

MS 64-bit Office to 32-bit Office



Background:

Accu-Gold Excel and Accu-Gold Excel for Templates require Excel 32-bit to operate properly. Windows 11 installation of Office 365 defaults to the installation of 64-bit Office so to use any Accu-Gold Excel software, MS Office installations must be 32-bit applications. (Note: this assumes you have 64-bit hardware which is a different requirement)

Introduction:

This article will show you all the steps you need to perform to change a 64-bit installation of Microsoft Office 365 to a 32-bit installation without losing any data. (The process is pretty much exactly the same if you need to swap a 32-bit installation to a 64-bit install.)

Pre-requisites:

- A copy of Windows 10 - Home / Pro or Education Edition
- A record of your email account passwords in case you need them
- Make a backup of all of your Outlook data to a PST file, especially if using IMAP. While it's unlikely you'll need to use the backup, better to make one and be safe than sorry.
- Finally, ensure **all** Office programs are **closed** before starting this process.

MS 64-bit Office to 32-bit Office

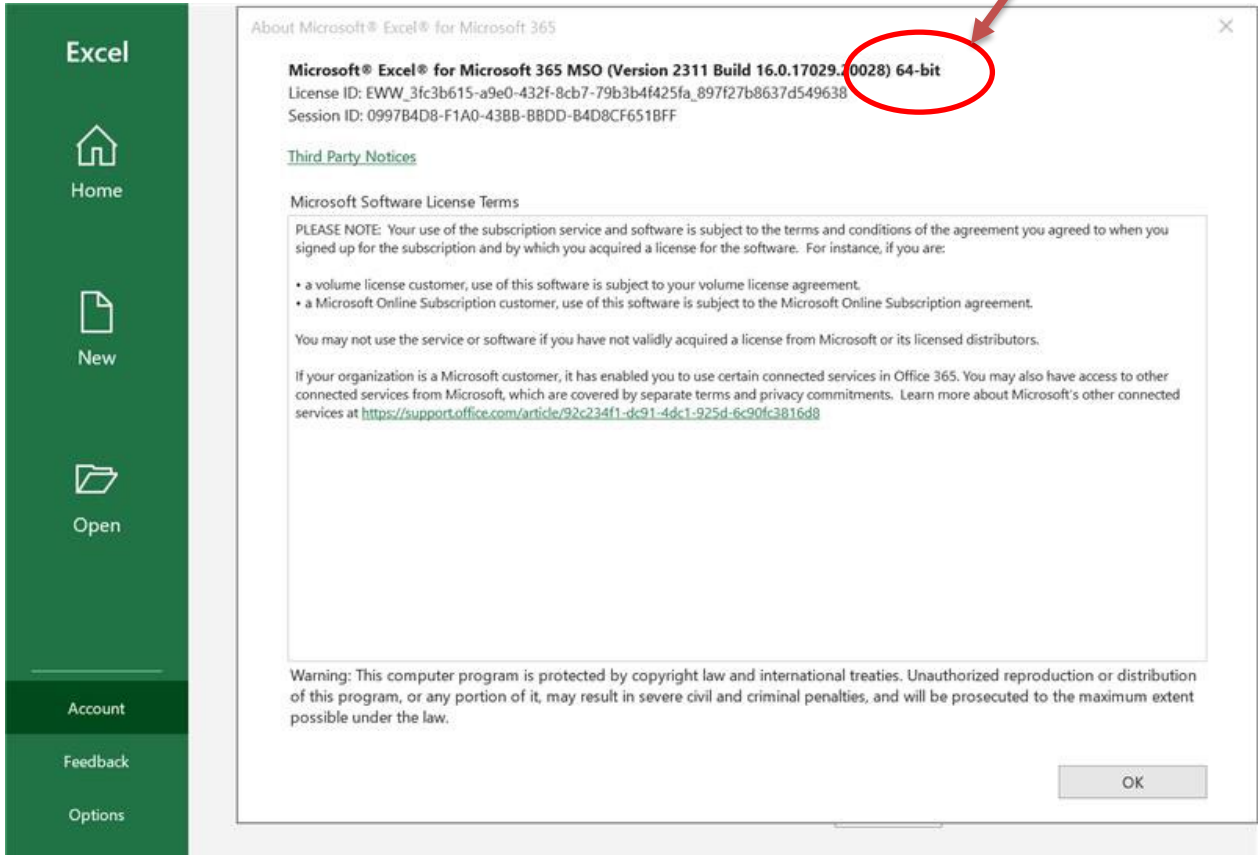


Table of Contents

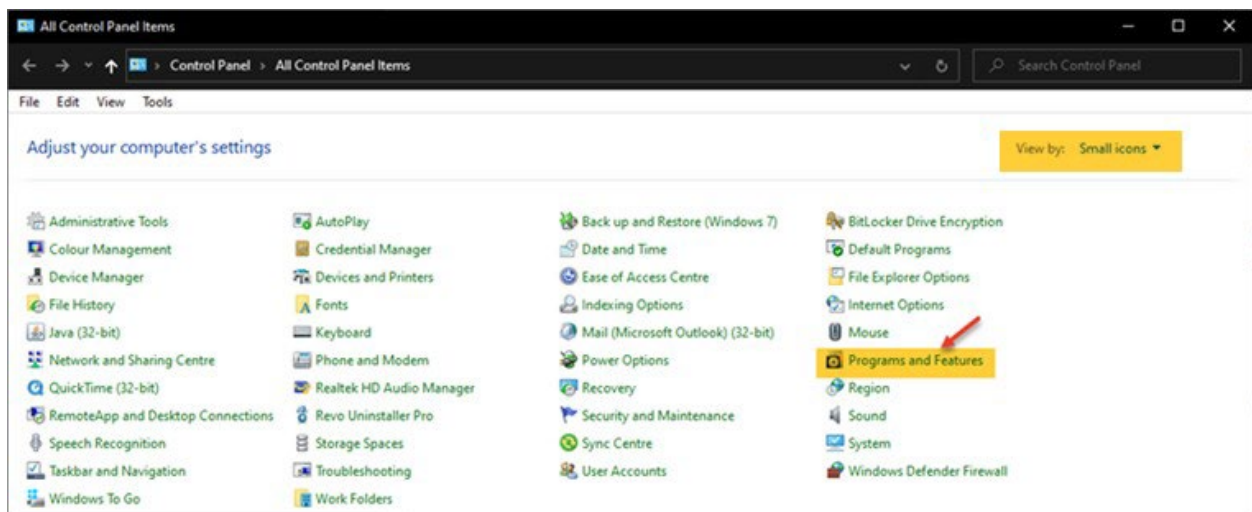
[Step 1 - Uninstall your current version of Microsoft Office 365 3](#)
[Step 2 - Reinstall Office 365 32-bit 6](#)

MS 64-bit Office to 32-bit Office



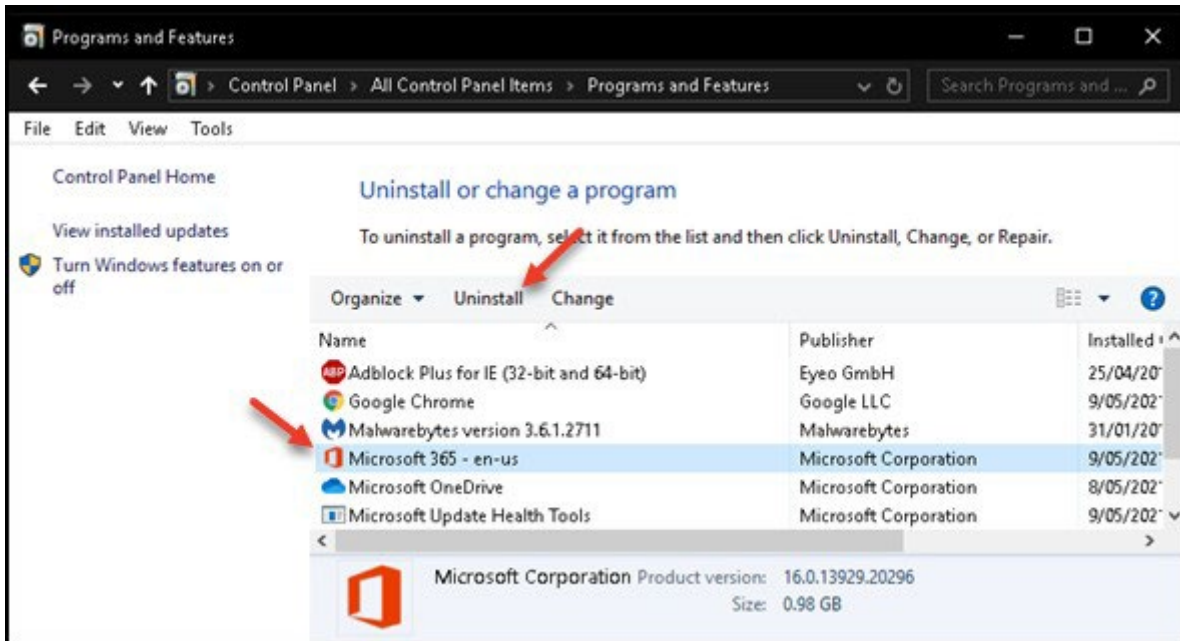
Step 1 - Uninstall your current version of Microsoft Office 365

