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As an IT administrator or someone managing multiple systems, you know the frustration of installing and configuring Office applications for every user individually. The repetitive tasks, manual configurations, and hours spent downloading individual language packs or applications can quickly add up, draining both time and patience. I've been there too, which is why I want to walk you through the Office Deployment Tool 2021, a solution designed to simplify and optimize this entire process. The deployment tool enables you to customize, deploy, and manage Office installations efficiently, whether it's defining specific apps, language packs, or update preferences. In this guide, I'll share the entire step-by-step process, from configuring your deployment package to creating a reusable setup that works across multiple systems, saving you valuable time. Office Deployment Tool 2021 Overview of the Office Deployment Tool The Office Deployment Tool (ODT) is a command-line tool that really puts you in control when deploying Microsoft Office across multiple computers. It's made up of two key files: setup.exe and configuration.xml. The beauty of this setup is that the configuration file allows you to define what version of Office you want to install—whether it's Office 2019, Office 2021, Office 2024, or even Microsoft 365 apps. You can also specify which apps to include, select the right language packs, and control update channels, all within the configuration file. Once everything is set, you simply run setup.exe to begin the installation. Office Deployment Tool What's great about the ODT is that it's not limited to just one version of Office. It's a flexible tool that works with different Office versions, making it a vital resource if you're managing installations across a wide range of devices or users. This flexibility makes it particularly useful for businesses that need to deploy Microsoft Office on multiple computers, especially those with volume licenses. It ensures a consistent, efficient rollout tailored to your organization's needs, giving you the control necessary for a smooth installation process. Use Word, Excel, and PPT for FREE How to Configure, Download, and Install Microsoft Office Deployment Tool 2021 Configuring and deploying Microsoft Office Professional Plus 2021 using the Office Deployment Tool 2021 can initially appear complex, but with the right understanding, it becomes a manageable process. The ODT is a utility designed for efficiently installing and configuring Microsoft Office across multiple systems. The XML file plays a crucial role as it defines the specifics of the installation—such as which version of Office to install, the language preferences, and the apps to include. Command Prompt (CMD) is the tool you'll use to execute the setup commands based on this configuration. While the process involves several steps, once the basic concepts are understood, it becomes a straightforward task. In this section, I will guide you through each step, breaking down the entire procedure into manageable sections to make it easier to follow. Downloading the XML File Step 1: Start by opening your web browser and searching for "Office Customization Tool" on Google. Step 2: Click on the first result, which will direct you to the Microsoft 365 Apps Admin Center. Search results for Office Customization Tool on GoogleSearch results for Office Customization Tool on Google Step 3: In the Admin Center, you'll see multiple options to configure your Office deployment. Configuration options in Microsoft 365 Admin Center The first section, called Products and Releases, lets you customize fields such as architecture, products, update channels, and applications. Let's review each field in detail. Step 4: In the Architecture field, select the architecture of your system—either 32-bit or 64-bit. Architecture selection in Office deployment settings Note: You can confirm your system's architecture by navigating to Control Panel > System and Security > System. Step 5: In the Office Suites field, choose Office LTSC Professional Plus 2021 - Volume License. If you require any additional products, such as Visio, you can include them here. Selecting Office LTSC Professional Plus 2021 in configuration settings Step 6: In the Update Channel section, leave the default settings unchanged. Default Update Channel settings in Office Deployment Step 7: Select the Office applications you wish to include. You can enable or disable apps using the toggle switches. App selection options in Office Deployment settings Step 8: Once you've configured the Products and Releases section, click "Next" to proceed to the Language section. Moving to the Language section in configuration settings Step 9: Choose your primary language for the Office suite in the Language section. This ensures the suite includes the appropriate language pack. Selecting primary language for Office suite Step 10: Optionally, you can add proofing tools or additional languages to the configuration. When you're done, click "Next". Adding proofing tools in the Language section Step 11: In the Installation section, select an installation option that best fits your needs. Installation options in Office Deployment settings Step 12: Keep the default installation options unchanged and click Next. Default installation settings in Office Deployment Step 13: In the Updates and Upgrades section, leave the Updates field as is. Updates field in Office Deployment settings Step 14: For the Upgrades field, decide whether to uninstall any existing Office versions. Once done, click Next. Upgrade options in Office Deployment settings Step 15: Move to the Licensing