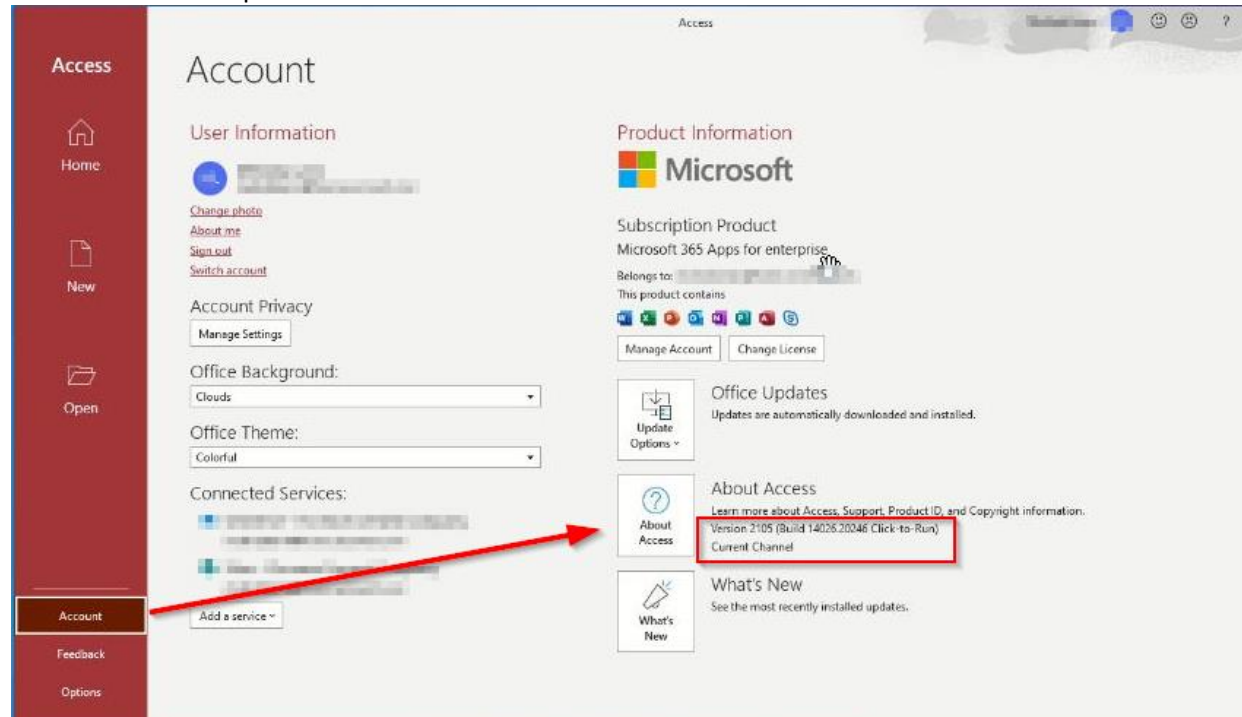


Step #1: Determine the version of your Access / Office

Open your Access. Click File then choose Account and review the account as shown. Note the version and continue to step #2.



↓ **GO TO Step #2**

Step #2: Does your version say "Version 2408"?

YES:	↓ GO TO Step #4	You are impacted. You must revert to prior version or change channels.
NO:	↓ GO TO Step #3	

Step #3: Does your version show "Current Channel"?

YES:	↓ GO TO Step #4	You could be impacted. We suggest that you change channel.
NO:	● STOP	You are not impacted and may disregard.

Step #4: Are you an administrator of your computer?

YES:	↓ GO TO Step #5	
NO:	● STOP	Contact your IT department or provider for assistance. If you do not have a IT department or provider, you can contact us for further assistance.

Step #5: Do you want to change channel to semiannual? (Recommended)

YES:	↓ GO TO Step #6	
NO:	↓ GO TO Step #7	

Step #6: Changing Office 365 channel to semi-annual

1. Download the Office Deployment Tool from here:

<https://www.microsoft.com/en-us/download/confirmation.aspx?id=49117>

2. Extract the tool into a directory. Recommended: C:\OfficeDeployment

is PC > Local Disk (C:) > OfficeDeployment					Search OfficeDeployment	
Name		Date modified	Type	Size		
 configuration-Office365-x64.xml		4/28/2021 12:52 AM	XML Document	1 KB		
 configuration-Office365-x86.xml		4/28/2021 12:52 AM	XML Document	1 KB		
 configuration-Office2019Enterprise.xml		4/28/2021 12:52 AM	XML Document	2 KB		
 setup.exe		4/28/2021 12:52 AM	Application	6,320 KB		

3. Create a new text file using notepad. Paste the content into the text file and name it config.xml. You may need to adjust the XML depending on your Microsoft 365 license and the desired channel.

