

How to Download and Install Microsoft Office 2021 Products Requested

Windows Download and Installation Instructions for Office 2021

Beginning with Office 2019, all Office products for Windows that are available through Volume Licensing use Click-to-Run technology instead of the traditional Windows Installer technology. To deploy volume licensed versions of Office products for users in your organization, you'll use the Office Deployment Tool (ODT).

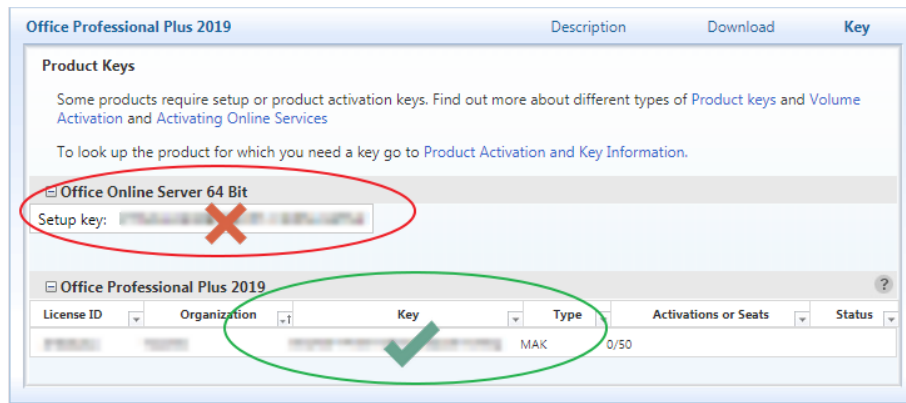
Note that Office 2019 and 2021 products require Windows 10 and will not run on older versions of Windows.

Step One: Get Your Office Product Key

For Microsoft products, you'll get your key from the VLSC. Follow the instructions that apply for the products you requested.

VLSC Instructions (Products with Software Assurance)

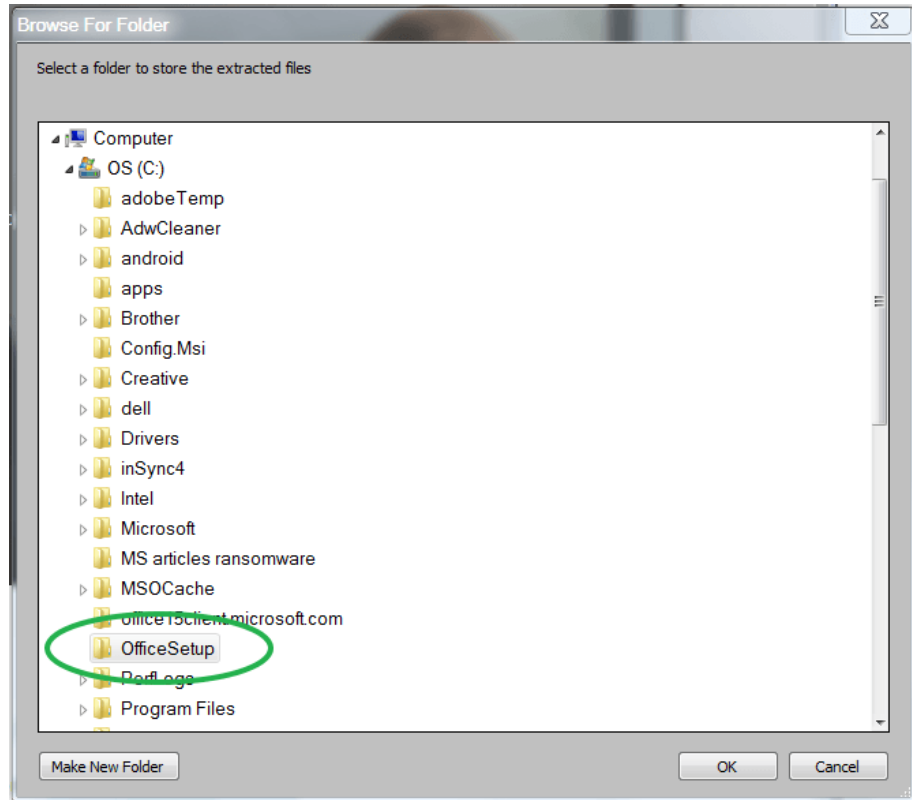
1. Sign in to the VLSC.
2. Select the **Downloads and Keys** tab.
3. Find your Office product in the list and click its **Key** link.
4. In the table beneath the name of the product, find your product key in the column labelled **Key**. The **Type** column for this key should say MAK, not KMS.
 - Office suites have separate setup keys for online functionality like web apps. These keys are not the same as the MAK product keys and cannot be used for volume activation of desktop products.



