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Deploying and Managing Office:Mac 2011

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- Administrator’s toolbox
- Deployment and Removal
- Configuration
- Management

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Administrator’s toolbox

Administrator's toolbox

Text editor

Useful for editing property lists, scripts or XML files

- BBEdit
- TextEdit *(free!)*
- TextWrangler *(free!)*

Administrator's toolbox

Package editor

Useful for modifying packages or creating your own

- Composer
- Iceberg *(free!)*
- InstallEase *(free!)*
- PackageMaker *(free!)*

Administrator's toolbox

Preferences editor

Useful for examining or modifying property lists

- defaults *(buitl-in!)*
- plistbuddy *(built-in!)*
- plutil *(built-in!)*
- Property List Editor *(free!)*
- Workgroup Manager *(free!)*

Administrator’s toolbox

Deployment manager

Useful for deploying packages, configuring preferences and adjusting settings

- Apple Remote Desktop
- Casper
- munki *(free!)*

- ☑ Administrator’s toolbox
- ☐ Deployment and Removal
- ☐ Configuration
- ☐ Management

Deployment and Removal

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Deployment and Removal

Deployment and Removal

Manual

Pros

- Zero preparation
- Uses least space

Cons

- No Customization
- Time consuming to deploy

Ideal

- A small workgroup

Deployment and Removal

Simple → Complex

	Manual	Modified
Pros	• Zero preparation • Uses least space	• Moderately customizable • Uses least space
Cons	• No Customization • Time consuming to deploy	• Time consuming to deploy
Ideal	• A small workgroup	• Small workgroups

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Deployment and Removal

Simple → Complex

	Manual	Modified	Compiled
Pros	• Zero preparation • Uses least space	• Moderately customizable • Uses least space	• Highly customizable
Cons	• No Customization • Time consuming to deploy	• Time consuming to deploy	• Must be redone for each Office update • Uses more space
Ideal	• A small workgroup	• Small workgroups	• Few and large homogeneous workgroups

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Deployment and Removal

Simple → Complex

	Manual	Modified	Compiled	Scripted
Pros	• Zero preparation • Uses least space	• Moderately customizable • Uses least space	• Highly customizable	• Highly customizable • Uses least space
Cons	• No Customization • Time consuming to deploy	• Time consuming to deploy	• Must be redone for each Office update • Uses more space	• Requires scripting knowledge
Ideal	• A small workgroup	• Small workgroups	• Few and large homogeneous workgroups	• Many and large diverse workgroups

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Deployment and Removal: Modified

Demo

Use TextWrangler to modify
the distribution.dist file

Deployment and Removal: Compiled

Video Demo

Use PackageMaker to create
a compiled package

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Deployment and Removal: Scripted

Basic command line script:

```
installer –pkg /path/to/Office Installer.mpkg –target /
```

Deployment and Removal: Scripted

Basic command line script:

```
installer –pkg /path/to/Office Installer.mpkg –target /
```

Command line script with choices file:

```
installer –pkg /path/to/Office Installer.mpkg –target /
-applyChoiceChangesXML /path/to/choices.xml
```

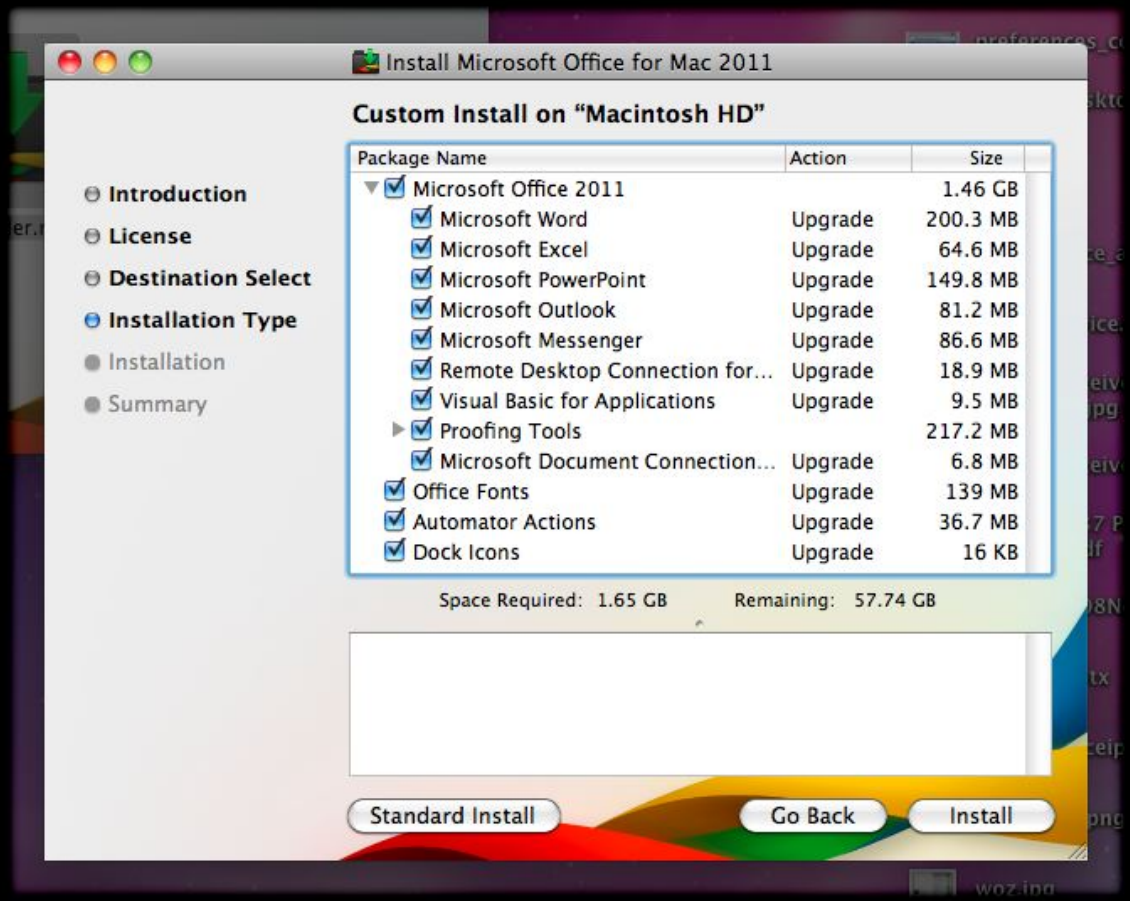
Deployment and Removal: Scripted

What's in a Choices file?

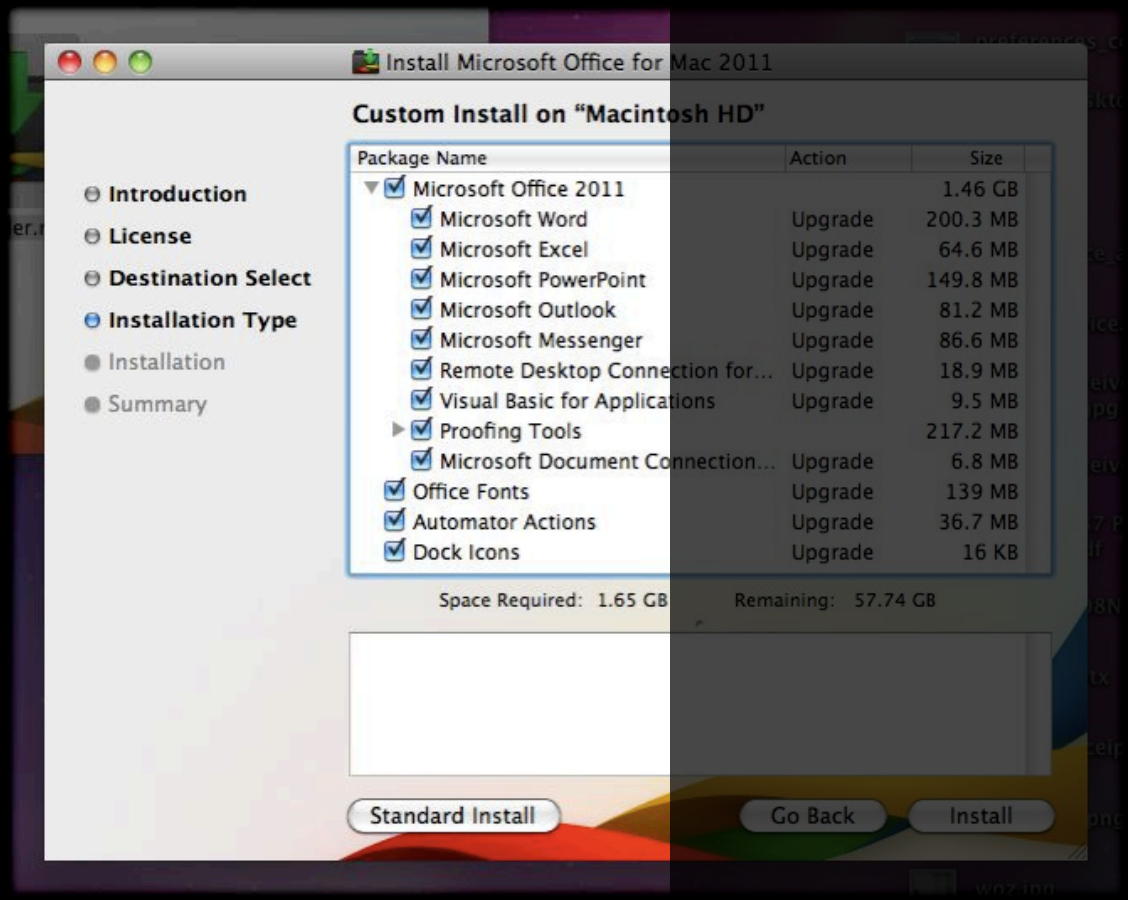
Stuff you want to click.

A list of individual packages that you want to install or not install during a custom installation of Office 2011.

