

WIN: Instructions for Office 2019

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 2019 products for users in your organisation, you'll use the Office Deployment Tool (ODT). You'll need a broadband Internet connection with download speeds of at least 20 Mbps to download Office 2019 products. Note that Office 2019 products require Windows 10 and will not run on older versions of Windows.

Step One: Register at the VLSC and Accept Your Software Agreement

If you haven't already, register at the VLSC and accept your software license agreement for the Office 2019 products you requested by completing only steps one and two in TechSoup's VLSC quick-start guide.

Step Two: Get Your Office 2019 Product Key from the VLSC

1. Sign in to the VLSC.
2. Select the Downloads and Keys tab.
3. Find your Office 2019 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 labeled 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 Three: Download the Office Deployment Tool (ODT)

1. Download the Office Deployment Tool from Microsoft.
2. When the download is finished, open it and follow the instructions to extract its contents to a folder of your choice.
3. When you are finished, you should have a file named setup.exe and some sample „configuration” files that end in .xml. Delete the .xml files. You only need to keep the setup.exe file.

Step Four: Download and Prepare the Configuration Files

Download the configuration files 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 same folder where you extracted the setup.exe file in step three. [Learn how to tell if you need the 32-bit or 64-bit version](#) Next, follow the

Command Prompt and return to the desktop. Your Office 2019 products will be installed and ready to use.