1. Open **Control Panel** on your computer (Press the **Windows Key**, type **Control Panel**, and hit the **Enter** key).
2. Click the **Programs and Features** icon.

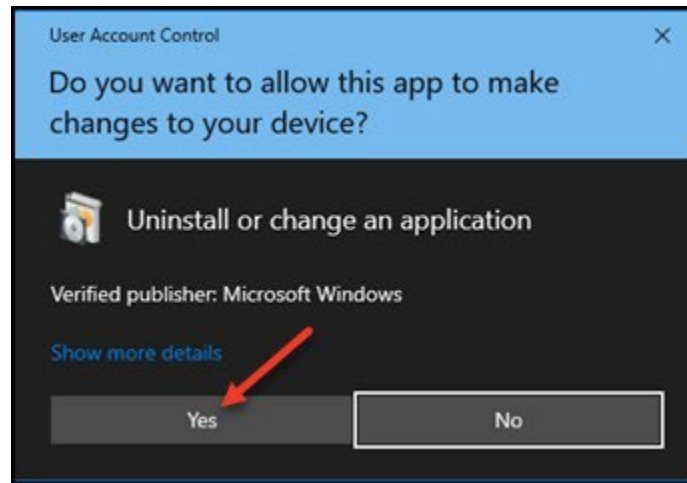


3. Click the entry titled **Microsoft 365 - en-us**, and then click the **Uninstall** button.

MS 64-bit Office to 32-bit Office

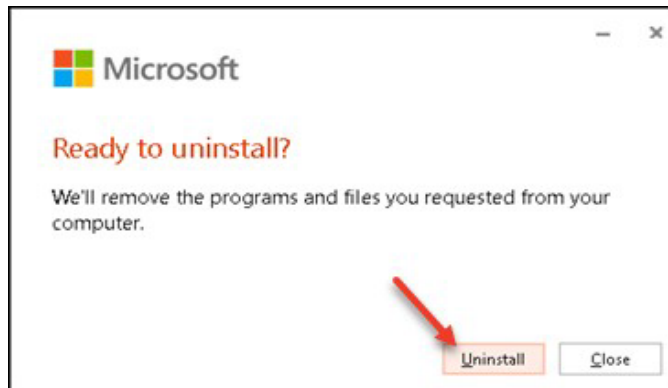


4. Click **Yes** on the UAC prompt to confirm you want to uninstall.

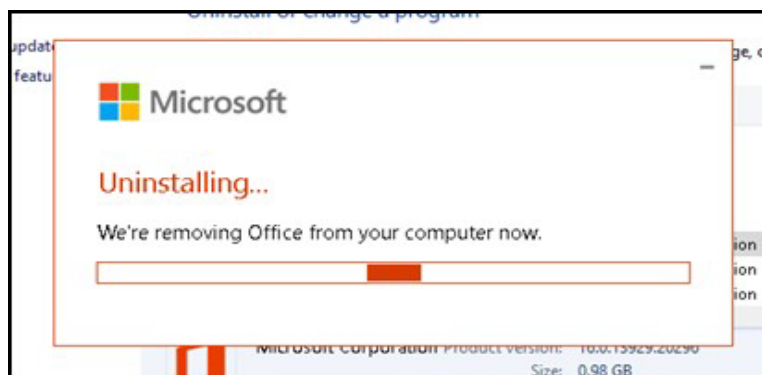


5. Click the next **Uninstall** button again on the **Ready to uninstall?** Prompt.

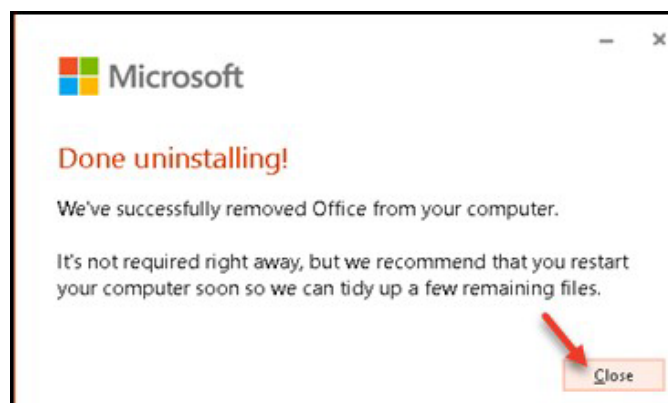
MS 64-bit Office to 32-bit Office



6. Microsoft Office 365 will now begin to uninstall itself, as shown below. Wait until it has finished uninstalling.



7. When the following window appears, click the **Close** button and **restart your Windows 10 computer** before continuing. Once done, log back into Windows as usual.



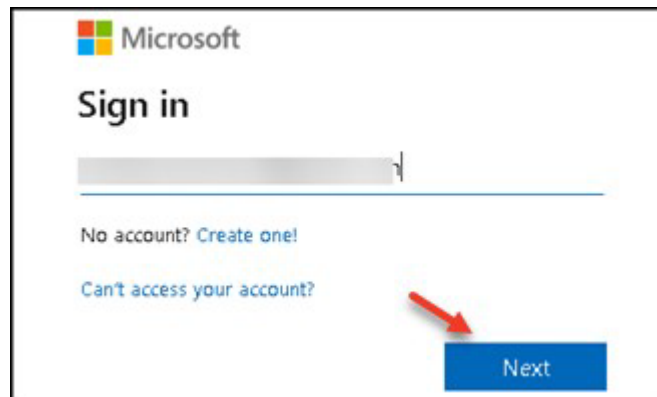
8. Now that you have **restarted your computer**, it's time to reinstall Office 365, only this time; we're going to make sure the 32-bit version of the software is installed.

MS 64-bit Office to 32-bit Office



Step 2 - Reinstall Office 365

1. Open your web browser and navigate to: <https://www.office.com/>
2. Click the **Sign in** button to log into office.com



3. Enter your Office 365 account email address and click the **Next** button. Continue with the login process until you have successfully logged into your Microsoft Office account.