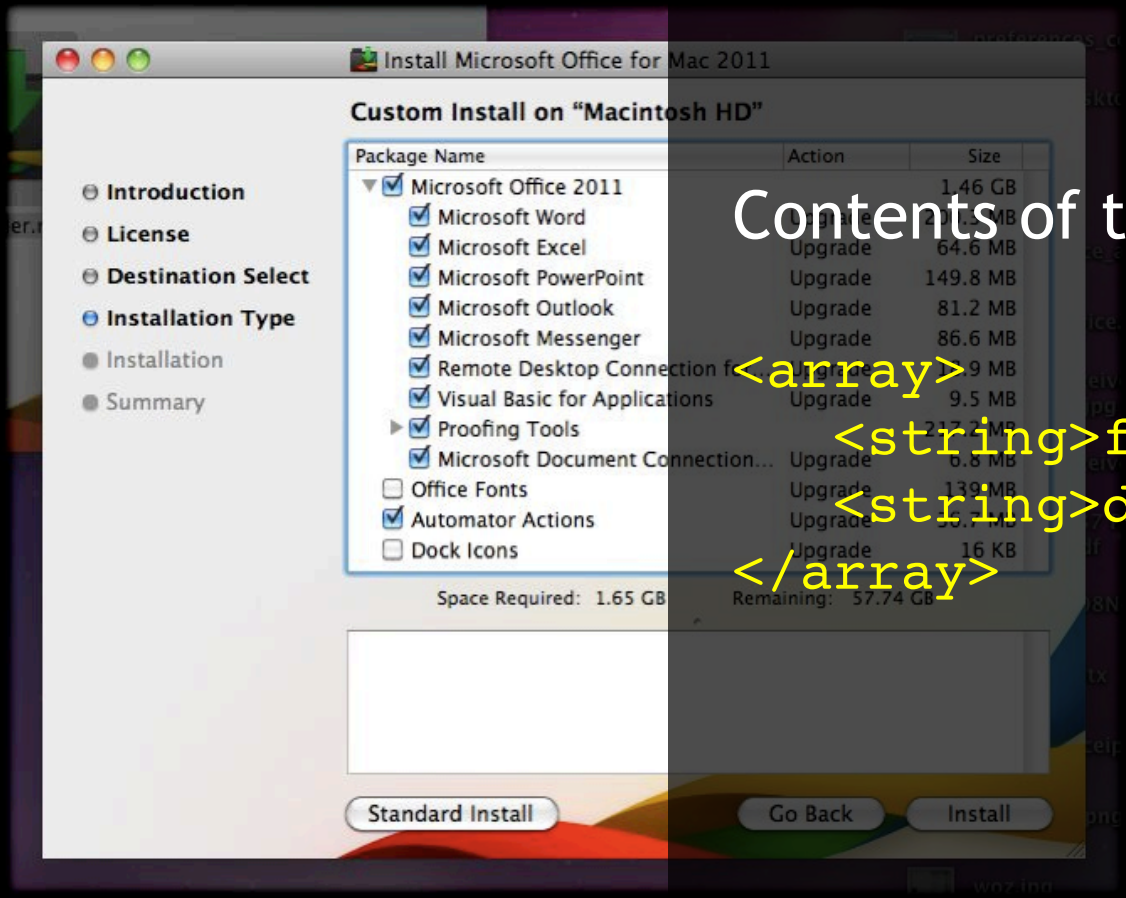
Deployment and Removal: Scripted



Deployment and Removal: Scripted



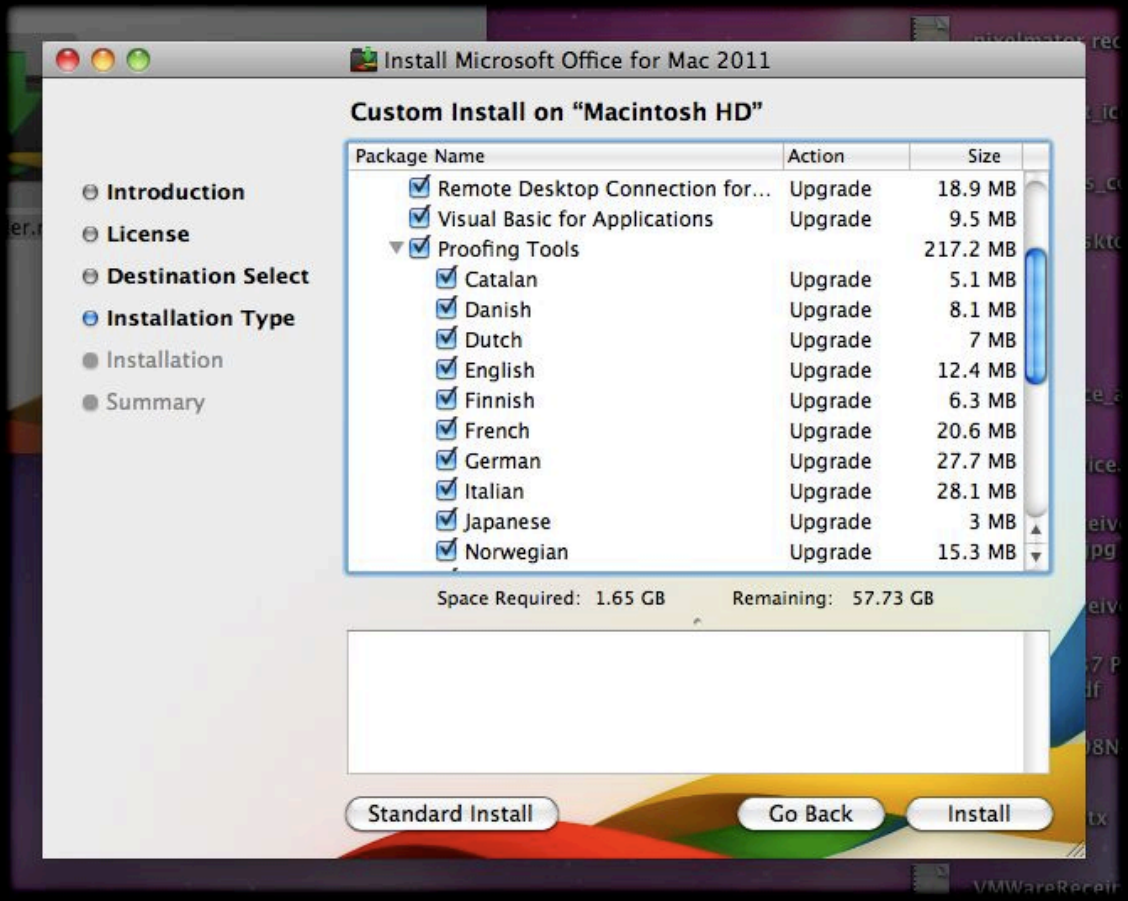
Deployment and Removal: Scripted



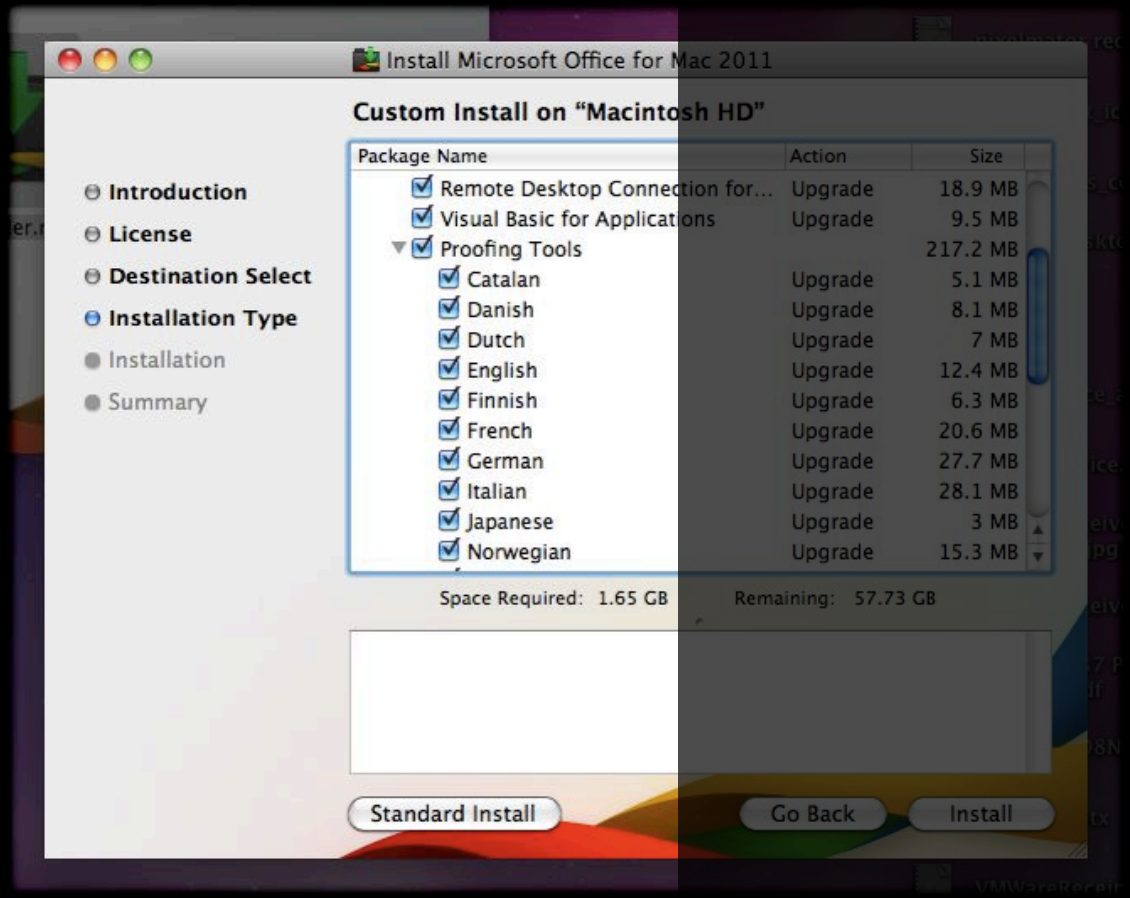
Contents of the Choices file

```
<array>
    <string>fonts</string>
    <string>dock</string>
</array>
```