- Copy the product's individual key from this table and paste it into a program like Notepad or click **Export all keys: CSV** just above the list of products to download a list of keys in comma-separated-values format (which can be opened with Excel). This list contains all Volume License keys associated with agreements in your VLSC profile.

Step Two: Download the Office Deployment Tool (ODT)

- Download the [Office Deployment Tool from Microsoft](#).
- When the download is finished, open it, check the box to accept the Microsoft license terms, and click **Continue**.
- You will be asked to choose a folder to store the extracted setup files. Navigate to the root level of your computer's hard drive (C:) and click **Make New Folder**. Then, name the folder "OfficeSetup" and continue with the extraction process. Note that these instructions won't work if you choose a different folder name or location.



- When you are finished, your new "OfficeSetup" folder should have a file named "setup" and some sample "configuration" files. **Delete the configuration files.** You only need to keep the setup file.

Step Three: Download and Prepare the Configuration Files

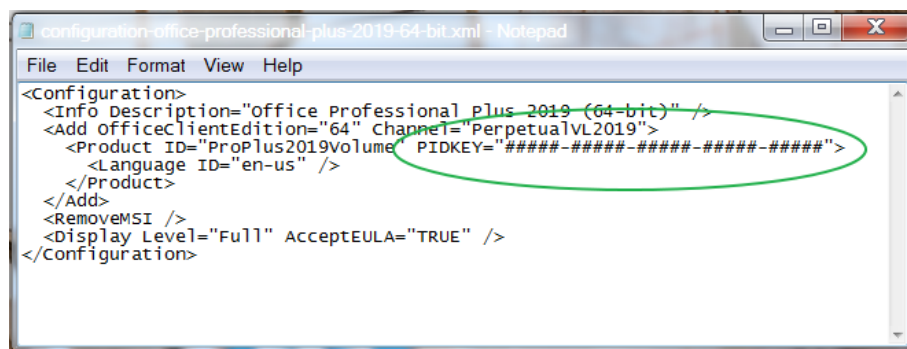
Download the configuration file that you need from the table below by right-clicking the link for the file you need, selecting **Save link as...**, and saving the file to the "OfficeSetup" folder you created. Don't download more than one of these files to that folder at a time. If you need to install more than one type of Office product, you'll have the opportunity to do so later.

Office Suites	Project	Visio
Office Standard 2019 (32-bit)	Project 2019 (32-bit)	Visio Standard 2019 (32-bit)
Office Standard 2019 (64-bit)	Project 2019 (64-bit)	Visio Standard 2019 (64-bit)
Office Standard 2021 (32-bit)	Project 2021 (32-bit)	Visio Standard 2021 (32-bit)

Office Suites	Project	Visio
Office Standard 2021 (64-bit)	Project 2021 (64-bit)	Visio Standard 2021 (64-bit)
Office Professional Plus 2019 (32-bit)	Project Professional 2019 (32-bit)	Visio Professional 2019 (32-bit)
Office Professional Plus 2019 (64-bit)	Project Professional 2019 (64-bit)	Visio Professional 2019 (64-bit)
Office Professional Plus 2021 (32-bit)	Project Professional 2021 (32-bit)	Visio Professional 2021 (32-bit)
Office Professional Plus 2021 (64-bit)	Project Professional 2021 (64-bit)	Visio Professional 2021 (64-bit)

Next, follow the instructions below to add the product key that you obtained in step two to the configuration file.

