



For IT professionals: Operations guide for Microsoft Office 2010

Microsoft Corporation

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Author: Microsoft Office System and Servers Team (itspdocs@microsoft.com)

Abstract

This book contains information about how to manage and maintain an installation of Microsoft Office 2010. The audience for this book includes IT generalists, IT operations, help desk and deployment staff, IT messaging administrators, consultants, and other IT professionals.

The content in this book is a copy of selected content in the [Office 2010 Resource Kit technical library](http://go.microsoft.com/fwlink/?LinkId=181453) (<http://go.microsoft.com/fwlink/?LinkId=181453>) 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 e-mail message to the Microsoft Office System and Servers content team at:

itspdocs@microsoft.com

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>

Maintaining and updating Office 2010

This section provides information about how to apply updates and how to manage user configurations after you install Microsoft Office 2010.

In this section:

Article	Description
Available updates for Office 2010	Provides information about the updated that are available for Office 2010.
Apply updates for Office 2010	Provides information about how to apply updates to Office 2010.
Manage users' configurations for Office 2010	Provides information about how to make changes to an existing installation of Office 2010

Available updates for Office 2010

This section describes the available updates for Microsoft Office 2010.

In this section:

Article	Description
Office 2010 Administrative Template files (ADM, ADMX, ADML) and Office Customization Tool	Contains information about the new and updated Microsoft Office 2010 Group Policy and Office Customization Tool (OCT) settings that are included in the download package for Office 2010 Administrative Template files (ADM, ADMX, ADML) and Office Customization Tool (http://go.microsoft.com/fwlink/?LinkId=189316).

Office 2010 Administrative Template files (ADM, ADMX, ADML) and Office Customization Tool

This article contains information about the new and updated Microsoft Office 2010 Group Policy and Office Customization Tool (OCT) settings that are included in the download package for [Office 2010 Administrative Template files \(ADM, ADMX, ADML\) and Office Customization Tool](http://go.microsoft.com/fwlink/?LinkId=189316) (<http://go.microsoft.com/fwlink/?LinkId=189316>).

In this article:

[Overview of new and removed Group Policy and OCT settings](#)

[Group Policy settings location](#)

[Preventing conflicts with earlier versions of Group Policy settings](#)

[Installing the settings](#)

[Files included in this download](#)

Overview of new and removed Group Policy and OCT settings

The download package for [Office 2010 Administrative Template files \(ADM, ADMX, ADML\) and Office Customization Tool](http://go.microsoft.com/fwlink/?LinkId=189316) (<http://go.microsoft.com/fwlink/?LinkId=189316>) includes an \Admin folder that contains the Office Customization Tool (OCT) and OCT files, and ADMX and ADML versions of the Office 2010 Administrative Template files for Windows Vista and Windows Server 2008 or later versions of Windows.

Also included in the [Office 2010 Administrative Template files \(ADM, ADMX, ADML\) and Office Customization Tool download page](http://go.microsoft.com/fwlink/?LinkId=189316) (<http://go.microsoft.com/fwlink/?LinkId=189316>) is an updated Microsoft Excel 2010 workbook, *Office2010GroupPolicyAndOCTSettings_Reference.xls* which is available in the **Files to download** section of the download page. This workbook provides the latest information about all Office 2010 Group Policy settings and OCT settings, and also includes the new, deleted, and non-versioned specific settings for both Group Policy and OCT.

Group Policy settings location

To obtain information about the policy settings that are currently in effect for the Group Policy object (GPO) linked to the domain or organizational unit that contains a given computer or user, you can use **Group Policy Results** in Group Policy Management Console. To access Group Policy Results data for a user or computer, you must have **Read Group Policy Results data** permission on the domain or organizational unit that contains the user or computer, or you must be a member of the Administrators group on the targeted local computer.

Unless otherwise noted, you will find local Group Policy settings under the **User Configuration/Administrative Templates** node of the Group Policy Object Editor and OCT settings on the **Modify user settings** page of the OCT.