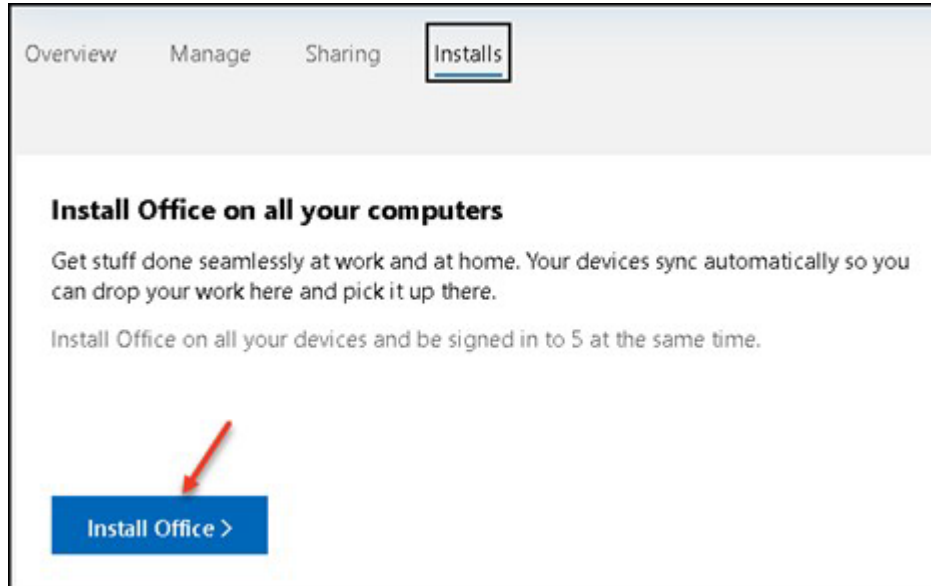
MS 64-bit Office to 32-bit Office



4. Once logged in, click the **Install Office** button



5. On the next screen, click the **Install Office >** button once again

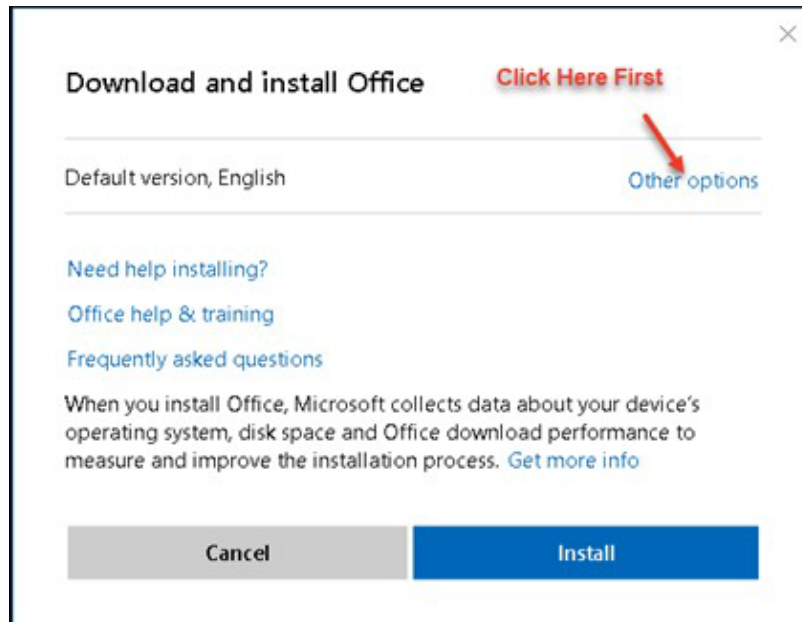


! << IMPORTANT >> On the next screen, **do not** click the Install button yet.