If you are using Microsoft 365 Enterprise, the config.xml would look like the following:

```
<Configuration>
  <Add OfficeClientEdition="64" Channel="SemiAnnual">
    <Product ID="O365ProPlusRetail" >
      <Language ID="en-us" />
    </Product>
  </Add>
</Configuration>
```

However, if you have a different Microsoft 365 license, you will need to adjust the ID parameter of the Product element. For example, instead of O365ProPlusRetail for Microsoft 365 E3 or Microsoft 365 E5, you would use O365BusinessRetail for Microsoft 365 Business Standard. You can consult the [full list of possible product IDs here](https://learn.microsoft.com/en-us/microsoft-365/troubleshoot/installation/product-ids-supported-office-deployment-click-to-run): <https://learn.microsoft.com/en-us/microsoft-365/troubleshoot/installation/product-ids-supported-office-deployment-click-to-run>.

IMPORTANT: If the incorrect Product ID is used, the Office may not be activated.

If you would rather use a different channel other than SemiAnnual, you can choose from the following channels for the Channel attribute in the Add element:

- Current
- MonthlyEnterprise
- SemiAnnualPreview
- SemiAnnual
- CurrentPreview
- BetaChannel

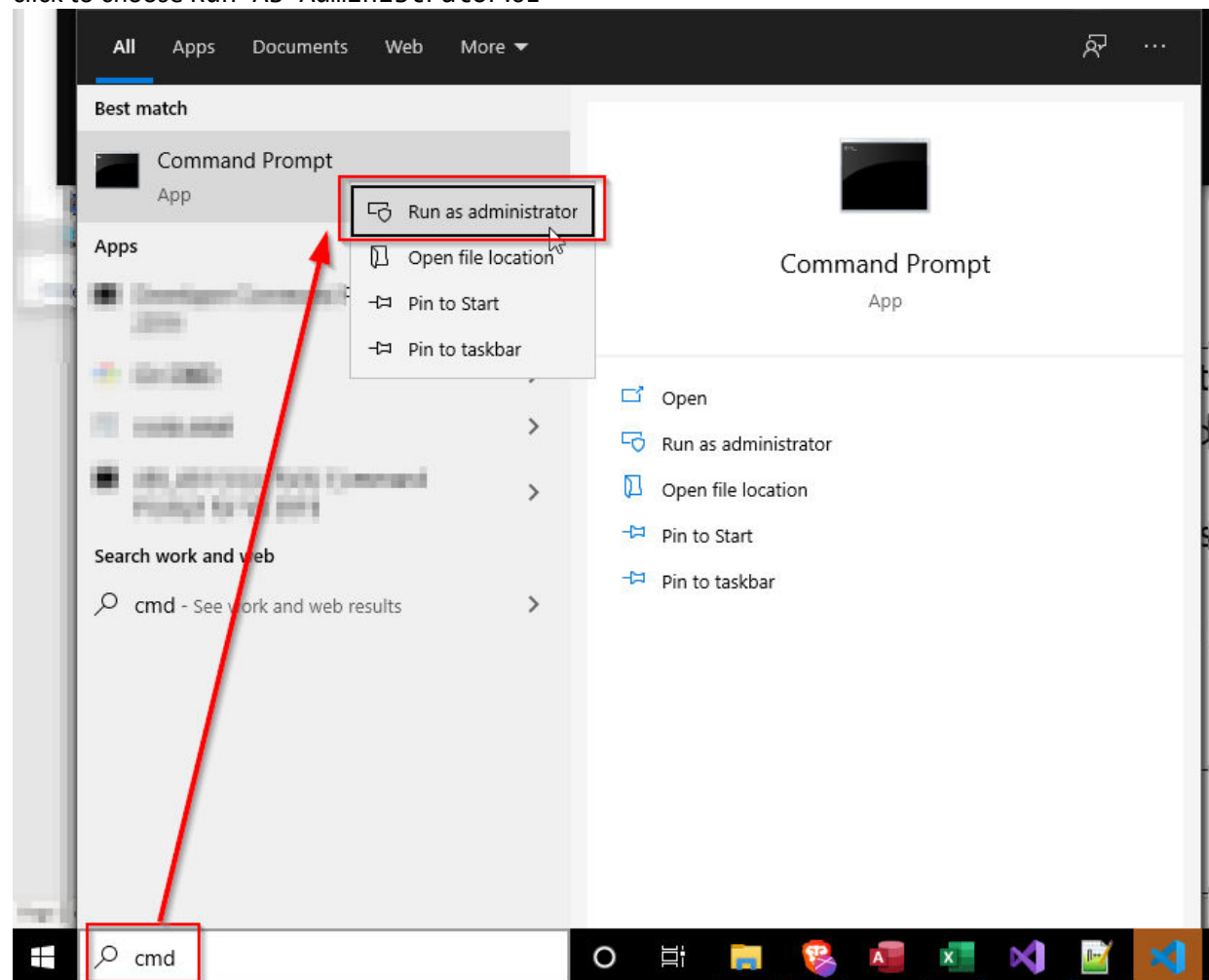
Save it in the same directory where you extracted the tool (e.g. full path would be C:\OfficeDeployment\config.xml)