For information about Group Policy Management Console, see [Group Policy overview for Office 2010](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx) ([http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79\(Office.14\).aspx](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx)) and [Enforce settings by using Group Policy in Office 2010](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx) ([http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e\(Office.14\).aspx](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx)). For more information about how to report by using Group Policy Results, see “Using Group Policy Results to determine Resultant Set of Policy” in [Group Policy Planning and Deployment Guide](http://go.microsoft.com/fwlink/?LinkId=182208) (<http://go.microsoft.com/fwlink/?LinkId=182208>) (<http://go.microsoft.com/fwlink/?LinkId=182208>).

New administrative templates

New administrative templates are available for Microsoft SharePoint Workspace 2010, a new Office 2010 application. The templates available for this application are spw14.adm, spw14.admx, and spw14.adml for Group Policy.

To review the new policy settings, see [Group Policy settings reference for Microsoft Office 2010](http://go.microsoft.com/fwlink/?LinkId=189156) (<http://go.microsoft.com/fwlink/?LinkId=189156>).

OCT settings and availability

The OCT settings have two new file extensions: *.opax* is the standard file name extension, and *.opal* is the language-specific extension for the OCT settings.

New OCT files are available for SharePoint Workspace 2010, a new Office 2010 application. The OCT files available for this application are spw.opax, and spw.opal for the OCT.

Preventing conflicts with earlier versions of Group Policy settings



Note:

This section applies only to Group Policy, and not the OCT.

Policy setting information for Office 2010 is stored in version-specific locations in the Windows registry, as shown in the following table.

Type of setting	2010 subkey
User-specific policy settings	HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\14.0
Computer-specific policy settings	HKEY_LOCAL_MACHINE\Software\Policies\Microsoft\Office\14.0

Similarly, policy setting information for the 2007 Office system is stored in version-specific locations in the Windows registry, as shown in the following table.

Type of setting	2007 subkey
User-specific policy settings	HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\12.0
Computer-specific policy settings	HKEY_LOCAL_MACHINE\Software\Policies\Microsoft\Office\12.0

There are several policy settings for Office 2010 that are not stored in one of the version-specific registry subkeys. For these policy settings, if you had previously configured the 2007 Office system (or earlier) versions, you must set those policy settings to their **Not Configured** state before you remove the previous Office 2010 ADM or ADMX files and load the Office 2010 ADM or ADMX files. This removes the registry key information for the policy setting from the registry. This occurs because if an .adm or .admx file is removed, the settings that correspond to the .adm or .admx file do not appear in Group Policy Object Editor. However, the policy settings that are configured from the .adm or .admx file remain in the Registry.pol file and continue to apply to the appropriate target client or user.

Installing the settings

For information about how to install and load the Group Policy settings, see [Enforce settings by using Group Policy in Office 2010](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx) ([http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e\(Office.14\).aspx](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx)).

To update the OCT, replace the /Admin folder in your Office 2010 installation files or installation image with the new /Admin folder that is included in the download package.

Files included in this download

The download package for the [Office 2010 Administrative Template files \(ADM, ADMX, ADML\) and Office Customization Tool](http://go.microsoft.com/fwlink/?LinkId=189316) (<http://go.microsoft.com/fwlink/?LinkId=189316>) contains the following folders and files:

Office2010GroupPolicyAndOCTSettings.xls

Important:

For the latest information about policy settings, please refer to the updated Microsoft Excel 2010 workbook, *Office2010GroupPolicyAndOCTSettings_Reference.xls* which is available in the **Files to download** section of the [Office 2010 Administrative Template files \(ADM, ADMX, ADML\) and Office Customization Tool download page](http://go.microsoft.com/fwlink/?LinkId=189316) (<http://go.microsoft.com/fwlink/?LinkId=189316>). The updated workbook, *Office2010GroupPolicyAndOCTSettings_Reference.xls*, contains settings changes that were made after the download package was built.

AdminTemplates.exe

ADMX: The ADMX folder contains XML-based versions (.admx or .adml files) of the Administrative Template files for Windows Vista and Windows Server 2008 or later versions of Windows. Administrative Template files in Windows Server 2008 and Windows Vista or later versions of Windows are divided into ADMX (language-neutral) and ADML (language-specific) files. By default, the %systemroot%\PolicyDefinitions folder on a local computer stores all ADMX files. ADML files are stored

in language-specific folders under the %systemroot%\PolicyDefinitions folder. Each language subfolder contains the .adml files for that language; for example, the English language ADML files would be stored in the %systemroot%\PolicyDefinitions\en-us folder. Languages included are Chinese Simplified (People's Republic of China), Chinese (Hong Kong SAR), English, French, German, Italian, Japanese, Korean, and Spanish. The files that are stored in the \ADMX folder are as follows:

- access14.admx
- excel14.admx
- inf14.admx
- office14.admx
- onent14.admx
- outlk14.admx
- ppt14.admx
- proj14.admx
- pub14.admx
- spd14.admx
- spw14.admx
- visio14.admx
- word14.admx

\de-de: Contains the German language version of the .adml files.