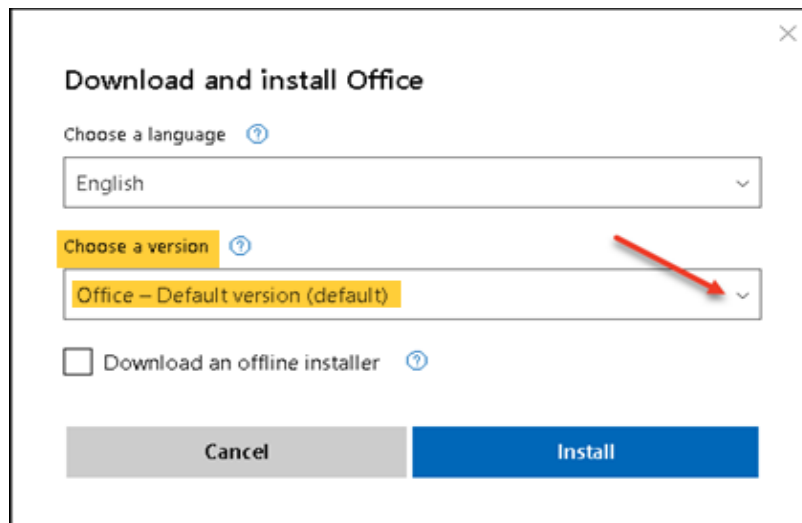
MS 64-bit Office to 32-bit Office



6. First, click **Other options** as shown below.

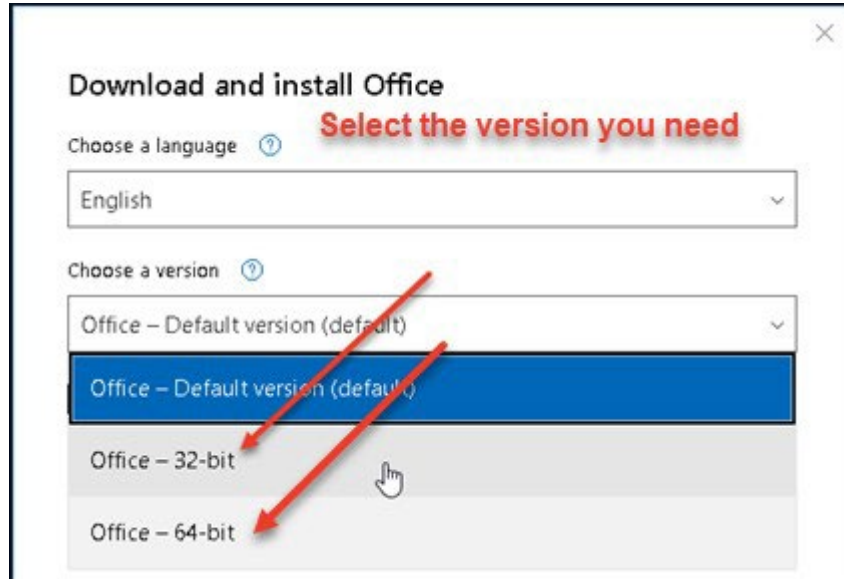


7. Click the Drop arrow box that is titled **Office - default version (default)** under "**Choose a version**"