Deployment and Removal: Scripted



Deployment and Removal: Scripted



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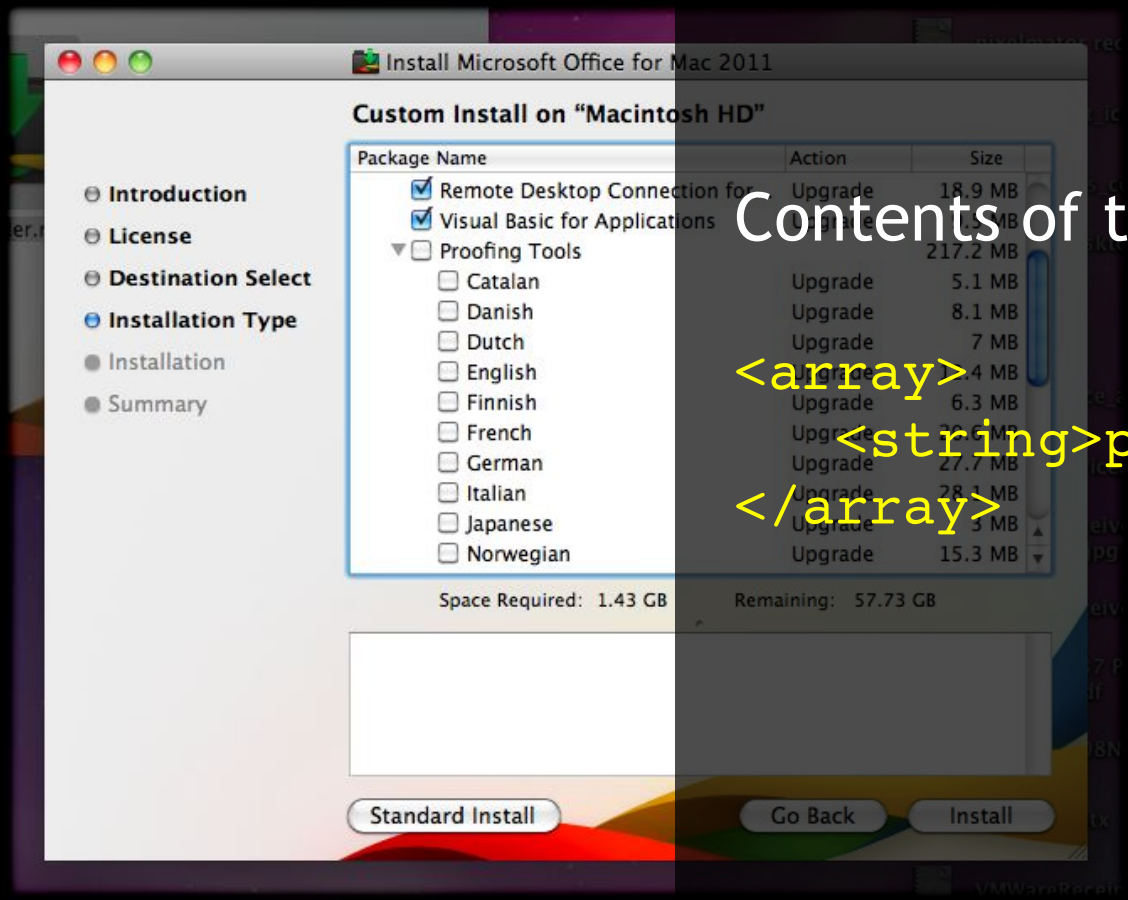
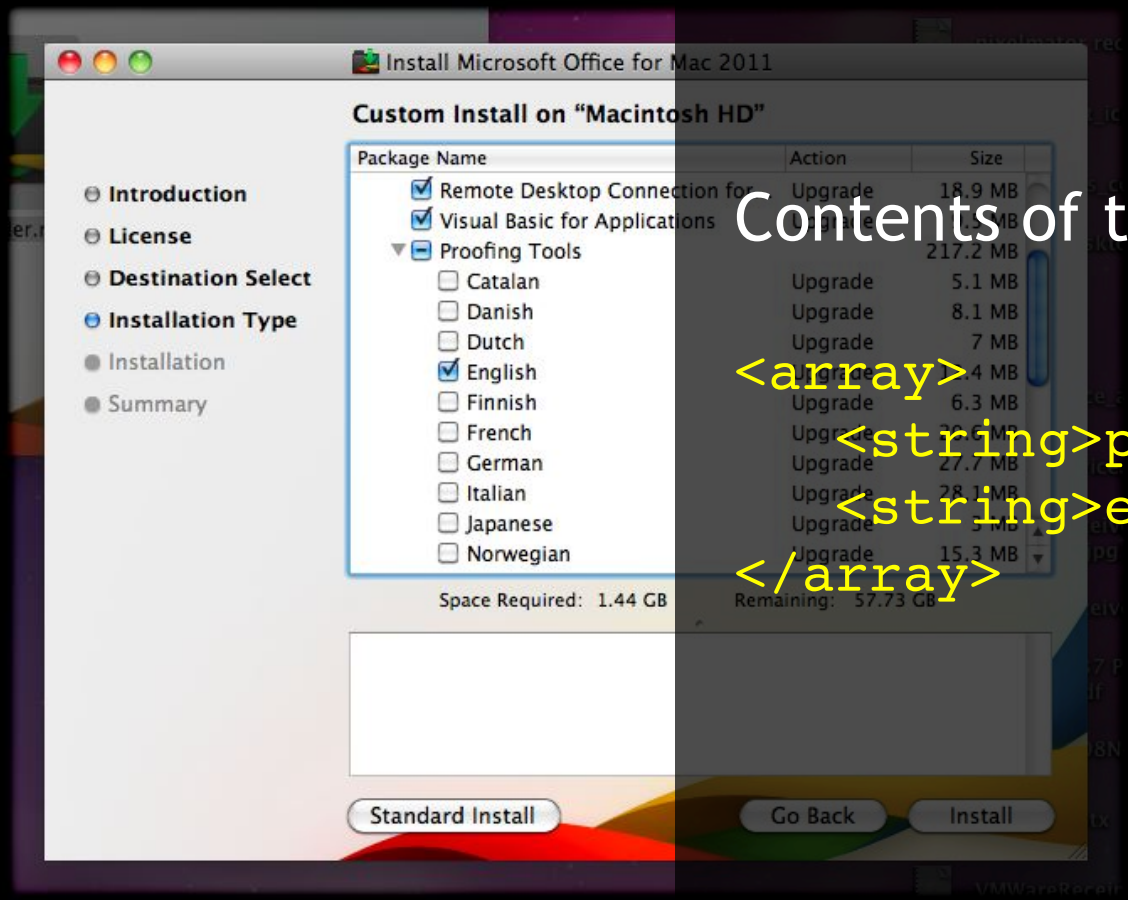
Deployment and Removal: Scripted



Contents of the Choices file

```
<array>
    <string>proofing-tools</string>
</array>
```

Deployment and Removal: Scripted



Contents of the Choices file

```
<array>
    <string>proofing-tools</string>
    <string>english</string>
</array>
```

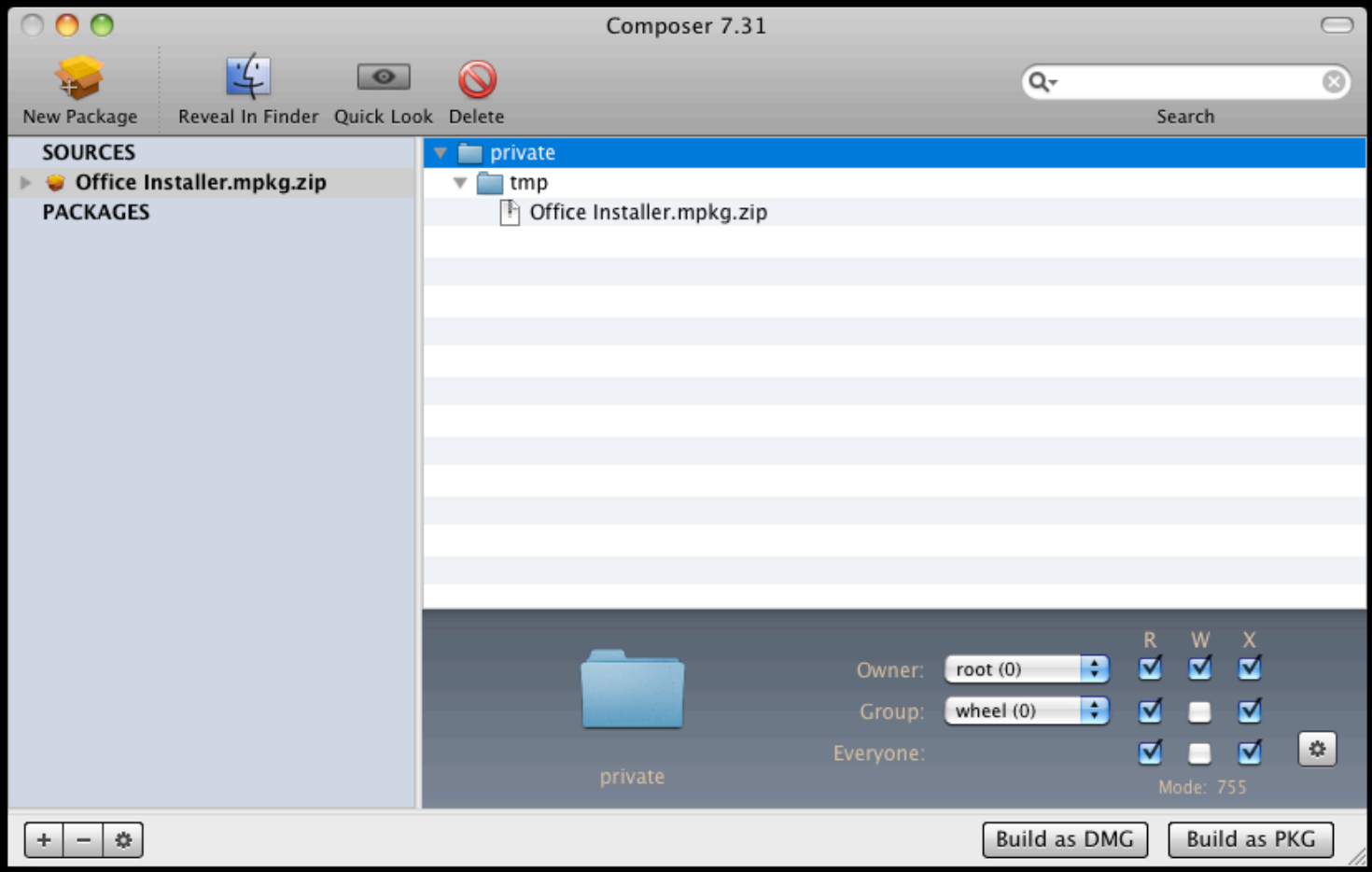
Deployment and Removal: Scripted

Readying for Deployment

1. Create a new package
2. Compress (.zip) the Office Installer.mpkg file
3. Install the Office Installer.mpkg.zip file into /private/tmp
4. Build as DMG

This one Office 2011 package gets deployed to everyone.

Deployment and Removal: Scripted



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Deployment and Removal: Scripted

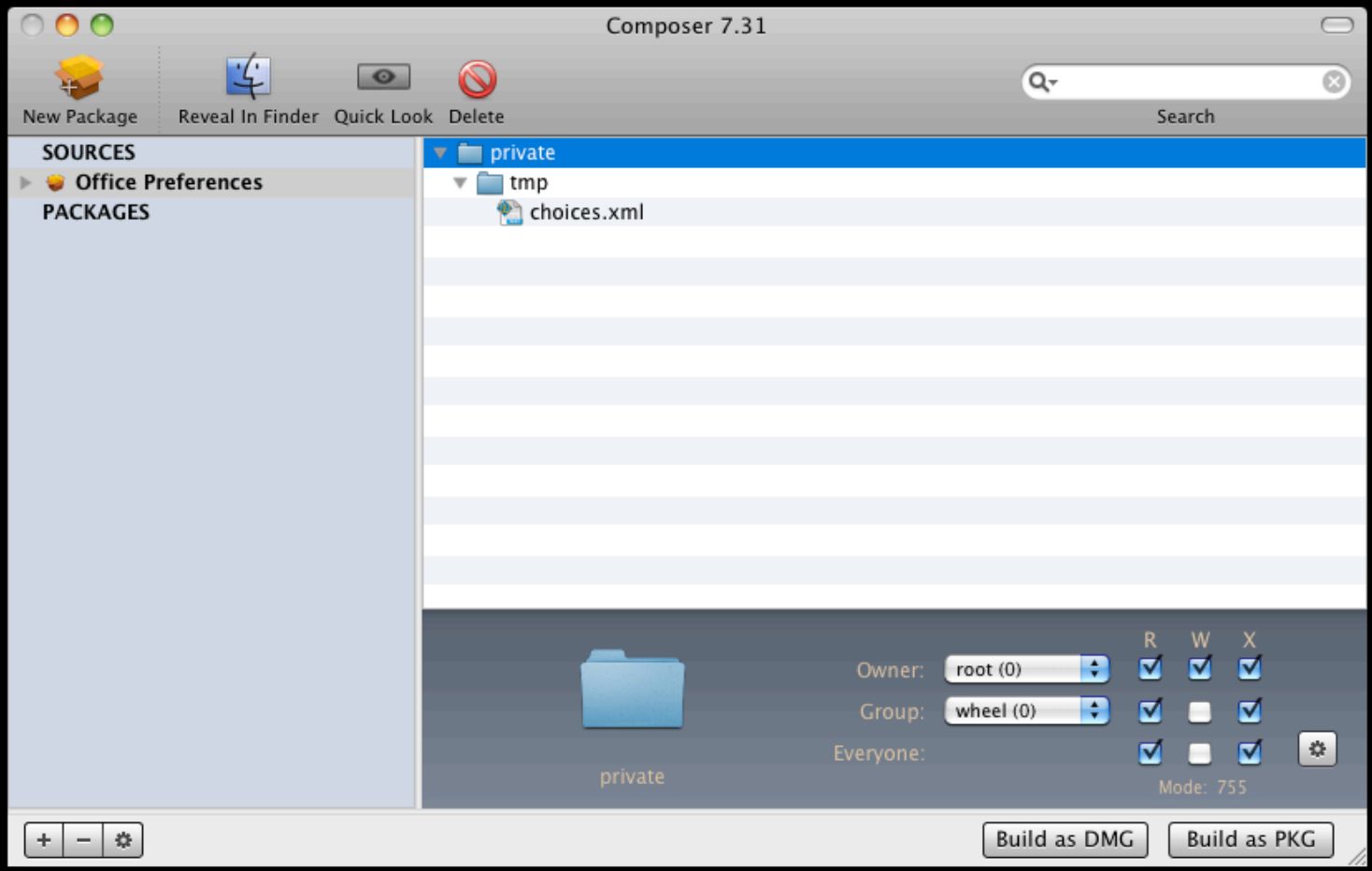
Readying for Deployment

3. Create a second new package
4. Install the choices.xml file into /private/tmp
5. Add a postflight script that runs:

```
installer –pkg /private/tmp/Office Installer.mpkg
–target /
-applyChoiceChangesXML /private/tmp/choices.xml
```