\en-us: Contains the English language version of the .adml files.

- access14.adml
- excel14.adml
- inf14.adml
- office14.adml
- onent14.adml
- outlk14.adml
- ppt14.adml
- proj14.adml
- pub14.adml
- spd14.adml
- spw14.adml
- visio14.adml
- word14.adml

\es-es: Contains the Spanish language version of the .adml files.

\fr-fr: Contains the French language version of the .adml files.

\it-it: Contains the Italian language version of the .adml files.

\ja-jp: Contains the Japanese language version of the .adml files.

\ko-kr: Contains the Korean language version of the .adml files.

\zh-cn: Contains the Chinese Simplified (People's Republic of China) language version of the .adml files.

\zh-tw: Contains the Chinese (Hong Kong SAR) language version of the .adml files.

\ADM: Contains the updated .adm files. Each of the language subfolders contains the .adm files for that language. For example, the en-us subfolder contains the English-US version of the .adm files. Languages included are Chinese Simplified (People's Republic of China), Chinese (Hong Kong SAR), English, French, German, Italian, Japanese, Korean, and Spanish.

\de-de: Contains the German language version of the .adm files.

\en-us

access14.adm

excel14.adm

inf14.adm

office14.adm

onent14.adm

outlk14.adm

ppt14.adm

proj14.adm

pub14.adm

spd14.adm

spw14.adml

visio14.adm

word14.adm

\es-es: Contains the Spanish language version of the .adm files.

\fr-fr: Contains the French language version of the .adm files.

\it-it: Contains the Italian language version of the .adm files.

\ja-jp: Contains the Japanese language version of the .adm files.

\ko-kr: Contains the Korean language version of the .adm files.

\zh-cn: Contains the Chinese Simplified (People's Republic of China) language version of the .adm files.

\zh-tw: Contains the Chinese (Hong Kong SAR) language version of the .adm files.

\Admin: Contains the updated OPAX files, oct.dll, and octca.dll files. These files contain all previous hotfix updates that affected the OCT. Each of the language subfolders contains the .opal files for that language, the Office Customization Help file (OCT.chm), and octres.dll files. For example, the en-us subfolder contains the English-US version of these files. Languages included are Chinese Simplified (People's Republic of China), Chinese (Hong Kong SAR), English, French, German, Italian, Japanese, Korean, and Spanish.

oct.dll

octca.dll

\de-de: Contains the German language version of the files in the \en-us subfolder.

\en-us: Contains the .opal files, oct.chm Help file, and octres.dll files.

- access14.opal
- excel14.opal
- inf14.opal
- office14.opal
- onent14.opal
- outlk14.opal
- ppt14.opal
- proj14.opal
- pub14.opal
- spd14.opal
- spw14.opal
- visio14.opal
- word14.opal
- oct.chm Help file
- octres.dll

\es-es: Contains the Spanish language version of the .opal, oct.chm, and octres.dll files.

\fr-fr: Contains the French language version of the .opal, oct.chm, and octres.dll files.

\it-it: Contains the Italian language version of the .opal, oct.chm, and octres.dll files.

\ja-jp: Contains the Japanese language version of the .opal, oct.chm, and octres.dll files.

\ko-kr: Contains the Korean language version of the .opal, oct.chm, and octres.dll files.

\zh-cn: Contains the Chinese Simplified (People's Republic of China) language version of the .opal, oct.chm, and octres.dll files.

\zh-tw: Contains the Chinese (Hong Kong SAR) language version of the .opal, oct.chm, and octres.dll files.

For information about how to use the ADM files, see [Group Policy overview for Office 2010](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx) ([http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79\(Office.14\).aspx](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx)) and [Enforce settings by using Group Policy in Office 2010](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx) ([http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e\(Office.14\).aspx](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx)).