PC > Local Disk (C:) > OfficeDeployment

Search OfficeDeployment

Name	Date modified	Type	Size
 config.xml	5/27/2021 2:07 PM	XML Document	1 KB
 configuration-Office365-x64.xml	4/28/2021 12:52 AM	XML Document	1 KB
 configuration-Office365-x86.xml	4/28/2021 12:52 AM	XML Document	1 KB
 configuration-Office2019Enterprise.xml	4/28/2021 12:52 AM	XML Document	2 KB
 setup.exe	4/28/2021 12:52 AM	Application	6,320 KB

4. Open command prompt as an administrator by pressing Windows keys, typing in cmd then right-click to choose Run As Administrator.01



5. Enter the following command prompt and press ENTER:
`cd C:\OfficeDeployment`

C:\> Administrator: Command Prompt

```
Microsoft Windows [Version 10.0.18363.1556]
(c) 2019 Microsoft Corporation. All rights reserved.

C:\Windows\system32>cd C:\OfficeDeployment
C:\OfficeDeployment>
```

6. Enter the next command prompt and press ENTER:

setup.exe /configure config.xml

C:\> Select Administrator: Command Prompt

```
Microsoft Windows [Version 10.0.18363.1556]
(c) 2019 Microsoft Corporation. All rights reserved.

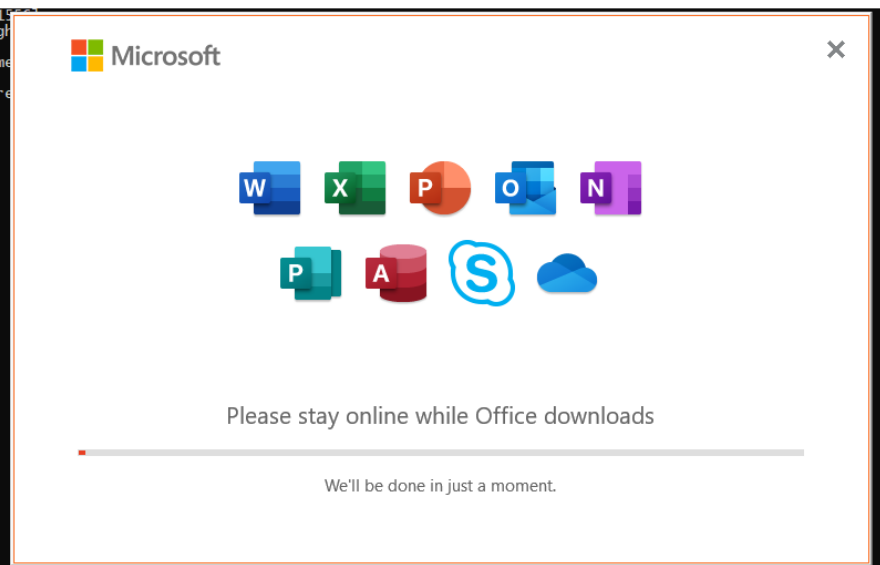
C:\Windows\system32>cd C:\OfficeDeployment
C:\OfficeDeployment>setup.exe /configure config.xml
C:\OfficeDeployment>
```

