_Channel (Retail/RTM)
2 = Insider_Channel (Office Insider FAST Ring)
3 = Monthly_Channel_Targeted (Office Insider SLOW Ring)
4 = Semi_Annual_Channel Channel (Business)
5 = Semi_Annual_Channel_Targeted (Business Insider)
6 = Dogfood_DevMain (MS Internal Use Only)
X = exit to Main Menu

Set New Update-Channel-ID (1,2,3,4,5, 6) or X >1
Select the distribution channel you want to use (1, 2, 3, 4, 5, 6) or X to exit to Main-Menu.

To "downgrade" (go back to prior version) just use the same distribution channel your Office was downloaded and installed from. Then enter required target version-/build-number.

The following input dialogue presents 2 Office builds. These are the build-numbers from newest Office build and 1 build back (prior build). Of course any known valid build numbers from the selected distribution-channel are accepted and can be used.

Manually enter any build-nummer such as 16.0.8730.2165 (prior build)
or simply press return for updating to: 16.0.8730.2175 (newest build)
Set Office update build >   (Ex.: return was pressed without input)

Example output after confirming input:
_____

New Update-Configuration will be set to:

Distribution-Channel : Monthly_Channel (Retail/RTM)

Update To Version : newest available
Change Configuration and start download of new Office version (1/0)? >

After entering "1" changes are set and you are returned to OfficeRTool Main Menu. Meanwhile download and setup of the new/changed Office version is starting in the background. Entering

"0" takes you back to "Change Office Update Path-Menu".

If Update-Error window "Something is wrong" is shown, then you have entered a wrong combination of Distribution-Channel and Office-Build-Number. Error means "Build not found".

7.) DISABLE ACQUISITION AND SENDING OF TELEMETRY DATA

Preventing Office 2016/2019 from phoning home and preserve personal privacy.

In OfficeRTool "Main-Menue" press

(T) DISABLE ACQUISITION AND SENDING OF TELEMETRY DATA

This will adjust / disable all known Telemetry related Registry Switches, Group Policy Rules and Scheduled Tasks.

All changes are based on information from Office 2016 Telemetry thread on MDL forum.

ATTENTION: This must be repeated after every update / setup, as there is always a risk that keys are reset back to standard "phone home" values!

(E) END - STOP AND LEAVE PROGRAM
This is obvious ☺