For information about how to use ADMX files for Windows Vista, see [Managing Group Policy ADMX Files Step-by-Step Guide](http://go.microsoft.com/fwlink/?LinkId=75124) (<http://go.microsoft.com/fwlink/?LinkId=75124>).

For information about how to use the Office Customization Tool, see [Office Customization Tool in Office 2010](http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5(Office.14).aspx) ([http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5\(Office.14\).aspx](http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5(Office.14).aspx)).

See Also

[Group Policy overview for Office 2010](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx) ([http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79\(Office.14\).aspx](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx))

[Enforce settings by using Group Policy in Office 2010](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx) ([http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e\(Office.14\).aspx](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx))

[Office Customization Tool in Office 2010](http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5(Office.14).aspx) ([http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5\(Office.14\).aspx](http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5(Office.14).aspx))

[Planning for Group Policy in Office 2010](http://technet.microsoft.com/library/83ff7b6a-6ad5-4abb-8edf-e97824e14af9(Office.14).aspx) ([http://technet.microsoft.com/library/83ff7b6a-6ad5-4abb-8edf-e97824e14af9\(Office.14\).aspx](http://technet.microsoft.com/library/83ff7b6a-6ad5-4abb-8edf-e97824e14af9(Office.14).aspx))

Apply updates for Office 2010

This section describes how to apply updates to Microsoft Office 2010.

In this section:

Article	Description
Uninstall Outlook 2010 and install a previous version	Describes how to remove Microsoft Outlook 2010, reinstall the previous version of Outlook, and then re-create the user Outlook profiles.
Add or remove languages after deploying Office 2010	Describes how to add and remove language packs for an existing Office 2010 installation and also how to identify installed languages.

Uninstall Outlook 2010 and install a previous version

In some circumstances, you might need to restore a group of users to a previous installation of Microsoft Outlook after an upgrade to Microsoft Outlook 2010. To do this, you remove Outlook 2010, and then reinstall the previous version of Outlook. You must also re-create the users' Outlook profiles.



Note:

This article is for Outlook administrators. To learn more about how to uninstall Outlook 2010 on your computer, see [Install or remove individual Office program or components](http://go.microsoft.com/fwlink/?LinkId=81274) (<http://go.microsoft.com/fwlink/?LinkId=81274>).

In this article:

- [Overview](#)
- [Uninstall Outlook 2010 by using the OCT](#)
- [Install a previous version of Outlook](#)

Overview

If you installed Outlook 2010 by using the Office Customization Tool (OCT), you remove Outlook by using the OCT. In the OCT, you select **Office 2010** from the list of options and set the feature installation state to **Not Available** to uninstall it. For more information about the OCT, see [Customize Office 2010](http://technet.microsoft.com/library/a33e64b0-46a5-45e5-b76f-3add595af8de(Office.14).aspx) ([http://technet.microsoft.com/library/a33e64b0-46a5-45e5-b76f-3add595af8de\(Office.14\).aspx](http://technet.microsoft.com/library/a33e64b0-46a5-45e5-b76f-3add595af8de(Office.14).aspx)).

If you installed Outlook 2010 from a stand-alone product CD, you must run Setup with the **/uninstall** command-line option on each computer to uninstall Outlook. For more information, see [Setup command-line options for Office 2010](http://technet.microsoft.com/library/0f489f42-4c01-41d1-8b52-3a2a2da8f731(Office.14).aspx) ([http://technet.microsoft.com/library/0f489f42-4c01-41d1-8b52-3a2a2da8f731\(Office.14\).aspx](http://technet.microsoft.com/library/0f489f42-4c01-41d1-8b52-3a2a2da8f731(Office.14).aspx)).

Because of the changes in Outlook 2010 that allow for multiple Microsoft Exchange Server e-mail accounts, user profiles that are upgraded to Outlook 2010 will not work if you uninstall Outlook 2010, reinstall a previous version of Outlook like Office Outlook 2007, and then attempt to start Outlook by using the same user profile. You must configure and deploy new profiles for users when you reinstall a previous version of Outlook.

Effect on Outlook settings

Settings that you specify in Outlook 2010 are not retained when you revert to a previous installation of Outlook. Outlook settings will revert to default values or will be set as they were before you installed Outlook 2010 (depending on the setting).