and Activation section. In the Product Key field, select "KMS" as this deployment doesn't require a product key. Configuring the Product Key in Deployment settings Step 16: Leave the Product Activation field unchanged and click "Next". Product Activation options in Deployment settings Step 17: In the General section, fill in your organization's name or your personal name. Optionally, add a description for the deployment. Step 18: Once completed, click "Next" to proceed. General information in Deployment settings Step 19: In the Application Preferences section, if no specific preferences are required, simply click "Next" to finalize the configuration. Step 20: Once all the settings are finalized, click "Export" to generate the configuration file. Save the file as configuration.xml in a folder of your choice. Exporting configuration file in Office Deployment settings Step 21: In the Export dialog, select Office Open XML Formats as the file type and click "OK". Selecting file format in Export settings Step 22: Agree to the terms and conditions by ticking the checkbox. Step 23: Finally, click the "Export" button to save the configuration file in XML format. Saving the configuration file in XML format Download the Office Deployment Tool Now that you have the configuration.xml file prepared, it's time to download the Office Deployment Tool. Step 1: Open your browser and search for "Office Deployment Tool". Google results for Office Deployment Tool Step 2: Click the first search result to visit Microsoft's official website and download the tool. Step 3: On the Microsoft Office Deployment Tool page, select your preferred language, then click "Download" to start the process. Download Office Deployment Tool Extract the Deployment Files Once you have the tool downloaded, let's extract it. You can create a new folder to keep everything organized if you prefer. Step 1: Right-click on the "Office Deployment Tool" file and choose "Run as Administrator" from the context menu. Run Office Deployment Tool as Administrator Step 2: The Microsoft Software License Terms dialog will appear. Scroll through the document, check the box to accept the terms, and click "Continue". Copy the Software License Terms Step 3: Choose a folder where you want to extract the files and click "OK". Extract Deployment tool files Step 4: Once the extraction is complete, click "OK" on the confirmation message to exit. Exit confirmation message Now, your Office Deployment files are ready in the selected folder, and you're set to move forward! Execute the Command Prompt Setup Next, we'll use Command Prompt to start the installation of Microsoft Office from the files you extracted with the Office Deployment Tool. Step 1: Open the taskbar search bar, type "Command Prompt", and click on "Run as Administrator". Open Command Prompt Step 2: In Command Prompt, you'll need to copy the file path of the folder where you extracted the tool's files. Go to the folder's "Address bar", and press "CTRL + C" to copy the path. Copy file path Step 3: Back in Command Prompt, type "cd", followed by a space, then paste the path with "CTRL+V", and press "Enter". Paste file path in Command Prompt Step 4: Now, to begin the installation, enter the following command: setup.exe /configure:configuration.xml Screenshots of the command prompt with setup command Note: If you renamed the XML file earlier, ensure you use the updated name in the command. Step 5: Press Enter, and the installation will start. It may take a few minutes to complete. Microsoft Office Professional Plus 2021 setup Verify Installation and Activation Once installed, let's check if Office is properly activated and ready to use. Step 1: Open any Office app, like Word, and go to the "Account" tab. Step 2: In the Account tab, you should see the product details, confirming your Office Professional Plus 2021 is activated. Office Professional Plus 2021 activated using Office Customization Tool Now that you've set up your configuration file, you have a ready-to-use setup that, with the Office Deployment Tool 2021, can help you install Office Professional Plus 2021 on multiple systems. The good news is, the configuration and deployment steps only need to be completed once. Afterward, you can transfer the deployment files to any PC and, using Command Prompt, effortlessly install the entire suite with the same preset settings; no additional adjustments required. Best Alternative to Microsoft Office 2021: WPS Office While the Office Deployment Tool 2021 simplifies the download and setup of Microsoft Office, the process can still be a hassle, especially when it comes to installation and catering to the different needs of individual users. With the ODT, you're mostly streamlining the deployment across an entire organization, but it doesn't allow for much customization to meet specific user preferences. That's where WPS Office comes in as a solid alternative. WPS Office offers a cost-effective solution that closely mimics the Microsoft Office interface, so users who are familiar with Office won't feel out of place. It's not only easier to set up but also allows for greater customization. For example, if your team members have different language preferences, they can switch between languages with just a few clicks—all from within the app itself. This kind of flexibility makes it a standout choice for businesses seeking more than just the typical Office suite experience. Complete office suite - WPS Office What really sets WPS Office apart is its all-in-one approach. Instead of juggling between multiple applications, WPS Office brings everything you need into one window—be it word processing, spreadsheets, presentations, or even PDF tools, which