6. Optionally, add other preferences and files such as Outlook template for Exchange and document templates

Deployment and Removal: Scripted



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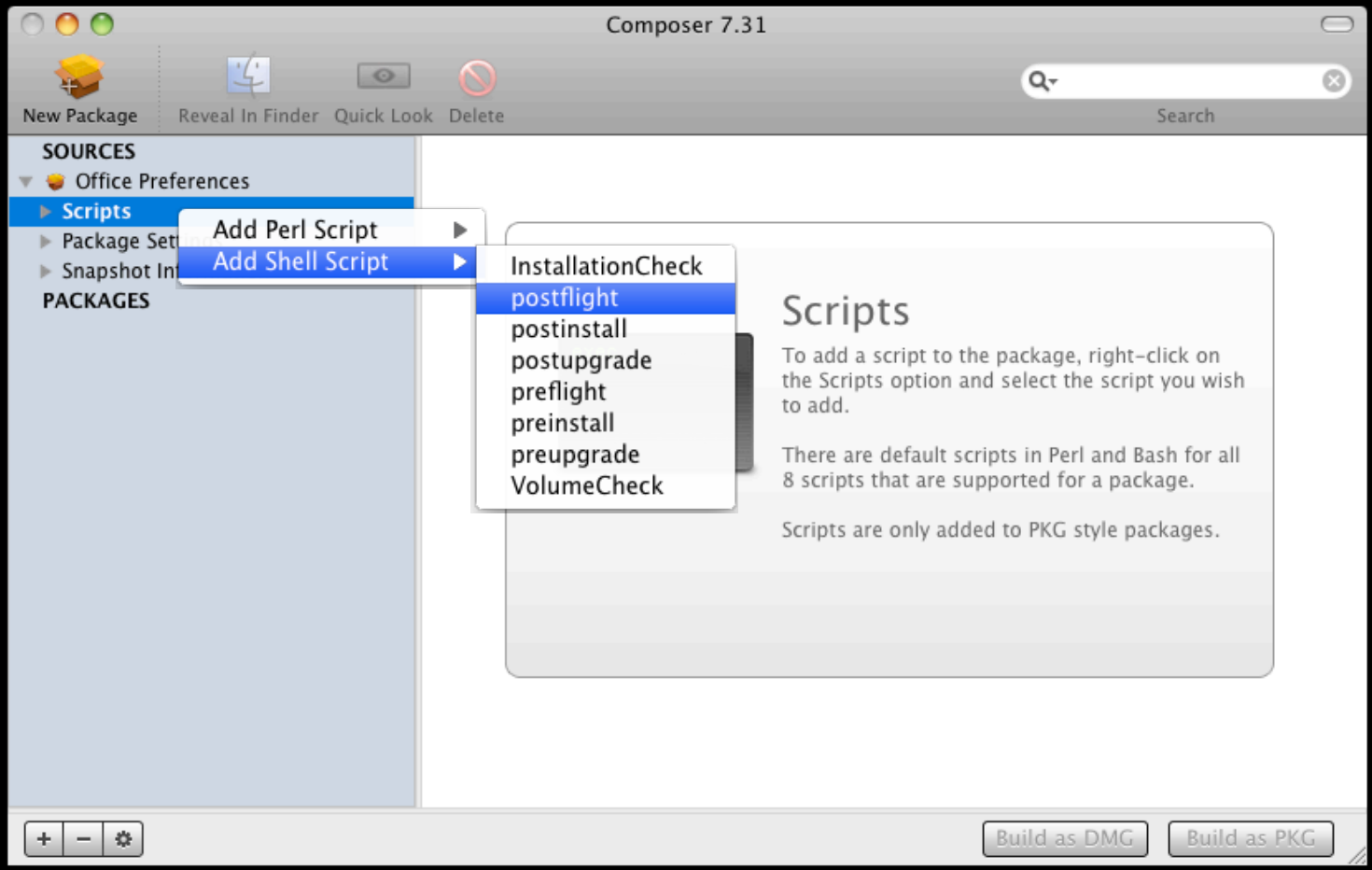
Deployment and Removal: Scripted



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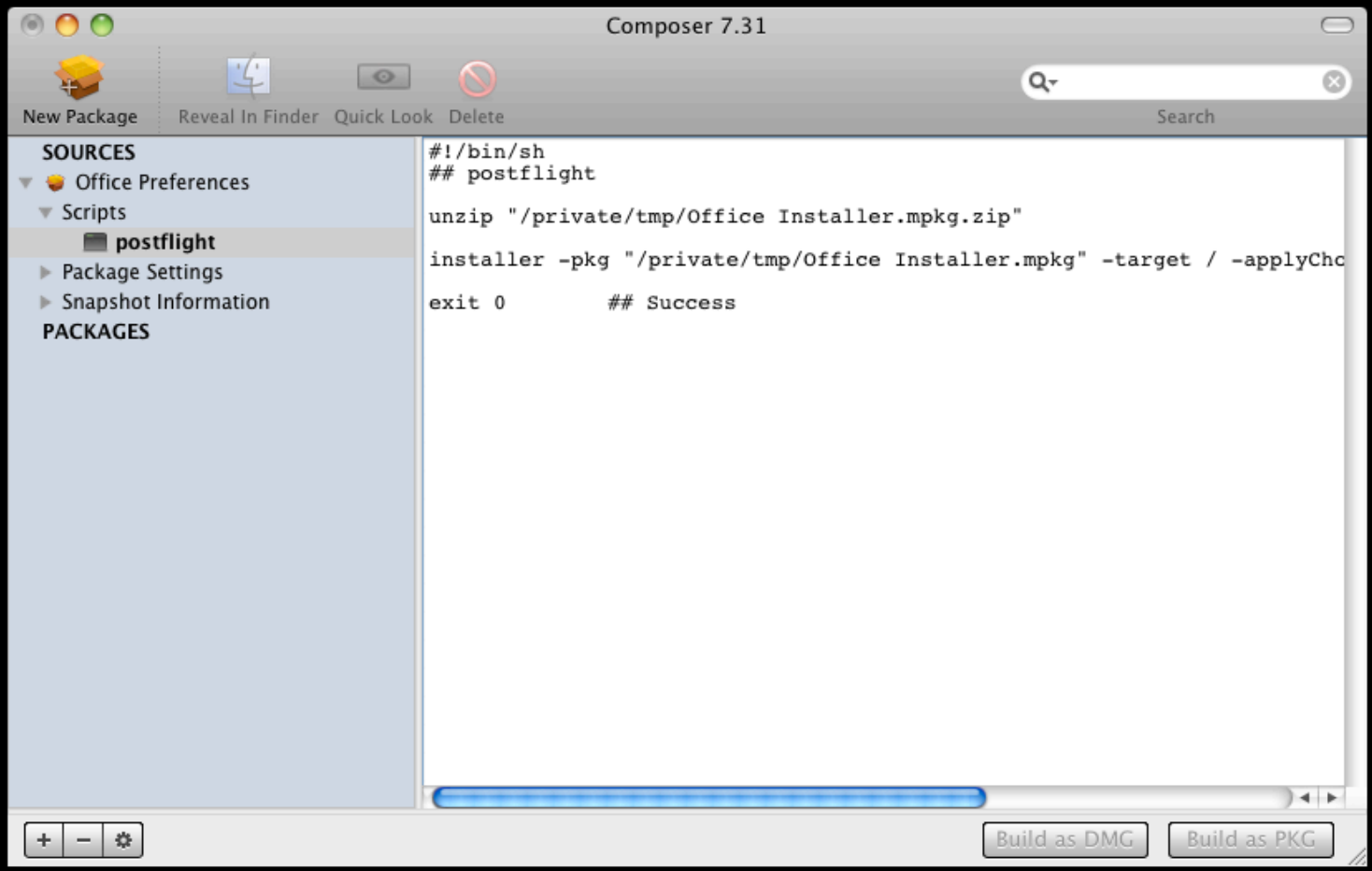
Deployment and Removal: Scripted



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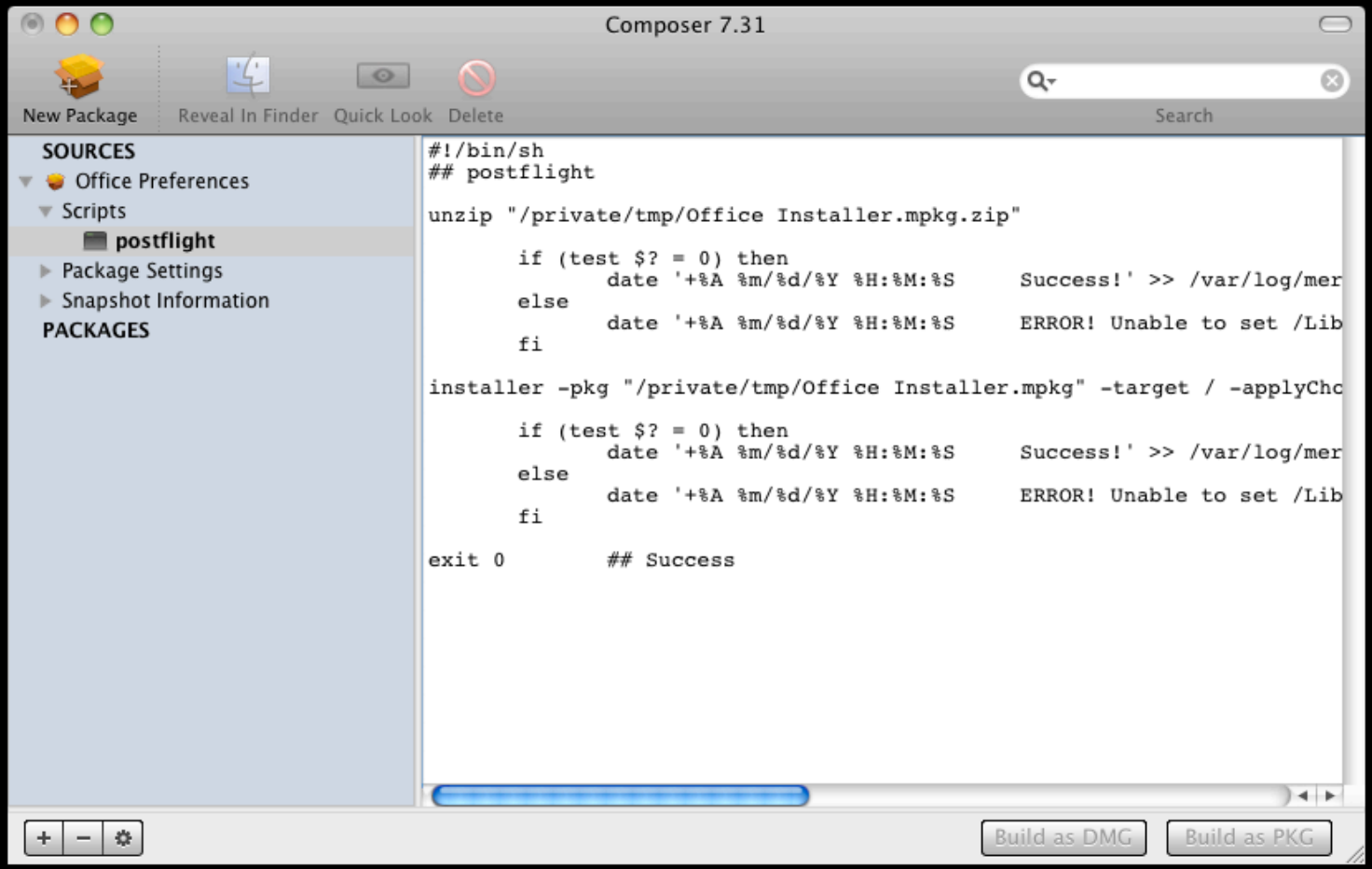
Deployment and Removal: Scripted