Rules are saved in the Outlook store and are not affected by uninstalling and reinstalling Outlook.

Effect on .pst files

Outlook personal data files (.pst) are not affected by installing or uninstalling Outlook 2010.

If users have Unicode .pst files and are reinstalling an earlier version of Outlook that does not support Unicode .pst files, they can copy the information into an Outlook 97–2002 Personal Folders file. To do this, create a data file in the older Outlook 97–2002 Personal Folders file format. Then import items into that file from the Unicode data file. There is no automatic procedure to convert files from one format to the other.

Uninstall Outlook 2010 by using the OCT

► To remove Outlook 2010 by using the Office Customization Tool

1. To start the OCT, from the root of the network installation point, run the following command:
`\\server\share\setup.exe /admin`
2. To edit an existing Setup 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 navigation pane, select **Set feature installation states**.
4. In the center pane, expand the **Microsoft Office** tree, and then right-click **Microsoft Outlook**.
5. Select the installation option **Not Available**. To prevent users from reinstalling Outlook, select **Hidden** and **Locked**. The application name is displayed as **[H] [L] Microsoft Outlook**.
6. After you have finished all the customizations, save the Setup customization file (.msp), and then exit the OCT.
7. Deploy and apply the Setup customization file (.msp) to users' computers.

Install a previous version of Outlook

When you have removed Outlook 2010, reinstall the previous version of Outlook. As part of the installation, configure new profiles for users. For example, set options for Office Outlook 2007 by using the OCT or for Office Outlook 2003 or earlier versions by using the Custom Installation Wizard. Or, you can configure new profiles by distributing an Outlook profile (.prf) file.

See Also

[Change users' configurations after installing Office 2010](#)

[Customize Outlook profiles by using an Outlook Profile \(PRF\) file](#)

([http://technet.microsoft.com/library/71b4efb2-539a-49eb-935e-3222aed9f6a2\(Office.14\).aspx](http://technet.microsoft.com/library/71b4efb2-539a-49eb-935e-3222aed9f6a2(Office.14).aspx))

[Configure feature installation states for Office 2010](#) ([http://technet.microsoft.com/library/5e377afe-3c09-447d-82b9-06400fbf1138\(Office.14\).aspx](http://technet.microsoft.com/library/5e377afe-3c09-447d-82b9-06400fbf1138(Office.14).aspx))

Add or remove languages after deploying Office 2010

This article describes how to add and remove language packs for an existing Microsoft Office 2010 installation and also how to identify installed languages.

In this article:

- [Overview](#)
- [Before you begin](#)
- [Modify an existing installation](#)
- [Deploy language packs](#)
- [Remove language packs](#)
- [Identify installed languages](#)

Overview

Although the most frequently deployed languages for Office 2010 are released at the same time as the product, many other Office 2010 Language Packs are released over time. The Office 2010 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 2010 before all the language packs are released, you can add or remove languages later. The Office 2010 Multi-Language Pack and Office 2010 Proofing Tools Kit CDs for Office 2010 will be available for purchase in major retail stores and via their Web sites, and also through Microsoft volume licensing programs.

There are two methods that you can use to add languages after deploying Office 2010:

- **Modify an existing installation.** With this recommended method, a language is treated as another feature to add to a deployment of Office 2010. This method involves modifying the Config.xml file to add the appropriate language and rerunning Setup.exe. This method installs only the necessary language parts for the products installed on the user's computer. For example, if you add Japanese to an installation of Microsoft Office Professional 2010, the Microsoft Visio 2010 resources for Japanese are not installed. However, if the computer has both Office Professional 2010 and Visio 2010 installed on it, you would have to add the Japanese resources for each product through two separate operations.
- **Deploy Language Packs as separate products.** With this method, there must be at least one Office 2010 product installed on the computer. This method involves running Setup.exe for the Office 2010 Language Pack that you want to install so that the full Language Pack is installed to the computer. This method is appropriate for adding languages after a deployment of Office 2010 where you do not know which set of products Office 2010 are installed on users' computers.

