



Install Microsoft Office 365

Virtual Desktop Service

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Install Microsoft Office 365

Manual steps overview

Licensing rules prevent Administrators from simply downloading Microsoft Office from logged in user's account and installing it onto a shared terminal server and functioning for multiple users as expected. Instead, Administrators need to follow a specific process to install Office Pro Plus with the Shared Computer Activation flag activated.

Process steps summary

1. Begin by downloading the Office Deployment Tool from <https://www.microsoft.com/en-us/download/details.aspx?id=49117>
2. Navigate to the Office Config tool: <https://config.office.com/deploymentsettings>.



This guide will skip options beyond the minimum required and Shared Computer Activation. If other options are needed, you can learn more through Microsoft's guide here: <https://docs.microsoft.com/en-us/deployoffice/deploy-office-365-proplus-from-the-cloud>

1. Select the appropriate architecture for your deployment – 64 bit is recommended unless there a specific reason to use 32 bit (such as older Office plugins requiring 32 bit versions of Office).

Office Customization Tool

[Learn more about the Office Customization Tool](#) 

Deployment settings

Which architecture do you want to deploy?

☐ 32-bit

☒ 64-bit

Products*

Which products and apps do you want to deploy?

2. Select the desired Office apps and versions: Note: Only Office Pro Plus is supported for Shared Computer Activation. Regardless of what version of Office you have (Office 365 Pro Plus, Office 365 E3, Office 365 E5, Microsoft 365 Business, Microsoft 365 E3, Microsoft 365 E5) you will still install Office 365 Pro Plus here.

Products*

Which products and apps do you want to deploy?

Office Suites

Office 365 ProPlus



Visio

Select Visio product



Project

Select Project product



Additional Products

Select Additional product



3. Select the language desired and click Next to proceed.

Language

Languages

Select primary language*

English (United States)

Select additional languages

Select additional languages

Select additional proofing tools

Select additional proofing tools

4. Under “Installation Options”, we recommend you deselect “Pin icons to Taskbar”:

Installation options

Where do you want to deploy Office from?

☒ Office Content Delivery Network (CDN)

☐ Local source

Source path

Network, local, or HTTP path

☒ Fallback to the CDN for missing languages

☐ System Center Configuration Manager

Show installation to user ☒ On

Pin icons to Taskbar ☐ Off

Logging ☒ On

Save log file to

Network, local, or HTTP path

Shut down running applications ☐ Off

[Learn more](#) 

Next

5. This is the most important step of all – setting Product Activation to Shared Computer. Admins can optionally click the toggle that automatically accepts the EULA for the benefit of the user experience.

Automatically accept the EULA



☒ On

Please Note:

Your use of the subscription service and software is subject to the terms and conditions of the agreement you agreed to when you signed up for the subscription and by which you acquired a license for the software. For instance, if you are:

- a volume license customer, use of this software is subject to your volume license agreement.
- a Microsoft Online Subscription customer, use of this software is subject to the Microsoft Online Subscription agreement.

Product key

Product key settings only apply to volume licensed products and suites

☒ KMS Client Key

Product key entry is not required for Key Management Service (KMS) activation.

☐ Multiple Activation Key (MAK)

Multiple Activation Key (MAK). Type a valid 25 character volume license key with no spaces.

Autoactivate

☐ Off

Product activation

☐ User based [Learn more](#)

☒ Shared Computer [Learn more](#)

☐ Allow the licensing token to roam

Network, local, or HTTP path

☐ Device based [Learn more](#)

Next

6. Return to the top of the page and click Export.

Office Customization Tool

[Learn more about the Office Customization Tool](#)

Deployment settings

Import

Export

Reset

▼ Products and releases

▼ Language

7. Select Keep Current Settings and click OK to proceed.

Default File Format

Since Microsoft Office 2013, support has been added for opening and saving files in the OpenDocument Format (ODF). You can customize the deployment configuration to specify the format you would like as the user's default.