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Deployment and Removal: Scripted

Demo

Use InstallEase to create
an Office removal package

- ☑ Administrator’s toolbox
- ☑ Deployment and Removal
- ☐ Configuration
- ☐ Management

Configuration

Configuration

	None	Compiled	Scripted
Pros	• Zero preparation		
Cons	• Time consuming to support		
Ideal	• A small workgroup		

Configuration

	None	Compiled	Scripted
Pros	• Zero preparation	• Moderately customizable • Gives users a prepared environment	
Cons	• Time consuming to support	• Requires upfront preparation by technical support staff	
Ideal	• A small workgroup	• Diverse workgroups	

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Configuration

Simple → Complex

	None	Compiled	Scripted
Pros	• Zero preparation	• Moderately customizable • Gives users a prepared environment	• Highly customizable • Builds on compiled configurations
Cons	• Time consuming to support	• Requires upfront preparation by technical support staff	• Requires upfront preparation by technical support staff • Requires scripting knowledge
Ideal	• A small workgroup	• Diverse workgroups	• Diverse workgroups • Limited support staff

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Configuration: Compiled

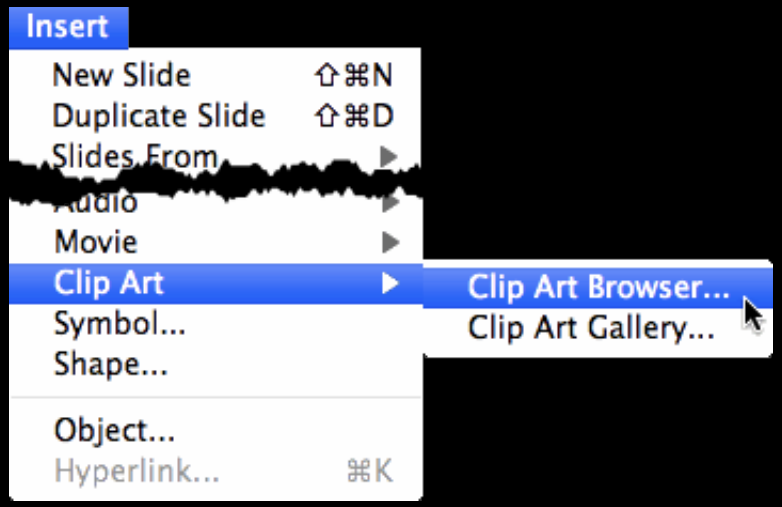
What can you deploy in a compiled configuration?

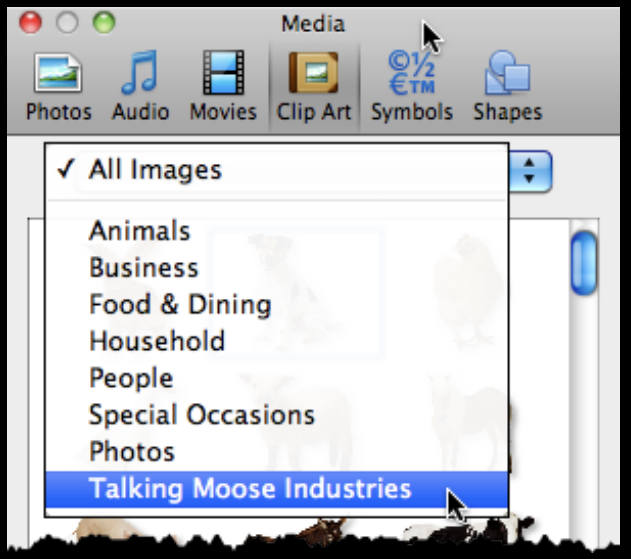
- Company logos
- Letterhead and forms
- Company Office themes
- Company Word styles
- AppleScript menu items and macros
- autoConfigDB.xml file for POP and IMAP setups

Configuration: Compiled

Company Logos (.eps, .jpg, .gif, etc.)

`/Applications/Microsoft Office 2011/Office/Media/Clipart/Talking Moose Industries`





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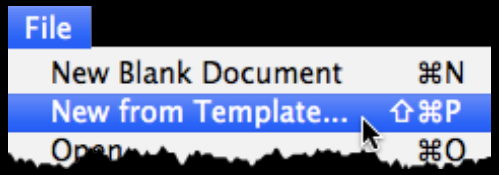
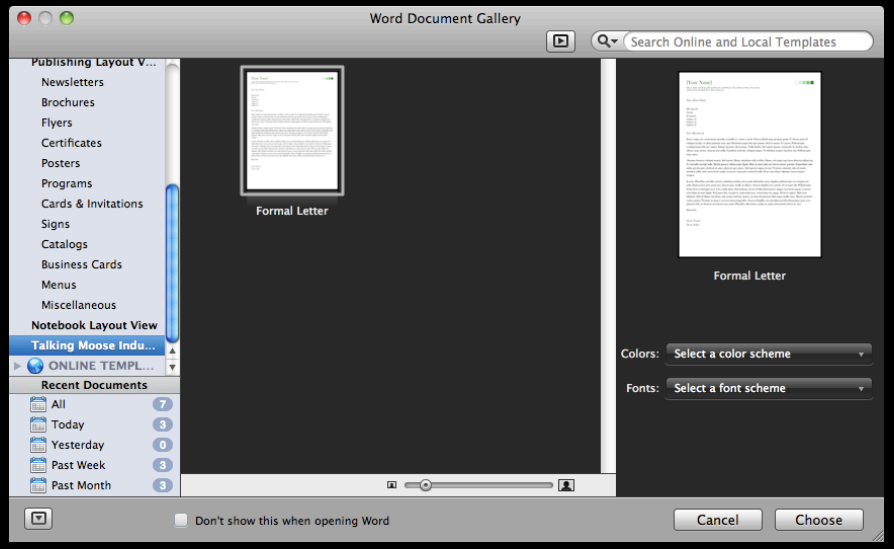
Configuration: Compiled

Letterhead and forms (.dotx, .potx, .xltx)

```
/Applications/Microsoft Office 2011/Office/
Media/Templates/Talking Moose Industries
```





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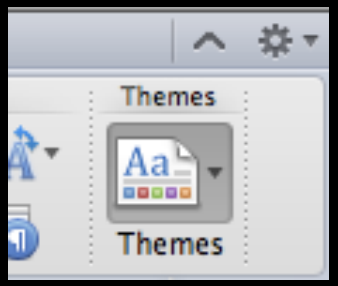
Configuration: Compiled

Company Office themes (.thmx)

```
/Applications/Microsoft Office 2011/Office/
Media/Office Themes/Talking Moose Industries
```



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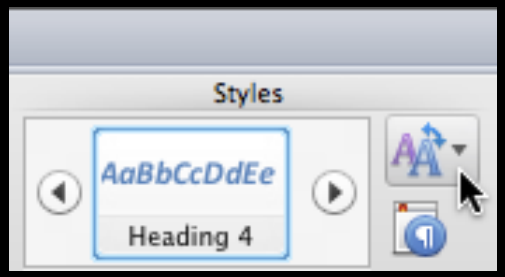
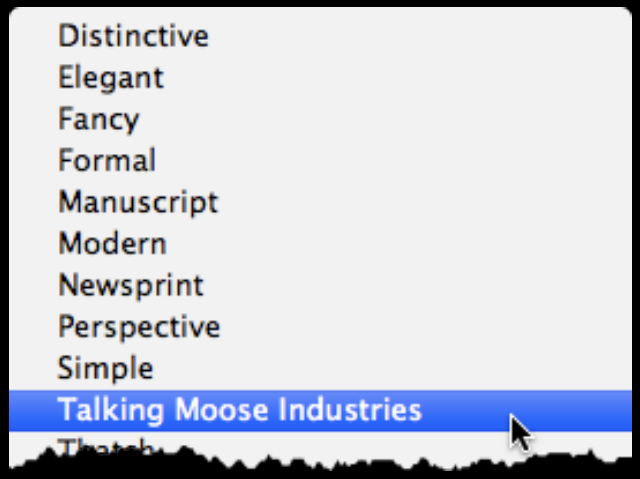
Configuration: Compiled

Company Word styles (.dotx)

```
/Applications/Microsoft Office 2011/Office/
Media/QuickStyles/Talking Moose Industries.dotx
```





Configuration: Compiled

AppleScript menu items…

```
/Applications/Microsoft Office 2011/Office/
Office First Run/MUD/

    Excel Script Menu Items
    Outlook Script Menu Items
    PowerPoint Script Menu Items
    Word Script Menu Items
```

Configuration: Compiled

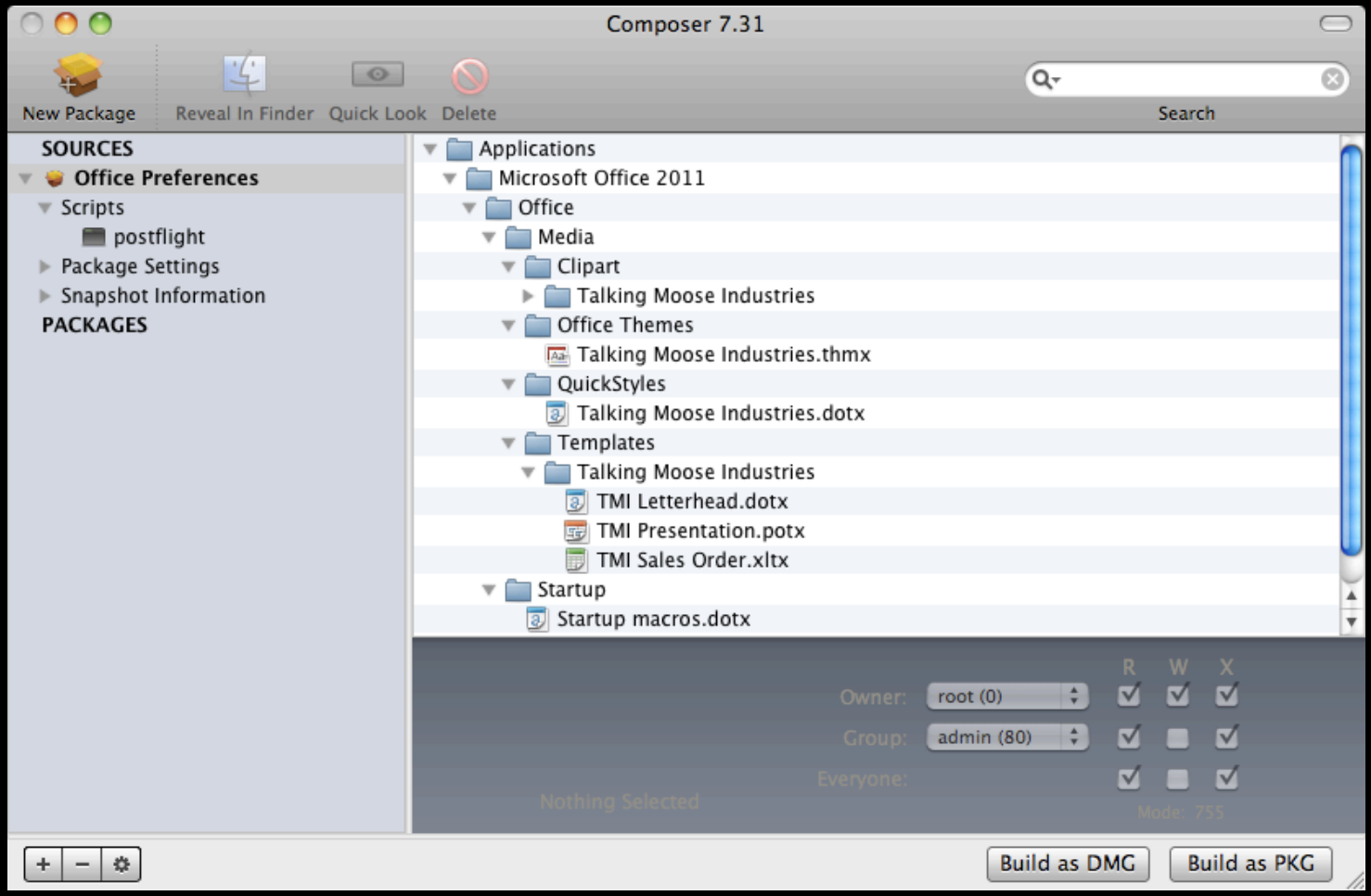
AppleScript menu items… and macros

```
/Applications/Microsoft Office 2011/Office/
Startup/

    Excel
    PowerPoint
    Word
```