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 2010 Language Packs you want to deploy to the network installation point that contains the Office product files. For example, `\\server\share\Office14`. A static list of the products 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 \ Import command in the OCT.
3. Make any additional customizations that you need 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 will not apply to the languages that were 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 2010 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](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da.aspx#BKMK_ImportMSO_AddLanguage) (http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da.aspx#BKMK_ImportMSO_AddLanguage) in the article [Import an Office 2010 Setup customization file](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx) ([http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da\(Office.14\).aspx](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx)) and [Change users' configurations after installing Office 2010](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx).

For information about how to create a network installation point with multiple languages, see [Customize language setup and settings for Office 2010](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx) ([http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d\(Office.14\).aspx](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx)).

For a complete list of language tags, see [Language identifiers and OptionState Id values in Office 2010](http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa(Office.14).aspx) ([http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa\(Office.14\).aspx](http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa(Office.14).aspx)).

Modify an existing installation

The recommended method for adding languages to an existing installation of Office 2010 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 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:

```
<AddLanguage Id="match" />
```

In this case, Setup installs Russian language elements on any computer that has the user locale set to Russian. Users with 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, click **No**.
Each language pack includes language-specific elements for every product in the Office 2010. 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 Microsoft Office Professional Plus 2010, 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 version, the line should resemble this:

```
<AddLanguage Id="ru-ru" />
```

6. 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.

7. 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\Office14\setup.exe /config \\server\share\Office14\ProPlus.WW\Config.xml**
where **Office14** 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 2010 installations, see [Specify which languages to install](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d.aspx#BKMK_SpecifyLanguagesToInstall) (http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d.aspx#BKMK_SpecifyLanguagesToInstall) in the article [Customize language setup and settings for Office 2010](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx) ([http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d\(Office.14\).aspx](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx)) 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](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da.aspx#BKMK_ImportMSO_AddLanguage)

(http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da.aspx#BKMK_ImportMSO_AddLanguage) in the article [Import an Office 2010 Setup customization file](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx) ([http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da\(Office.14\).aspx](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx)).

Deploy language packs

If you deployed multiple Office 2010 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 2010. 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 2010 product installed on the computer that you are deploying to.

When you deploy language packs separately, you must consider the amount of 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 Microsoft Project 2010 and Microsoft Visio 2010 are installed separately. In each language pack, the core product folder for Project 2010 is `PMUI.//cc`. The core product folder for Visio 2010 is `VisMUI.//cc`.

► To deploy language packs

1. Copy all the files and folders in the new language pack from the source media to a location on the network. If you are using an Office 2010 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, click **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 2010 Multi-Language Pack or Office 2010 Language Pack, and specify the path of the `Config.xml` file on the command line. For example:

```
\\server\share\Office14\LP\Setup.exe /Config\server\share\Office14\LP\RU\OMUI.ru-ru\Config.xml
```

where **Office14\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 2010 installations, see [Specify which languages to install](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d.aspx#BKMK_SpecifyLanguagesToInstall) (http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d.aspx#BKMK_SpecifyLanguagesToInstall) in the article [Customize language setup and settings for Office 2010](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d.aspx#BKMK_SpecifyLanguagesToInstall) (http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d.aspx#BKMK_SpecifyLanguagesToInstall).

cafcadf3047d(Office.14).aspx) 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](#) (http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da.aspx#BKMK_ImportMSO_AddLanguage) in the article [Import an Office 2010 Setup customization file](#) ([http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da\(Office.14\).aspx](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx)).

Remove language packs

If the Office 2010 Language Packs were deployed as separate products, the Language Packs can be removed by using Windows Add or Remove Programs.

If the Office 2010 Language Packs were deployed with Office 2010 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 procedure that follows 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 2010, 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 this:

```
<Display Level="basic" CompletionNotice="yes" SuppressModal="yes" AcceptEula="yes" />
```

5. 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 this:

```
<!-- <AddLanguage Id="ru-ru" /> -->
```

6. Add the `<RemoveLanguage>` element.
7. 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 version, the line should resemble this:

```
<RemoveLanguage Id="ru-ru" />
```

-
8. Save the Config.xml file.
 9. 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\Office14\Setup.exe /Config\server\share\Office14\ProPlus.WW\Config.xml

where **Office14** is the root of the network installation point.

\\server\share\Office14\LP\Setup.exe /Config\server\share\Office14\LP\RU\OMUI.ru-ru\Config.xml

where **Office14\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 installed for the Office 2010 either during the initial installation or during a separate installation of a language pack.