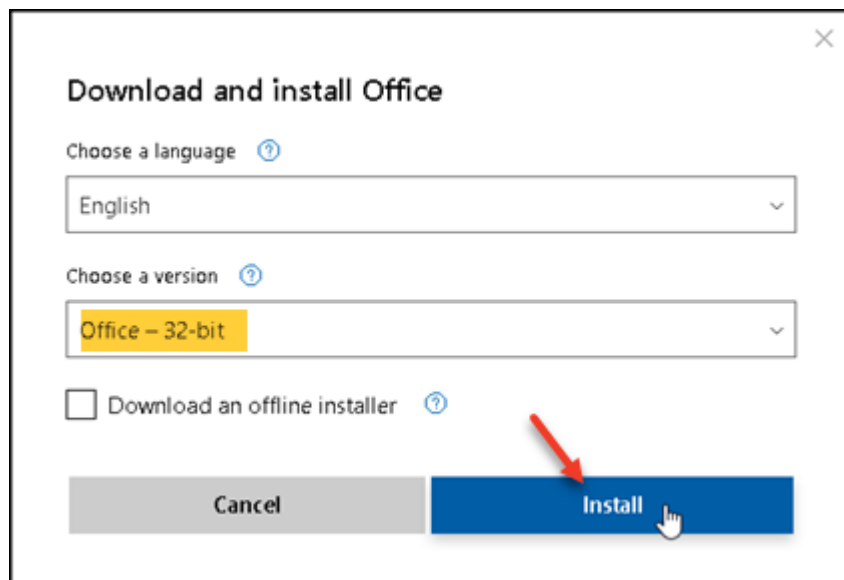
8. Here, you need to select "**Office - 32-bit**" to be installed on your computer or device.

MS 64-bit Office to 32-bit Office

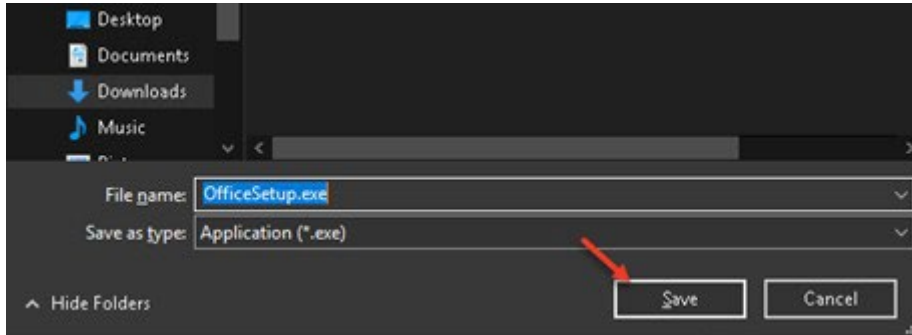


Select the **32-bit** version to replace the **64-bit** version that was installed before.