Copy a Normal template file with the macros here and rename it, such as Startup.dot.

Configuration: Compiled



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Configuration: Compiled

autoConfigDB.xml file for POP and IMAP setups

```
/Applications/Microsoft Office 2011/Microsoft Outlook.app/Contents/Resources/autoConfigDB.xml
```

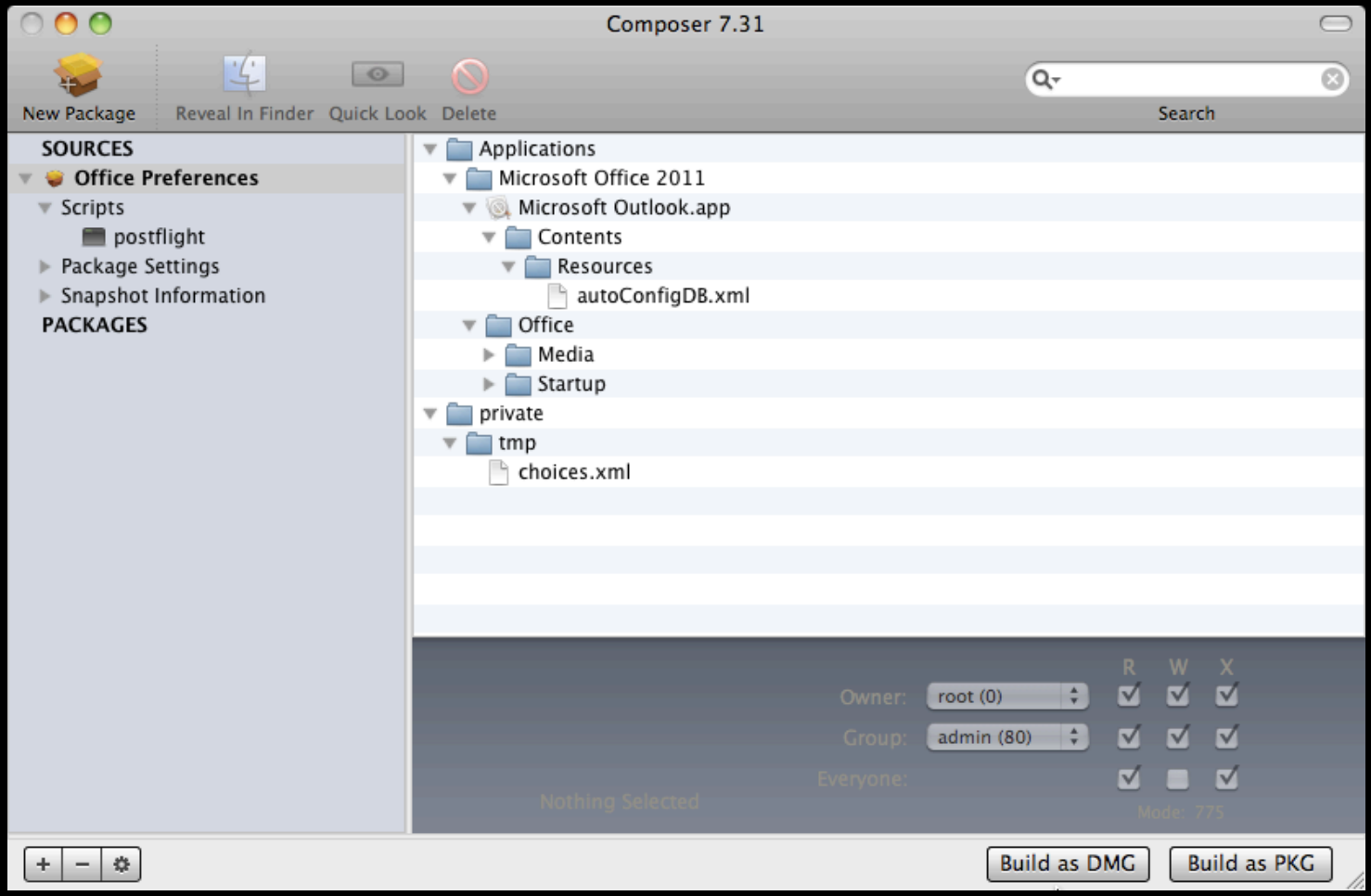
- Domain
- Account type
- Server address
- Authentication method
- SSL and Port numbers
- IMAP IDLE

Configuration: Compiled

autoConfigDB.xml file for POP and IMAP setups

```
<config>
    <EmailDomain>talkingmoose.pvt</EmailDomain>
    <OutgoingType>SMTP</OutgoingType>
    <OutgoingServer>mail.talkingmoose.pvt</OutgoingServer>
    <AuthRequired>true</AuthRequired>
    <IncomingType>IMAP</IncomingType>
    <IncomingServer>mail.talkingmoose.pvt</IncomingServer>
    <ServiceName>Talking Moose Industries</ServiceName>
</config>
```

Configuration: Compiled



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Configuration: Scripted

What can you deploy in a scripted configuration?

- Everything from the compiled configuration package
- Default Microsoft User Data folder
- Outlook Exchange Setup script
- Root certificates

Configuration: Scripted

Default Microsoft User Data folder

`/Applications/Microsoft Office 2011/Office/Office First Run/MUD/Microsoft User Data`

Contents of the MUD folder will be copied to

`~/Documents`

if this file is absent

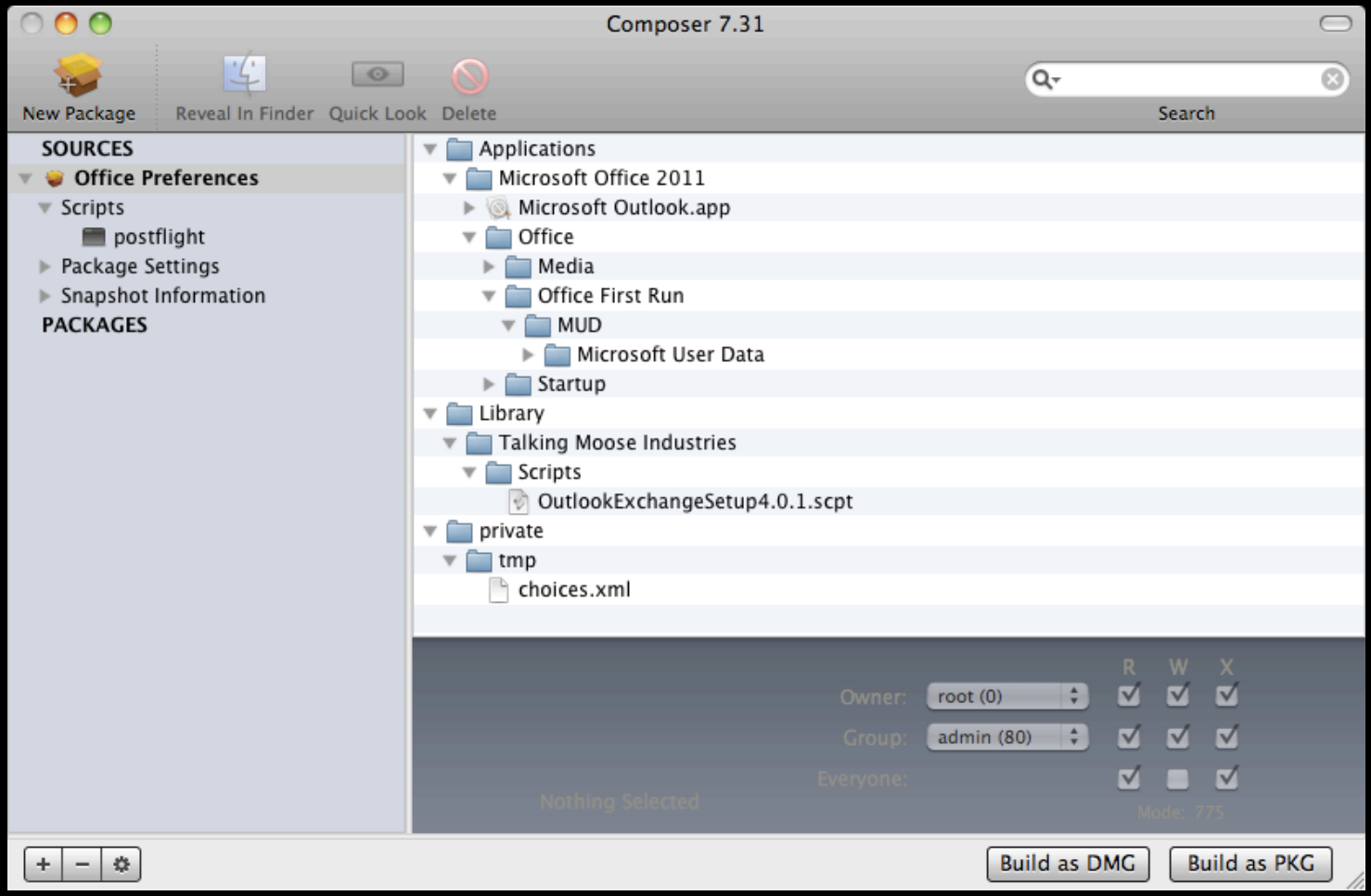
`~/Library/Preferences/com.microsoft.office.plist`

Configuration: Scripted

Outlook Exchange Setup script

- Requires a pre-configured Microsoft User Data folder identity in ~/Documents, which can be copied automatically from `/Applications/Microsoft Office 2011/Office/Office First Run/MUD`
- Automatically configures a user's Microsoft Outlook settings for Exchange Server at first launch
- `http://www.officeformachelp.com/outlook/exchange/setup-script/`