are included as part of the suite. The added benefit? WPS Office comes with an intelligent AI assistant designed to boost productivity, along with a built-in photo editor for easy image enhancement before inserting them into your documents, presentations, or spreadsheets. In short, WPS Office provides a smoother, more efficient, and highly customizable experience compared to Microsoft Office, making it a great choice for businesses looking for a simpler, more flexible solution. How to Download WPS Office Let's see how WPS Office has made the download process as easy as possible. Whether you're using Windows or macOS, it's designed to be quick and hassle-free. Here's how to get it: Step 1: Visit the WPS Office website through your browser and click the "Download" button located at the center of the page. WPS Office Download Step 2: Once the file finishes downloading, double-click it to begin installing the WPS Office suite. WPS Office installation Step 3: Once the installation is complete, you're all set to start using WPS Office for all your office needs. Simply open the app, and it will be ready to use; no additional setup required. WPS Office interface FAQs 1. What is the Office deployment tool? The Office Deployment Tool (ODT) is a Microsoft utility that helps deploy Office products across multiple computers. It allows customization of installations, including app selection, language, and update settings, making it ideal for large-scale deployments in organizations. 2. What is LTSC office? Microsoft Office LTSC (Long Term Servicing Channel) is a version of Office designed for organizations that need a stable, long-term solution. Unlike Microsoft 365, LTSC offers a perpetually licensed suite of Office apps with five years of support, making it ideal for environments with limited internet access or where feature updates are not needed. It is available through volume licensing agreements. 3. Which Office is free? The web version of Microsoft 365 is available for free, requiring only a Microsoft account. However, it can only be used in a browser, with no offline functionality. If you're looking for a free alternative to Microsoft Office, WPS Office is a great choice. It offers a fully functional office suite at no cost. Achieving Better Office Deployment with WPS The Office Deployment Tool 2021 is a powerful solution for efficiently deploying Microsoft Office across multiple devices, making it easier to manage installation, updates, and configurations. While it provides customization options, it can still be time-consuming and generally offers a more standardized approach rather than allowing granular personalization for different users within the same organization. In such cases, alternatives like WPS Office are a great choice. It offers an easy setup with complete control over personalization. Users can tailor it to their needs, reducing the workload for IT personnel and accommodating diverse preferences more effectively. If you're looking to simplify office suite deployment, switch to WPS Office and automate the process of customizing and managing your office environment. Microsoft Office | 12/23/24 Author: Trusted Tech Team 3 minute read Navigating the complexities of Microsoft Office tools has never been easier with our detailed guide. From understanding the Office Deployment tool to grasping the nuances of the Office Customization Tool, we have all the bases covered. Our guide offers a step-by-step tutorial on using the Microsoft Office Deployment Tool, empowering you to install Office in minutes. Ready to optimize your workflow even further? Explore our selection of best-selling Office products crafted to cater to a variety of professional needs. How to Use the Office Deployment Tool Steps for getting Microsoft Office installed: Download and install the Office Deployment ToolDownload the Office Deployment Tool as a self-extracting executable file from the Microsoft Download CenterRun the downloaded Office Deployment Tool executable (.exe) file. "officedeploymenttool...exe": Select a file to store the extracted files. In this example, we created a folder "ODT" and placed it on the desktop. You can view the extracted files in the folder. To install a Microsoft 365 apps plan containing Office 365 ProPlus (Office 365 E3), select Office 365 ProPlus in the "Office Suites". For installation on a Remote Desktop (Terminal Server), select "Shared Computer" as the activation option. Export your file In this example, we save the sample configuration file name "ODTConfig". We are saving it into the "ODT folder on the desktop". The screenshot above shows the "ODTConfig" file saved successfully into the "ODT" folder. Run the Office Deployment Tool in Download ModeOpen Command Prompt as Administrator. Change the directory of the command prompt to the ODT folder using the "cd" command cd filepath cd C:\Users\User\Desktop\ODT In the example above, the download path of the ODT folder is: C:\Users\User\Desktop\ODT The Command Prompt will now reflect the new directory. C:\Users\User\Desktop\ODT> Run the Office Deployment Tool in download mode. Enter the following into the Command Prompt or command line tool. setup.exe /download ODTConfig.xml Setup.exe refers to the name of the file in the destination. /download refers to the mode that you are running the tool in. ODTConfig.xml refers to the configuration settings for running the tool in the given mode. Successfully running the command will create a folder titled "Office" within the destination folder. Wait for the files to finish downloading. This step may take anywhere from 5 minutes to 1 hour, depending on your internet connection. You can verify the download is complete by inspecting the