Although all applications in the Office 2010 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 2010 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 Microsoft Word 2010 and Microsoft Excel 2010 installed in French, but another Office 2010 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 its installed configuration.

► To identify installed languages

1. Open the registry.
2. Expand the registry key
HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Common\LanguageResources\EnabledLanguages.
3. The LCID for the language is displayed. To identify the language, see [Language identifiers and OptionState Id values in Office 2010](http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa(Office.14).aspx) ([http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa\(Office.14\).aspx](http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa(Office.14).aspx)).
4. To view the UI language, view the following registry key values and refer to [Language identifiers and OptionState Id values in Office 2010](http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa(Office.14).aspx) ([http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa\(Office.14\).aspx](http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa(Office.14).aspx)).

- **HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Common\LanguageResources\HelpLanguage**

- **HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Common\LanguageResources\HelpLanguage**

urces\UILanguage

5. To view the fallback languages, view the registry key value for **HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Common\LanguageResources\UI Fallback**. To identify the language, see [Language identifiers and OptionState Id values in Office 2010](http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa(Office.14).aspx) ([http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa\(Office.14\).aspx](http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa(Office.14).aspx)).

See Also

[Import an Office 2010 Setup customization file](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx) ([http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da\(Office.14\).aspx](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx))

[Change users' configurations after installing Office 2010](#)

[Language identifiers and OptionState Id values in Office 2010](#)

([http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa\(Office.14\).aspx](http://technet.microsoft.com/library/f5fee727-df49-4ef7-b073-dd6c08dfecfa(Office.14).aspx))

[Customize language setup and settings for Office 2010](#) ([http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d\(Office.14\).aspx](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx))

[Plan for multilanguage deployment of Office 2010](#) ([http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a\(Office.14\).aspx](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx))

Manage users' configurations for Office 2010

This section describes how to manage users' configurations in Microsoft Office 2010.

In this section:

Article	Description
Change users' configurations after installing Office 2010	Provides information about how to make changes to an existing installation of Office 2010.

Change users' configurations after installing Office 2010

This article provides information about how to make changes to an existing installation of Microsoft Office 2010.

In this article:

- [Overview](#)
- [Customize an existing Office installation](#)
- [How customization works](#)

Overview

After you install Office 2010 on users' computers, you can make changes to the installation by using the same tool that you used to customize the installation originally. By running the Office Customization Tool (OCT) and creating or modifying a Setup customization file (.msp file), you can customize the Office installation. For example, you can add or remove features, modify user settings, or add or remove files or registry entries.

In Office 2010, two architecture-specific versions of the OCT are available: one for 32-bit Office 2010 and one for 64-bit Office 2010. The 64-bit version of the OCT supports 64-bit client editions of Office 2010, 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. For instance, if you want 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\Office14\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 2010, see [64-bit editions of Office 2010](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx) ([http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1\(Office.14\).aspx](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx)). For more information about the OCT, see [Office Customization Tool in Office 2010](http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5(Office.14).aspx) ([http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5\(Office.14\).aspx](http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5(Office.14).aspx)).



Note:

If you have created an initial Setup customization file (.msp file) for an Office 2010 product (for example, Microsoft Office Professional Plus 2010) and you later want to modify the installation to add language packs, you can do so by using the Import feature in the OCT. 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 and create a new Setup customization file for the same product, and import the original customization .msp file that you created previously for Office Professional Plus 2010. For more information, see [To import a customization .msp file to add languages to an existing installation](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da.aspx#BKMK_ImportMSO_AddLanguage) (http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da.aspx#BKMK_ImportMSO_AddLanguage) in [Import an Office 2010 Setup customization file](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx) ([http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da\(Office.14\).aspx](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx)). For information about the network installation point, see [Create](#)

[a network installation point for Office 2010](http://technet.microsoft.com/library/72c9ae03-1342-4524-8242-1524fbd068a5(Office.14).aspx) ([http://technet.microsoft.com/library/72c9ae03-1342-4524-8242-1524fbd068a5\(Office.14\).aspx](http://technet.microsoft.com/library/72c9ae03-1342-4524-8242-1524fbd068a5(Office.14).aspx)).

Customize an existing Office installation

Use the following procedure to customize an existing installation of Office 2010.