Configuration: Scripted



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Configuration: Scripted

Root certificates

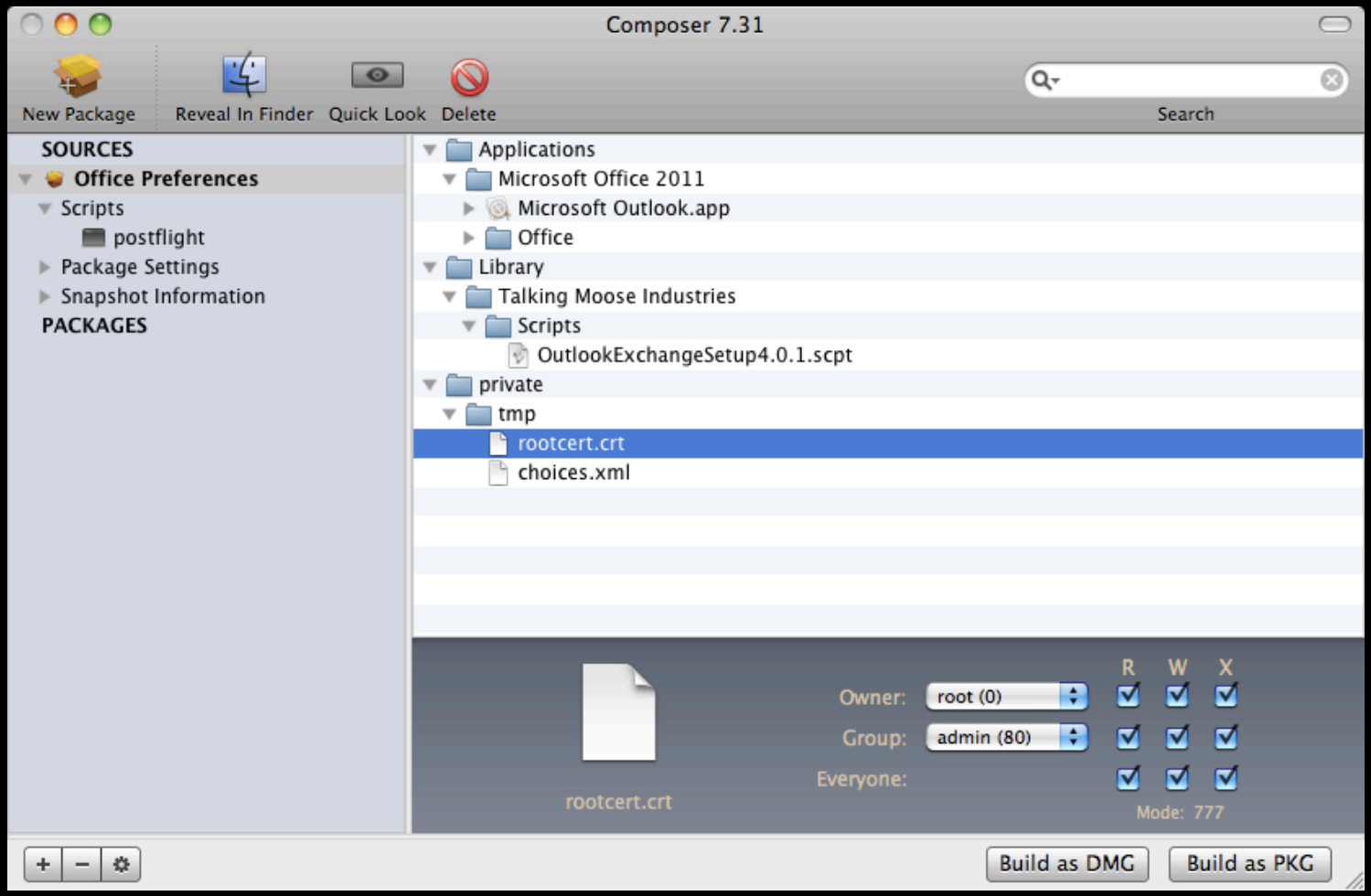
Primarily used for self-signed certificates for internal servers such as Exchange or SharePoint.

Two parts:

- Certificate file copied to `/private/tmp`
- `security` command line tool

```
security add-trusted-cert –d
–k /Library/Keychains/System.keychain
/private/tmp/rootcert.crt
```

Configuration: Scripted



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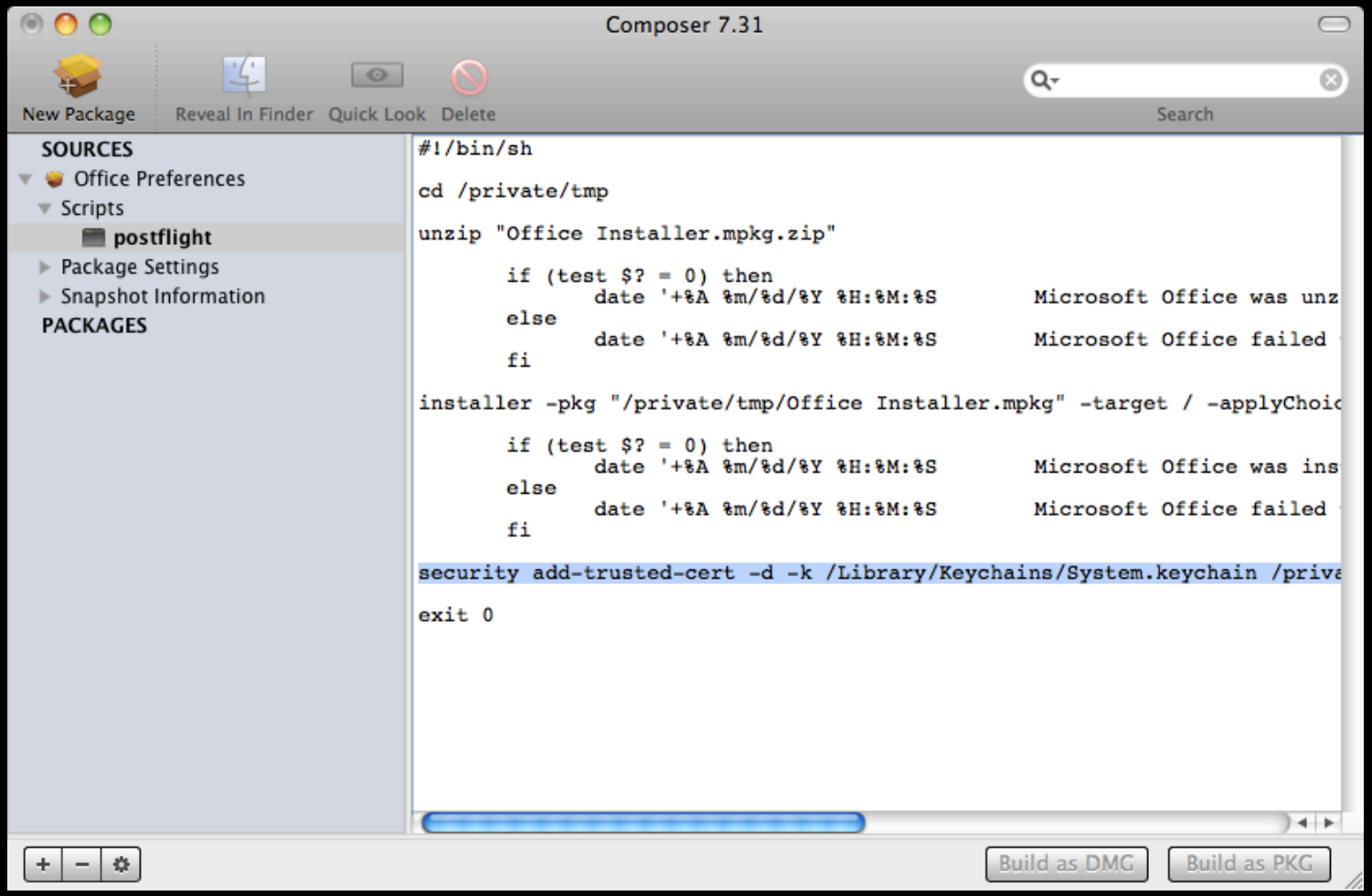
Configuration: Scripted



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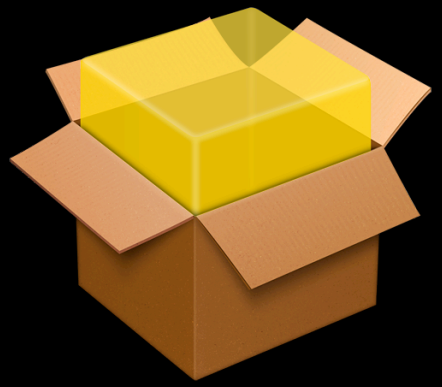
Configuration: Scripted

Done!

Compile as an Apple Installer package (.pkg).



Office Preferences.pkg

- ☑ Administrator’s toolbox
- ☑ Deployment and Removal
- ☑ Configuration
- ☐ Management

Management

Management

Management

Unmanaged

Pros

- Zero preparation

Cons

- User will see unwanted dialogs (Registration, Updates, etc.)
- Time consuming to support

Ideal

- A small workgroup

Management

Simple → Complex

	Unmanaged	Deploy .plist files
Pros	• Zero preparation	• Everyone gets a default set of preferences
Cons	• User will see unwanted dialogs (Registration, Updates, etc.) • Time consuming to support	• Uncontrollable
Ideal	• A small workgroup	• Any organization where inconsistent preferences are OK

Management

Simple → Complex

	Unmanaged	Deploy .plist files	MCX
Pros	• Zero preparation	• Everyone gets a default set of preferences	• Maintains consistency across machines
Cons	• User will see unwanted dialogs (Registration, Updates, etc.) • Time consuming to support	• Uncontrollable	• Requires familiarity with MCX and .plist files • Can be tricky
Ideal	• A small workgroup	• Any organization where inconsistent preferences are OK	• Any organization that wants consistent preferences across machines all the time

Management: Unmanaged

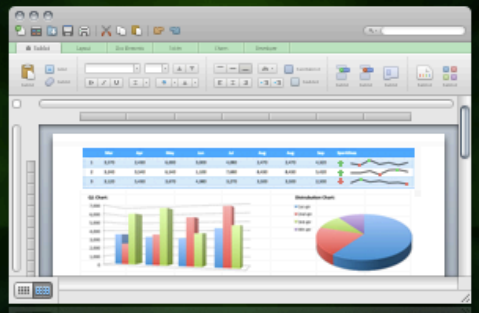
Not completely without management options

Use `defaults` or `plistbuddy` via Apple Remote Desktop's Send UNIX command

Example: `com.microsoft.Excel.plist`

```
<key>14\Microsoft Excel\Hide Welcome Window</key>
<integer>0</integer>
```

Welcome to Excel 2011



What's new in Microsoft® Excel®:mac 2011

Access your files anywhere

Post, access, edit, and share your files from virtually anywhere.

Display data visually with Conditional Formatting

Clarify your data with icons, data bars, and color scales.

Manage your data

Organize, filter, and format related data with Excel tables.

Summarize your data

Spend less time sifting through data, and more time analyzing with PivotTables.

Spot trends with Sparklines

Create small charts in a single cell to discover patterns in your data.

Automate with Visual Basic

Increase efficiency and save time by automating repetitive tasks.

Explore Excel

Close

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Management: Unmanaged

defaults

```
defaults write com.microsoft.Excel
"14\Microsoft Excel\Hide Welcome Window" –int 1
```

The integer `1` means “true” or “yes”.

Note the omission of `.plist` from the file name.

Refer to `man defaults` in the Terminal application.