size of the "Office" folder and closing and reinspect the size. If the size has not increased, the download step is complete. Run the Office Deployment Tool in configure modeReturn to the command prompt, and ensure that you are running commands in the target directory. Run the Office Deployment Tool in configure mode.Enter the following into Command Prompt: setup.exe /configure ODTConfig.xml Setup.exe refers to the setup file name in the destination. /configure refers to the mode that you are running the tool in. ODTConfig.xml refers to the configuration settings for running the tool in the given mode. Successfully running the command will open a window showing Office is being installed. Once the Office installation is successful, you can open and use the included programs. Please see the supporting documentation below, which outlines the steps required to install Office using the Deployment or Office Customization tools. Simplify Deployment with Trusted Tech Team The Office Deployment Tool is a powerful resource that streamlines the process of customizing and deploying Microsoft Office across your organization. By leveraging its flexible configuration options, IT administrators can ensure a consistent and efficient rollout tailored to specific business needs. Whether you're managing installations for a small team or deploying Office across multiple locations, the Office Deployment Tool provides the control and reliability necessary for a smooth operation. At Trusted Tech Team, we're here to help you every step of the way. From guiding you through the configuration process to troubleshooting deployment challenges, our experts are dedicated to ensuring your success. Request a quote today and discover how Trusted Tech Team can optimize your office deployment strategy while saving you time and resources. Get the latest posts delivered right to your inbox By submitting this form, you agree to receive emails from Trusted Tech Team. You may unsubscribe anytime. Deploy Office 365, LTSC 2021, Office 2019 using ODT Ref: Overview of the Office Deployment Tool - Deploy Office | Microsoft Docs Office Deployment Tool (ODT) The office deployment toolkit is a command-line tool that you can use to download and deploy Microsoft 365 Apps to the client computer. Download the Office Deployment Tool (ODT) Ref: Download Office Deployment Tool from Official Microsoft Download Center Download the ODT from above link. After downloading you are required to run the .exe file which contains the "Setup.exe" and "Configuration.xml"Getting start with Office Deployment Tool (ODT)Step 1. Download the file from the above link. You can check the system requirements and the other details while downloading it. Step 2. You will see the file has been downloaded in the Downloads folderStep 3. Right click the file and "Run as administrator"Step 4. You will be prompted to select "Yes" or "No". Click on "Yes"Step 5. Accept the Microsoft Software License Terms and ContinueStep 6. You are now asked to select the folder to save the extracted filesFor this demo, I have created a file named M365 Installer in C: DriveStep 7. Once you click "OK", you will receive a notification that the file has been extracted successfully in the specific folder.You will now be able to see the "setup" and the "configuration files" which was extractedYou can see the setup file and the XML files with different versions. The XML files can be used as to download the application. For example, If I need to install 64 Bit Office365 Enterprise Application then I can use the first XML file with named "Configuration-Office365-x64".If you want more customization in the XML, then you can proceed with the customization tool. Below is the link for the customization tool. Ref: Microsoft 365 Apps admin center (office.com)Note: Below steps are for the creation of customized XMLA. Open above link and click on "Create a new configuration". B.Choose the Architecture that you want to deploy.C. You can select the specific office suites product as per the requirementsFor this demo I am going to choose Office 365 Apps for enterpriseD. If you want to install "Visio", "Project" you can also select the available options but for this demo I am selecting none.E. For update channels and version, leave as default or you can change as per the requirements.F. Turn on the app that you want to deploy as per your requirementG. Turn on or off and click on NextH. Select the languages as per your requirements and click on NextI. Choose "Office CDN" or "Local source"J. You can turn on or off the below settings and click on NextK. By default, all the setting is turned on. If you turn on these settings, then the previous version of office along with Visio and Project will be uninstalled. In most of the cases the Visio and Project comes with separate licenses thus you need to decide if you want to uninstall the office only or uninstall including Visio and Project.For this demo, I have turned on the Uninstall any MSI version of office but turned off all other settings which will uninstall the office products except Visio, Project, SharePoint Designer, and InfoPath.L. Click on nextM. Turn on the EULA (End User License Agreement)N. Product Activation is user based for "O365 Apps for Enterprise" and click on NextO. Provide General description "if you know" and click on NextP. Under Application preferences you can customize as per the requirements but for this demo,I'm keeping everything as default.Q. Scroll down. Click on Finish and Click on ExportR. Select "Keep Current settings" and Click on OKS. Accept the Terms in the license agreements. Enter the File name and Click on "Export" The XML file is now downloaded.T. Copy and paste the XML file in the folder that we have created earlier. For installation of 64 Bit-Office 365 apps for enterprise, you have now two XML files one is the default i.e. "configuration-Office365-x64" and another is the customized one that you have just created i.e. "M365" Note: You can choose any of these but for this demo I will go through the customized XMLYou can also view the codes of both the XML.To view the codes, you can simply right click and edit the filesCodes used in default XML fileCodes used in customized XML fileNow you are required to go through two steps 1.Download the Microsoft 365 Apps product based on the XML that you created. 2.Install the downloaded Microsoft 365 AppsStep 8. From the Start menu search Command Prompt and Run as AdministratorStep 10.Change the current directory path to the directory where the setup and XML files are located. Use the below command: C:\windows\system32>cd c:\M365Installer Note: Don't keep the space in the folder nameStep 11. Download the Microsoft 365 Apps product based on the XML that you created.To download use the script below:C:\M365Installer>Setup.exe /download configuration.xmlAfter pressing enter you will now be able to see the folder named "Office" which is being downloaded according to the customized configuration.You can also see the bandwidth consumption from the task manager. It will take time to download depending on your network speed. (Approx. size of file is around 3.18 GB) Once the download is complete, the cursor will reach on C:\M365Installer> Step 12. You can now proceed with the installation process. Use the below command to install with the XML file.C:\M365Installer>Setup.exe /configure:configuration.xml13. Soon after you press enter key, you will be prompted to select "Yes" or "No". Click on YesAfter few seconds, you will see the things are getting ready and in the process of installation.Installed SuccessfullyStep 14. You are now required to Activate the Product with your email address which are assigned with enterprise license.The difference you see while creating XML for office 365 apps for enterprise, Office 2019 and LTSC 2021 is that you are required to provide the KMS or MAK key during the time of creating the configuration XML.Follow the below article to deploy Office 2019 & LTSC 2021 with the available Multiple Activation Key (MAK) & Key Management Services (KMS)Deploy Office LTSC 2021 - Deploy Office | Microsoft Docs Deploy Office 2019 (for IT Pros) - Deploy Office | Microsoft Docs Follow this guide to install Office 2019/2021/2024 Professional Plus or Standard, Visio 2019/2021 Professional or Standard, Project 2019/2021 Professional or Standard, or Microsoft 365 Business products. Step 1: Download and extract the Office Deployment Tool Download Office Deployment Tool from the following link: Open the executable file. It should look similar to this: You will be prompted to allow this application to make changes to your computer. Select 'Yes'. A pop-up message with the Microsoft License Terms will appear on your screen. Check the box at the bottom and click 'Continue'. Next, a pop-up will appear asking you to select a destination folder for the downloaded files. After you press 'OK,' a message will appear on the screen. Press 'OK' again. Step 2: Create a configuration file Locate the folder you selected in the previous step. Open it, and you will see several files. Delete all configuration files from this folder, as we will create our own .xml file. Visit and click the 'Create' button. As an example, we will install Office 2019 Professional Plus and Project 2019 Professional using a single .xml file. Here are the options we will select: After completing each section, click 'Next' until you reach the 'Licensing and Activation' section. Here, you can either select the 'MAK' option and enter the MAK key provided in your certificate, or continue with the provided generic KMS key. Once you have completed all the sections, click 'Export' to save the file in the same folder where the deployment tool is installed. Optional: You can rename the configuration file to match the product name, ensuring there are no spaces or special characters. Step 3: Download the configuration file via Command Prompt (cmd) Copy the directory address where the deployment files are located. To do this, right-click on the folder name in the Windows Explorer address bar and select 'Copy address as text'. Open Command Prompt as an administrator by right-clicking on the app from the Windows Start menu or Search bar and selecting 'Run as administrator'. Change the directory from System32 to the folder where the configuration file is located by typing the command cd, followed by a space and the folder address. Then press 'Enter'. Type setup /download (the name of the configuration file).xml and press Enter: The download will start automatically. You will notice the cursor moving to a new row in the Command Prompt without any message. This process may take up to 30 minutes, depending on your internet connection. Once the download is complete, a new folder named 'Office' will appear in the directory. The Command Prompt window must remain open during the download process. You will know the download is complete when a second command row with the folder directory appears. This is what the Command Prompt window looks like when the download is complete: Step 4: Start the installation via Command Prompt (cmd) Type: setup /configure [the name of the configuration file].xml and press Enter: The installation will start automatically, and the Office installation window will open: Follow the steps in the installation wizard to complete the process.

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