7. You should see a dialog indicating the Office is installing.

C:\> Administrator: Command Prompt - setup.exe /configure config.xml

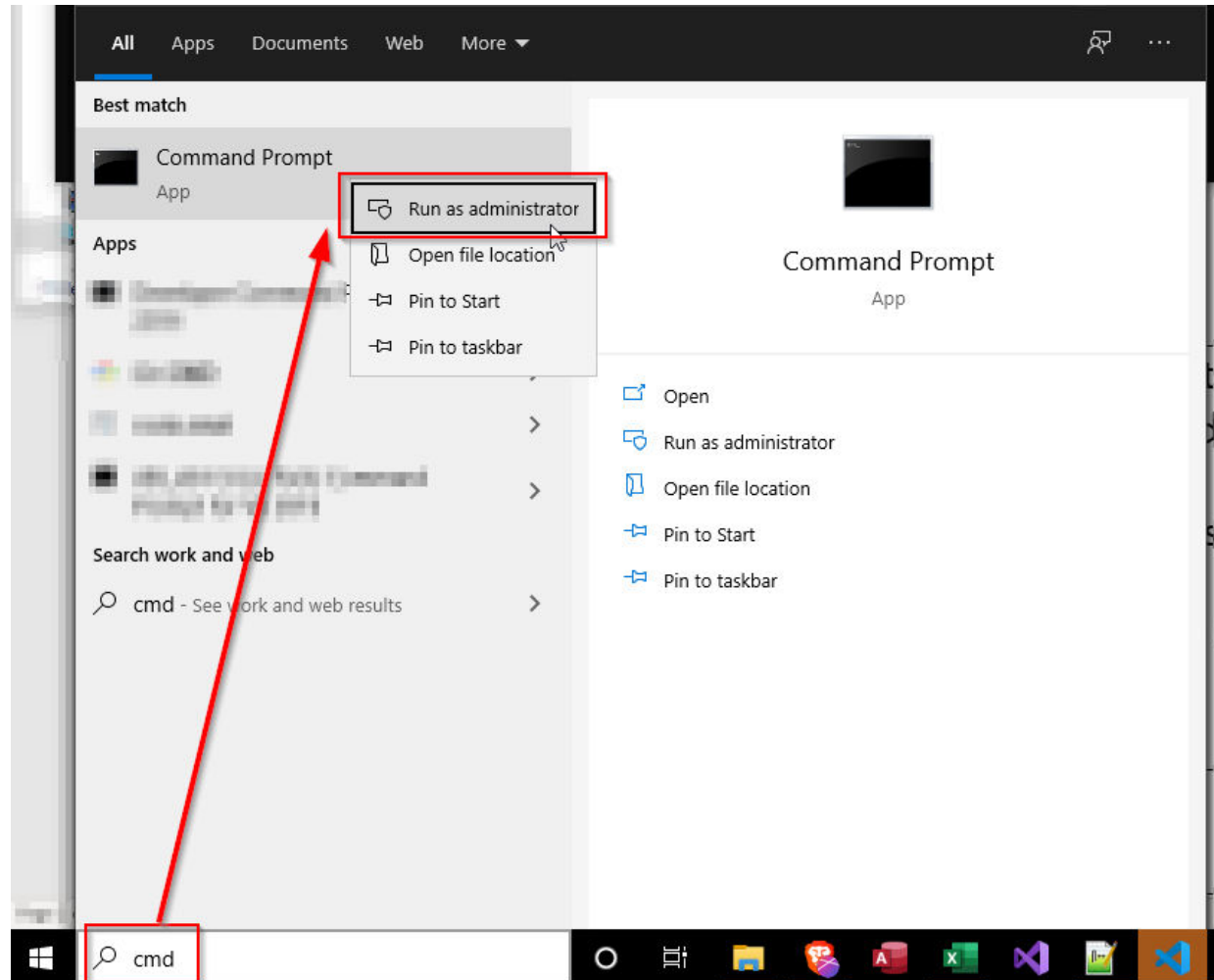
```
Microsoft Windows [Version 10.0.18363.1556]
(c) 2019 Microsoft Corporation. All rights reserved.

C:\Windows\system32>cd C:\OfficeDeployment
C:\OfficeDeployment>setup.exe /configure config.xml
```



Step #7: Changing Office 365 version within same channel

1. Open command prompt as an administrator by pressing Windows key then type in cmd and right-click to choose Run As Administrator.



2. Enter the following command as a single line and press ENTER when done.

```
"C:\Program Files\Common Files\microsoft shared\ClickToRun\OfficeC2RClient.exe"  
/update user updatetoverversion=16.0.17726.20126
```

Note: If you are on different channel and want to change the version, you can locate the version to pass to the updatetoverversion parameter. However, it MUST be the same channel or the command will appear to "run" but do nothing. You can find [the full list of versions for all channels here](https://learn.microsoft.com/en-us/officeupdates/update-history-microsoft365-apps-by-date):
<https://learn.microsoft.com/en-us/officeupdates/update-history-microsoft365-apps-by-date>.

3. You should see a message that Office 365 is updating. If you do NOT see this white dialog, the command did not execute correctly. You may need to contact your IT administrator or us for further assistance.