Management: Unmanaged

plistbuddy

```
plistbuddy -c 'set ":14\\\Microsoft Excel
\\\Hide Welcome Window" 0' ~/Library
/Preferences/com.microsoft.Excel.plist
```

The integer `0` means “false” or “no”.

Refer to `plistbuddy -help` in the Terminal application.

Management: Deploy .plist files

Add to your preferences package!

Launch every Office 2011 application and set preferences, windows, toolbars, etc.

Locate preference files:

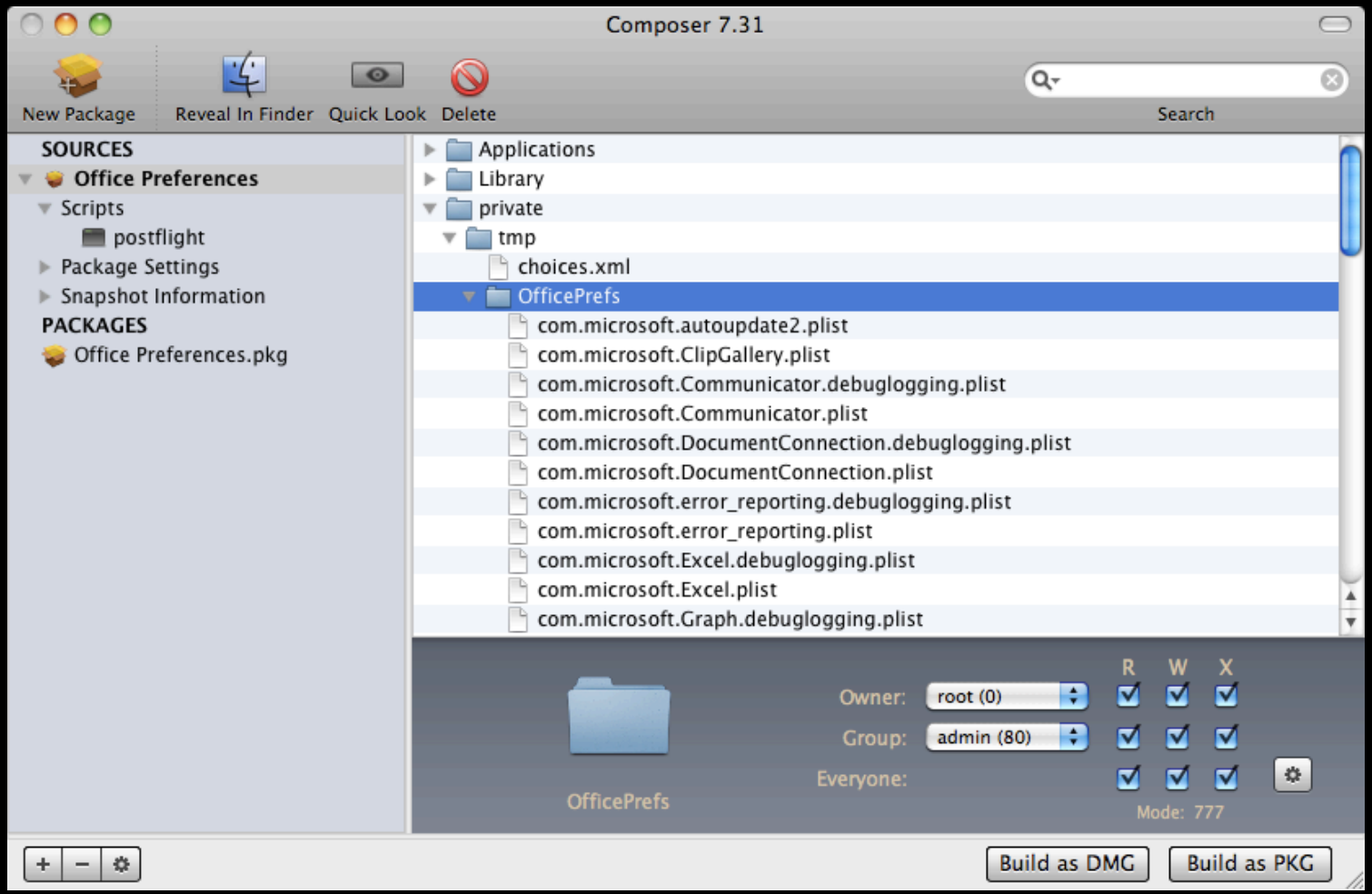
```
~/Library/Preferences/com.microsoft.*.plist
~/Library/Preferences/Microsoft
```

Management: Deploy .plist files

Add to your preferences package!

Add to `/private/tmp` in Office Preferences package

Management: Deploy .plist files



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Management: Deploy .plist files

Add to your preferences package!

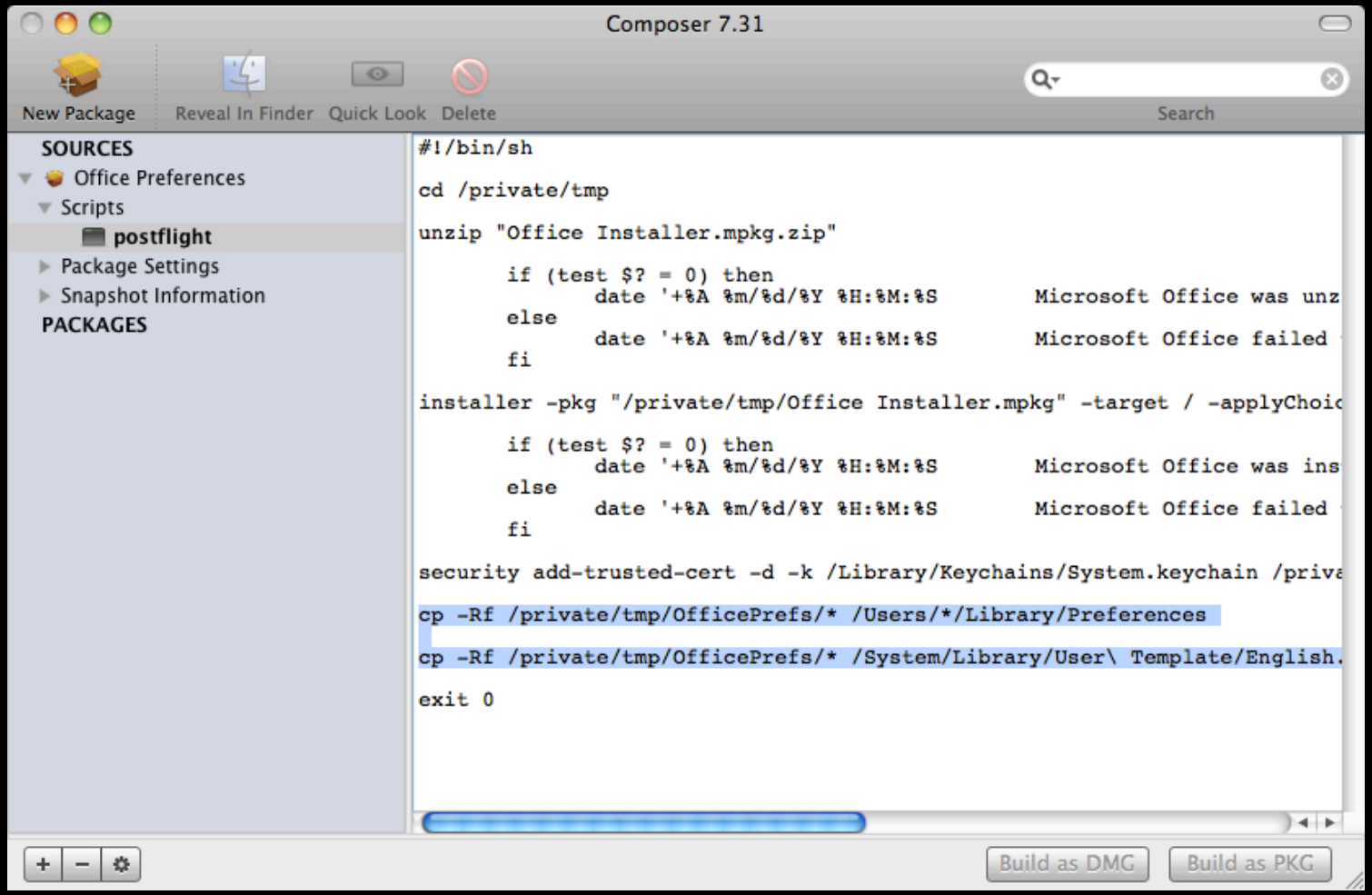
Add line to postflight script to copy files to all existing users:

```
cp –Rf /private/tmp/OfficePrefs/* /Users/*/
Library/Preferences
```

Add a second line to copy files to the User Template folder for future users:

```
cp –Rf /private/tmp/OfficePrefs/* /System/
Library/User\ Template/English.lproj/Library/
Preferences
```

Management: Deploy .plist files



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Management: MCX

MCX Management systems

- Open Directory (part of Mac OS X server)
- Active Directory (Windows, modified schema)
- Casper (JAMF Software)
- Local MCX (http://managingosx.wordpress.com/2008/02/07/mcx-dslocal-and-leopard/)

Management: MCX

Demo

Use Workgroup Manager
to explore and configure MCX settings

OfficeforMacHelp.com
Your unofficial source for help

Management: MCX

What else can you manage in Office?

- Auto format hyperlinks
- Auto recovery settings
- AutoUpdate
- Background spell-checking
- Composing E-mail in plain text or HTML
- Customer Experience Improvement Program
- Download pictures in E-mail
- First run windows
- Welcome dialogs

- ☑ Administrator’s toolbox
- ☑ Deployment and Removal
- ☑ Configuration
- ☑ Management

Resources and information

Office for Mac 2011 Administrator's Guide

http://mac2.microsoft.com/help/office/14/en-us/admin

Communicator for Mac 2011 Deployment Guide

http://www.microsoft.com/downloads/en/details.aspx
FamilyID=7c4f539deb3c
-422a-9b35-022970fc9c34&displaylang=en

Information Rights Management in Office for Mac 2011 Deployment Guide

http://www.microsoft.com/downloads/en/details.aspx
FamilyID=598cb9d3-2fdc-45e4-89f6
-d2685a47c34c&displaylang=en

Resources and information

Property List Editor.app (Xcode)

PackageMaker (part of Apple Developer Tools or Apple Remote Desktop)

http://developer.apple.com

Workgroup Manager (part of Mac OS X Server Admin Tools)

http://support.apple.com/kb/DL1071

BBEdit and TextWrangler

http://www.barbones.com

Resources and information

Casper and Composer

http://www.jamfsoftware.com

Iceberg

http://s.sudre.free.fr/Software/Iceberg.html

InstallEase

http://www.lanrev.com/nc/product/download-installease.html

Munki

http://code.google.com/p/munki/

Resources and information

`installer` command line utility

Enter `man installer` in a Terminal.app window

`defaults` command line utility

Enter `man defaults` in a Terminal.app window

`plistbuddy` command line utility

Enter `plistbuddy -help` in a Terminal.app window

`security` command line utility

Enter `man security` in a Terminal.app window

Resources and information

OfficeforMacHelp.com

MCX settings

/office/administration/mcx/

autoConfigDB.xml

/office/administration/deployment/autoconfigdb-xml/

Outlook Exchange Setup 4.0

/outlook/exchange/setup-script/

choices.xml

/office/administration/deployment/command-line/

Resources and information

OfficeforMacHelp.com

Apple Remote Desktop

/office/administration/deployment/apple-remote-desktop/

Casper

/office/administration/deployment/casper/

distribution.dist

/office/administration/deployment/distribution-dist/

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Your unofficial source for help

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