1. Right-click the configuration file and select **Edit** to open the file in Notepad.
2. Look for the following string of text in the configuration file:
 - PIDKEY="#####-#####-#####-#####-#####"



3. In this string, replace #####-#####-#####-#####-##### with your MAK client activation key by copying and pasting the key from wherever you saved it. You should leave the quotation marks before and after the key.
4. Save the file and close it.
5. Then, right-click the configuration file, select **Rename**, and change the filename to be "configuration".

- If the configuration file you downloaded has a name that ends with ".xml", that means your installation of Windows has been set to display file extensions. If this is the case, make sure to keep ".xml" in your filename by renaming it as "configuration.xml" instead of "configuration".

If you requested more than one type of Office product, you'll need to edit the configuration file and add a different key for each product that you received a license for.

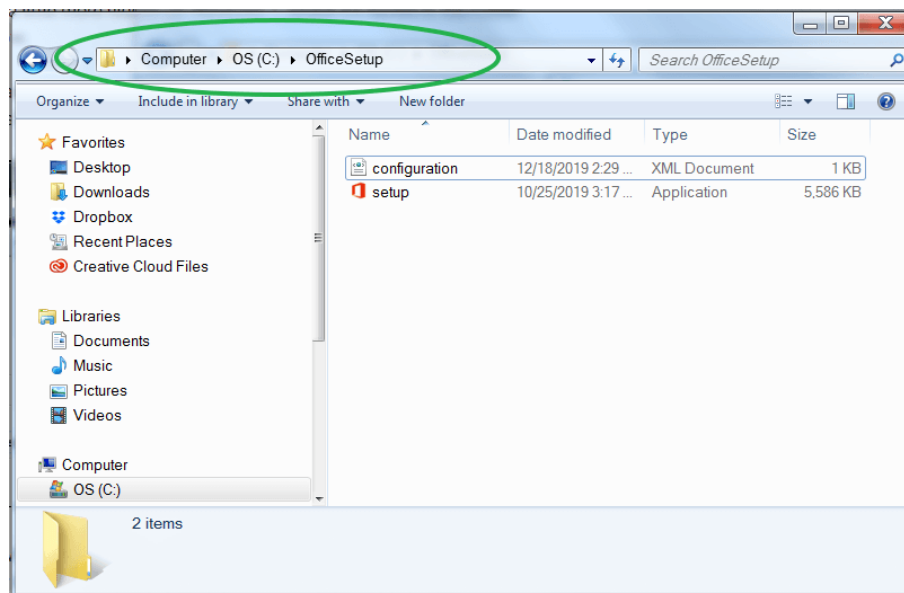
Step Four: Download and Install Your Products

Note that all earlier versions of Office will be uninstalled when you install Office, so be sure to save and quit any Office applications that are running.

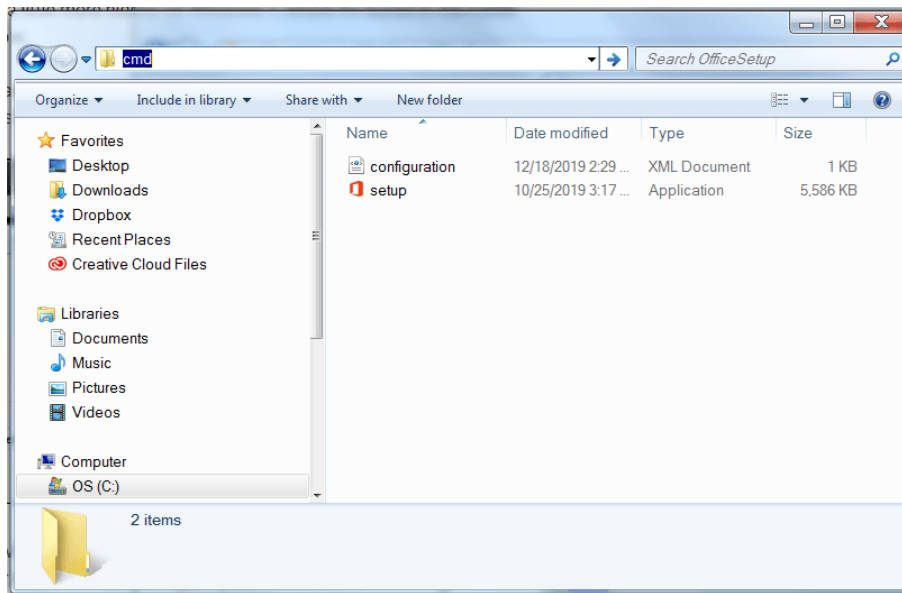
1. Navigate to your "OfficeSetup" folder in File Explorer.
2. You'll need to perform the next steps using the Command Prompt, which is a text-based command-line interface that runs within Windows.