► To customize the installation

1. From the root of the network installation point that contains the source files, run the following command line to start the OCT: **\\server\share\setup.exe /admin**
2. In the **Select Product** dialog box, select the product that you want to customize, and then click **OK**.
3. In the left pane, select an area of customization, click the option that you want to customize, and then customize the installation in the right pane.
For example, to remove Microsoft Access 2010 from the installation, locate **Features** in the left pane, and then click **Set feature installation states**. In the right pane, expand **Microsoft Office**, right-click **Microsoft Office Access**, and select **Not Available**.
4. On the **File** menu, click **Save As** after you finish customizing the installation.
5. Specify a unique name for the customization file with an .msp file name extension, and then click **Save**.
6. Deploy and apply the Setup customization file (.msp) to users' computers. For more information, see [Applying Setup customization .msp files to existing installations](#).

If you decide later that you want to make additional changes to an existing installation, you can use the OCT to create a new maintenance customization .msp file. For example, you might want to modify existing feature installation states.

As a best practice for modifying existing feature installation states on an existing installation of Office 2010, we recommend that you create a new Setup customization .msp file to make only the changes that you want to implement. To avoid unexpected results, you must specify only the changes that you want to make. For example, to create a Setup customization .msp file to add the Access feature after an initial installation, start the OCT and create a new customization .msp file for the product. In the left pane of the OCT, locate **Features**, and then click **Set feature installation states**. In the right pane, expand **Microsoft Office**, right-click **Microsoft Office Access**, and then select **Run from My Computer**. On the **File** menu, click **Save As**, and specify a path and file name for the .msp customization file.

How customization works

Because the Setup customization file that is created by the OCT is a Windows Installer package (.msp), you can apply the file to users' computers as you would apply a software update. The Office installation is modified by using the customizations defined in the .msp file. The following sections describe how to deploy customization .msp files to existing Office installations and show customization patch sequencing.

Applying Setup customization .msp files to existing installations

To apply the Setup customization (.msp) file to existing installations, you must apply the .msp file directly to the user's computer. You cannot apply the customization file to existing installations by placing the .msp file in the Updates folder and running Setup again on the user's computer, or by running Setup with the customization file specified in the command line.

For example, users can apply the Setup customization .msp file by double-clicking the .msp file or by running **msiexec** with the **/p** option, at a command prompt as shown in the following example:

```
msiexec.exe /p \\server\share\custom.msp
```

For information about Windows Installer command-line options, see [Windows Installer Command-Line Options](http://go.microsoft.com/fwlink/?LinkId=162945) (<http://go.microsoft.com/fwlink/?LinkId=162945>).

You can also use a deployment management program, such as Microsoft System Center Configuration Manager 2010, to deploy Setup customization files. For more information, see the [System Center Configuration Manager TechCenter](http://go.microsoft.com/fwlink/?LinkID=162933) (<http://go.microsoft.com/fwlink/?LinkID=162933>) Web site (<http://go.microsoft.com/fwlink/?LinkID=162933>).

Although you can use Windows Server Update Services (WSUS) to deploy software updates, you cannot use WSUS to deploy Setup customization .msp files.

Setup customization patch sequencing

Every time that you save a customization .msp file in the OCT, the tool updates the customization file's patch sequencing number with the current computer date and time stamp and generates a new patch globally unique identifier (GUID). The OCT .msp files are applied chronologically according to their time stamps.

To show the sequencing behavior, assume that you created the following .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 it has a lower patch sequence 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**. This file is saved last, so it has a higher patch sequence number and a newer date and time stamp. This .msp file is sequenced later than the first OCT .msp file, **uninstall-access.msp**. Therefore, Access is set to **Run all from My Computer** on users' computers.

See Also

[Office Customization Tool in Office 2010](http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5(Office.14).aspx) ([http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5\(Office.14\).aspx](http://technet.microsoft.com/library/8faae8a0-a12c-4f7b-839c-24a66a531bb5(Office.14).aspx))

[64-bit editions of Office 2010](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx) ([http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1\(Office.14\).aspx](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx))

[Setup architecture overview for Office 2010](http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c(Office.14).aspx) ([http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c\(Office.14\).aspx](http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c(Office.14).aspx))

[Import an Office 2010 Setup customization file](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx) ([http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da\(Office.14\).aspx](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx))