

Checklist



Office 2013 LCM Activity

Version 1.7





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Introduction

It is time to upgrade Office 2007 to Office 2013 within [REDACTED]

In this activity it is required to consolidate a couple of office 2007 modules and deploy only one office 2013 module.

Standard setup and client profiles in [REDACTED] differ between [REDACTED] and [REDACTED]. Therefore there are divided installation routines for computers residing in [REDACTED] and [REDACTED].

Please find a guide in below table:

Chapter	To be used by LCM Team
1. Preparation / Configuration	All Teams
2. Office 2007 uninstall in [REDACTED]	Teams in [REDACTED] [REDACTED]
3. Office 2007 uninstall in [REDACTED]	Teams in [REDACTED] [REDACTED] [REDACTED]
4. Office 2013 installation	All Teams
5. After Office 2013 installation	All Teams
6. After Office 2013 installation – Distribution only	Teams in [REDACTED] [REDACTED] [REDACTED], [REDACTED]
7. MS Project 2013, MS Visio 2013 standard and pro installation	All Teams
8. Install language pack for Office 2013	All Teams

Responsible person needs to update the user handbook currently valid for all users [REDACTED] with Office 2013 related information.

Weekly Planning - Sheets

Use this Excel Sheets for planning installation per user and location

[REDACTED]	- go here
[REDACTED]	- go here
[REDACTED]	- go here
[REDACTED]	- go here
[REDACTED]	- go here
[REDACTED]	- go here
[REDACTED]	- go here
[REDACTED]	- go here
[REDACTED]	- go here

[User Booking Tool](#) for [REDACTED]

1. Preparation/Configuration

To be done when you agree a date & time with the user for upgrade to Office 2013 and before you uninstall Office 2007

☐ Check disk space of computer

It is recommended to have **5 GB free** of disc space (the ICC module require at least 3 GB free disk space)

☐ Save users signature files - **(this is optional)**

To be found in

[\\<computername>\c\\$\Users\<username>\AppData\Roaming\Microsoft\Signatures](#)

☐ Save Outlook contacts Autocomplete (.nk2) - **(this is optional)**

To be found in

[\\<computername>\c\\$\Users\<username>\AppData\Roaming\Microsoft\Outlook](#)

☐ Add the user to the following standard user profiles

App OfficeProPlus2013_SfB (provides access to Skype for Business)

App OfficeProPlus2013_Standard (provides access to Word 2013, Excel 2103, Powerpoint 2013, Onenote 2013, Outlook 2013)