To open the Command Prompt

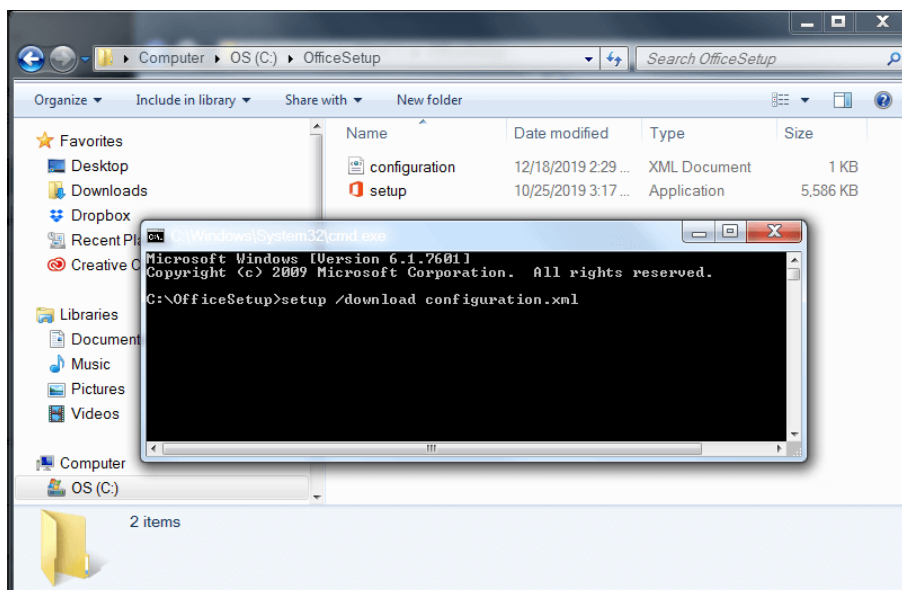
- Click the address bar in the File Explorer window that you opened.



- With the address bar selected, type cmd and press Enter.



- Type the following into the Command Prompt that you opened.
 - `setup /download configuration.xml`
 - Press 'Enter' to run the command



It will look as if nothing is happening, but your product will be downloading in the background:

```
C:\Windows\System32\cmd.exe - setup /download configuration.xml
Microsoft Windows [Version 10.0.19044.1706]
(c) Microsoft Corporation. All rights reserved.

C:\OfficeSetup>setup /download configuration.xml
-
```

The download will be a large file and might take a while to finish. Once the download is complete, you will be returned to the Command Prompt:

```
C:\Windows\System32\cmd.exe
Microsoft Windows [Version 10.0.19044.1706]
(c) Microsoft Corporation. All rights reserved.

C:\OfficeSetup>setup /download configuration.xml
C:\OfficeSetup>
```

- When the download has finished, you're ready to install the product. Type the following into the Command Prompt.

- `setup /configure configuration.xml`

- Press 'Enter' to run the command
- If you see an error that says you still have previous versions of Office installed on your computer, you'll need to manually uninstall those programs and type the above command again.

- When your installation is complete, you'll be returned to the Command Prompt. Close the Command Prompt and return to the desktop. Your Office 2019 product will be installed and ready to use.
- If you need to install a different Office product, delete the "configuration.xml" file from the "OfficeSetup" folder and follow these instructions again beginning at Step Four: Download and Prepare the Configuration File.