☒ Keep Current Settings

Choose this option to keep the current settings for this deployment configuration.

Word - Not configured

Excel - Not configured

PowerPoint - Not configured

☐ Office Open XML formats

Choose this option to set the user's defaults for Word, Excel, and PowerPoint to the file format designed to support all the features of Microsoft Office.

[Learn more](#)

☐ OpenDocument formats

Choose this option to set the user's defaults to use the ODF file formats designed to support the features of third-party productivity applications that also implement ODF. Many features of Microsoft Office are supported by ODF but some content or editability may be lost upon save.

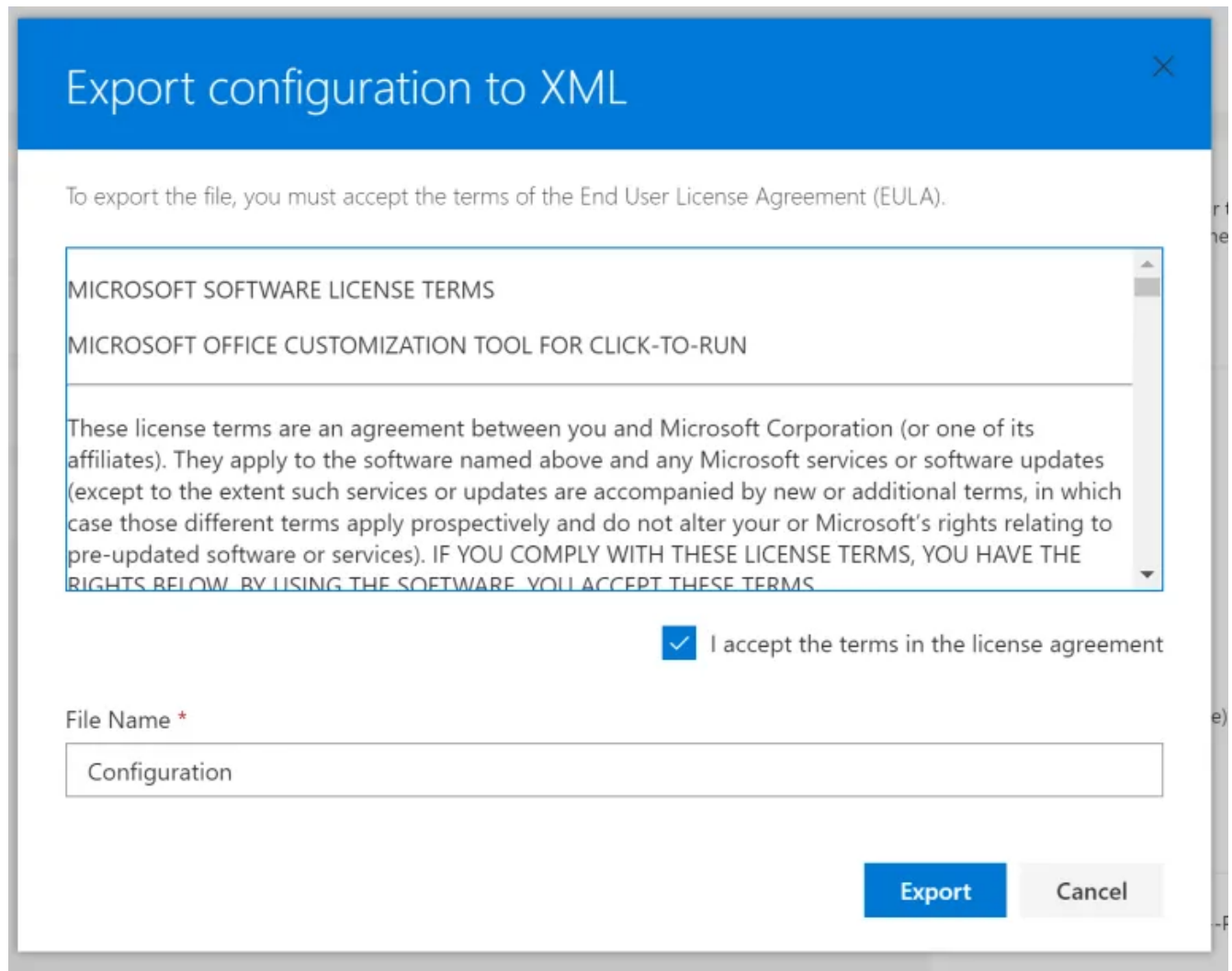
[Learn more about the level of support by ODF for Microsoft Office features](#)

Note: You can use Group Policy or the [Office Cloud Policy Service](#) to manage this setting for all users.

[Learn more about the differences between formats](#)

OK

8. Accept the terms of the agreement and either keep or change the name of the install file and click Export to proceed. This guide will assume that you keep the default "Configuration" name.



9. After you click “Export”, the download for “Configuration.xml” will begin.
10. Run the officedeploymenttool EXE/self extracting file (officedeploymenttool_11901-20022.exe is the version of the file at the time of this writing) you downloaded earlier, extract to a new folder (We’ll assume that “C:\Office” is used for this example), and copy the Configuration.xml file to the same directory (overwrite the sample one that was extracted already).
11. Next, open Command Prompt as Administrator and change the directory to “C:\Office” (run “cd \Office”).
12. Next, run “setup.exe /download Configuration.xml” (change “Configuration.xml” to match the XML file you exported in step 10) and do not be concerned if it seems like nothing is happening, this step can take a while.
13. Finally, run “setup.exe /configure Configuration.xml” (again, adjusting the XML file name to match your file).

Unsupported automated deployment



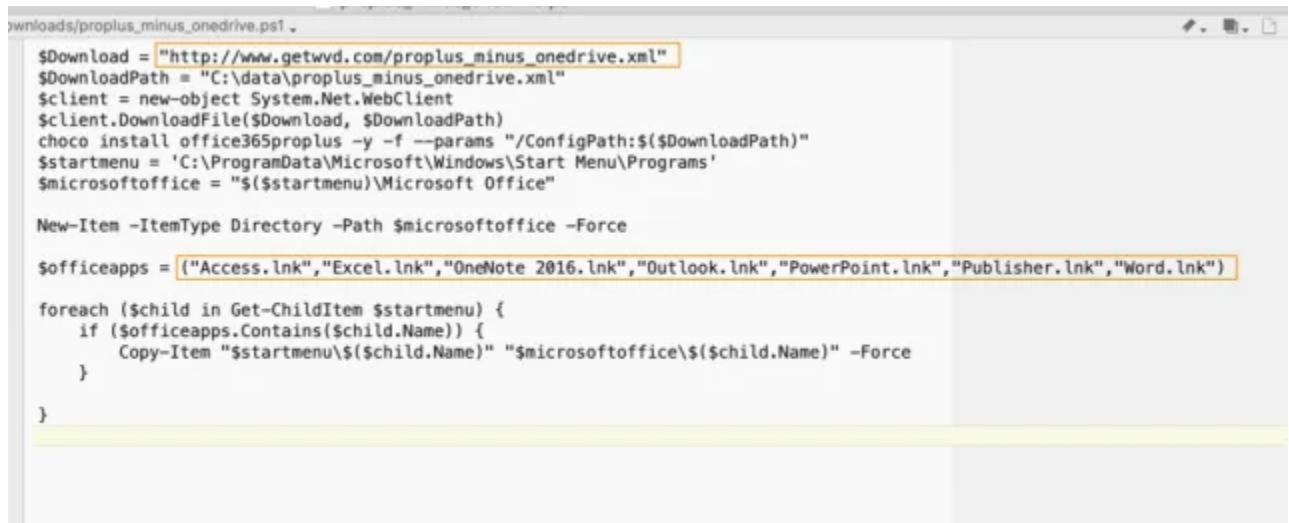
This automated process relies on a custom ps1 and a pre-built xml. It is unsupported in the sense that NetApp makes no warranty that it will work or the impact to any target machines. The ps1 is hosted by NetApp and could change/disappear at any time. We recommend this method be used as a template for building and hosting your own automated process. This process was validate on Windows Server 2016 Datacenter 10.0.14393 and Windows 10 Enterprise for Virtual Desktop 10.0.18362 in Azure on Aug 30th, 2019.

Process steps summary

1. Run command to download and run hosted .ps1
2. ps1 downloads the hosted Office Deployment Configuration .xml (Screenshot of the Office Configuration Tool settings used for this XML is here)
3. ps1 runs ProPlus Install referencing the .xml
4. ps1 copies the Microsoft Office Shortcuts into a single folder for app publishing purposes

Customization steps

1. Download and edit the hosted ps1 from http://getAVD.com/proplus_minus_onedrive.ps1
 - a. Built your own xml file (outlined above) and upload to your own URL
 - b. Edit the "\$download" variable to point to your own URL your own configuration xml file
 - c. Edit the "\$officeapps" variable to include all the shortcuts installed by your configuration xml file



```

$Download = "http://www.getwvd.com/proplus_minus_onedrive.xml"
$DownloadPath = "C:\data\proplus_minus_onedrive.xml"
$client = new-object System.Net.WebClient
$client.DownloadFile($Download, $DownloadPath)
choco install office365proplus -y -f --params "/ConfigPath:$($DownloadPath)"
$startmenu = 'C:\ProgramData\Microsoft\Windows\Start Menu\Programs'
$microsoftoffice = "$($startmenu)\Microsoft Office"

New-Item -ItemType Directory -Path $microsoftoffice -Force

$officeapps = ("Access.lnk","Excel.lnk","OneNote 2016.lnk","Outlook.lnk","PowerPoint.lnk","Publisher.lnk","Word.lnk")

foreach ($child in Get-ChildItem $startmenu) {
    if ($officeapps.Contains($child.Name)) {
        Copy-Item "$startmenu\$($child.Name)" "$microsoftoffice\$($child.Name)" -Force
    }
}

```

2. Upload the edited ps1 file to your own hosting URL
3. Edit the Scripted Event Script to download and run the customized and self-hosted ps1 (step 3.1. below)

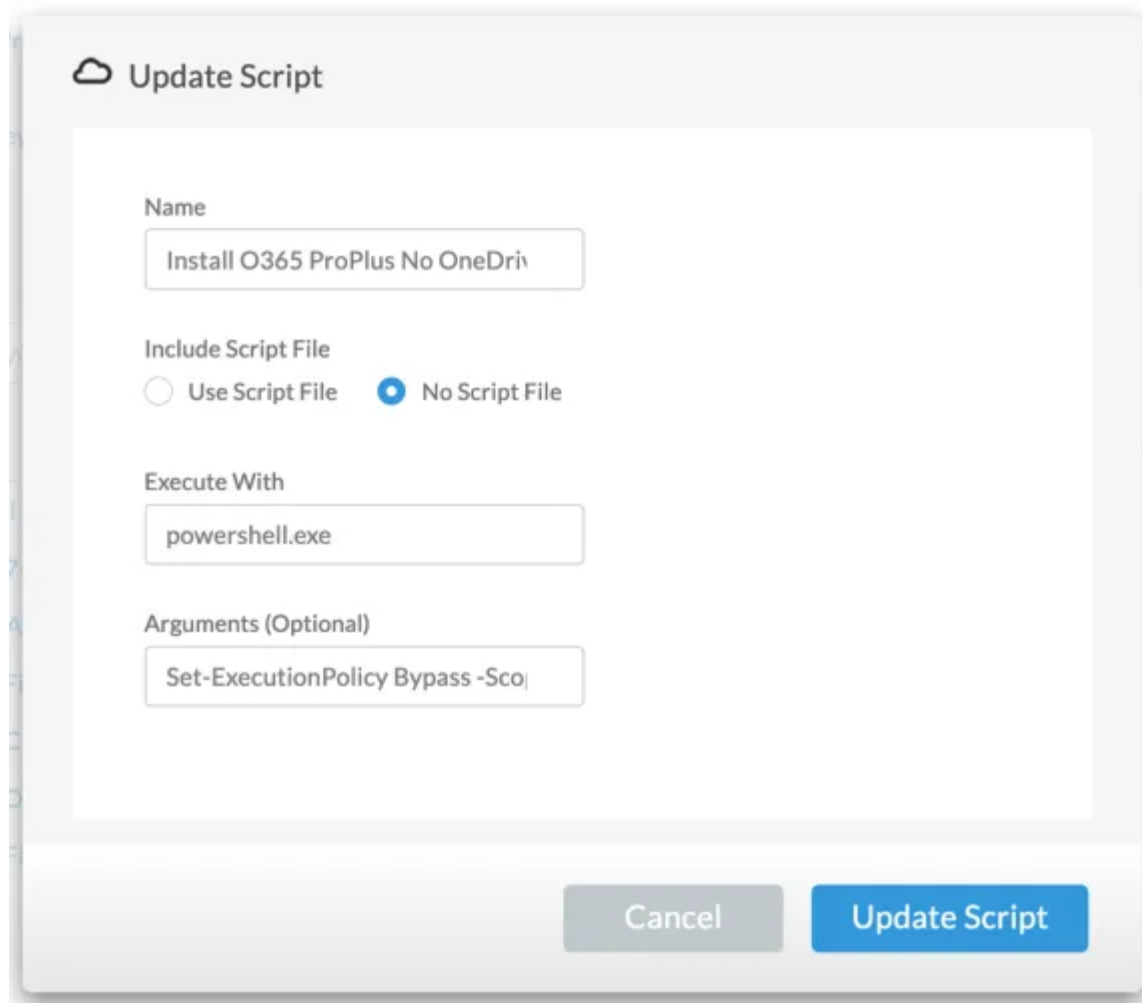
Scripted events steps

This follows the same workflow as a normal App Install Scripted Event. These instructions assume Chocolatey is already installed following the steps in the Application management Plan.

Office 365 ProPlus Automated Install with Chocolatey

To install O365 ProPlus you'll create a new script with the following settings:

1. No Script File
2. Run With: powershell.exe
3. Arguments (Optional): Set-ExecutionPolicy Bypass -Scope Process -Force; iex (New-Object System.Net.WebClient).DownloadString('http://getAVD.com/proplus_minus_onedrive.ps1')
4. Edit the http://getAVD.com/proplus_minus_onedrive.ps1 and replace with the URL to your own hosted ps1 file.



The image shows a dialog box titled "Update Script" with a cloud icon. It contains four sections: "Name" with a text field containing "Install O365 ProPlus No OneDrive"; "Include Script File" with two radio buttons, "Use Script File" (unselected) and "No Script File" (selected); "Execute With" with a text field containing "powershell.exe"; and "Arguments (Optional)" with a text field containing "Set-ExecutionPolicy Bypass -Scope". At the bottom right are "Cancel" and "Update Script" buttons.

Update Script

Name

Install O365 ProPlus No OneDrive

Include Script File

☐ Use Script File ☒ No Script File

Execute With

powershell.exe

Arguments (Optional)

Set-ExecutionPolicy Bypass -Scope

Cancel Update Script

Once the Script is saved, the next step is to associate that script with a Trigger. In this case we'll trigger the script when an Application Install is requested in VDS. See the Application Management Guide for details.

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