9. Now click the **Install** button.

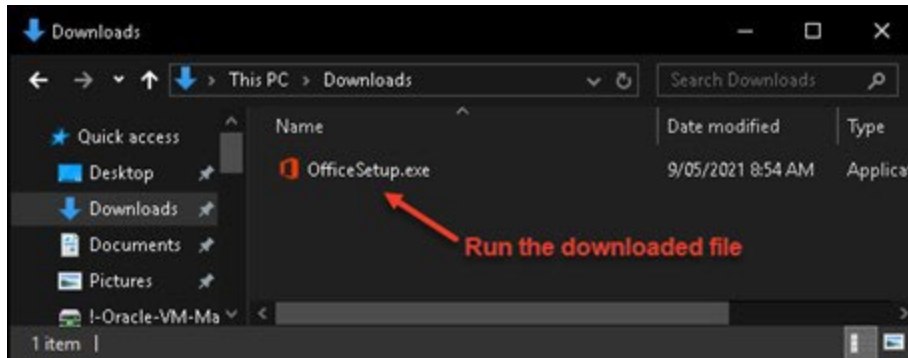


You will be prompted to save an **OfficeSetup.exe** file to your computer. Save it to your Download folder or any other location where you will remember it's been saved.



10. Now minimize your web browser (don't close it), and open Windows File Explorer. Navigate to where you saved the above OfficeSetup.exe file.

Run **OfficeSetup.exe** by double-clicking it.

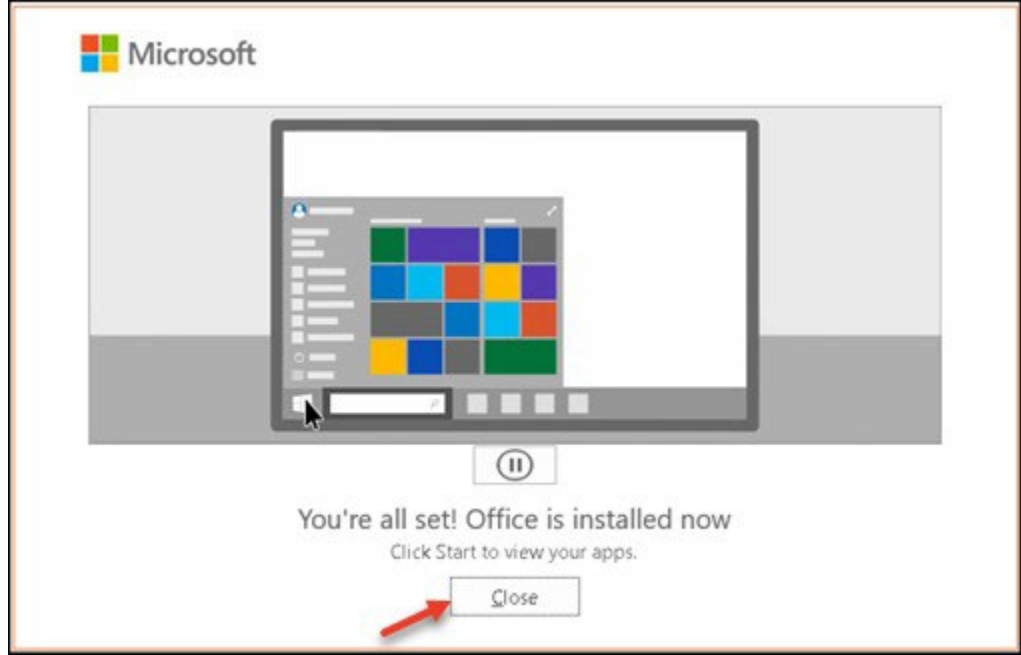


11. Click **Yes** on the UAC Prompt



12. Microsoft Office 365 will begin to install - Wait until it completely finishes installing. You will see the following windows as it's installing.

MS 64-bit Office to 32-bit Office

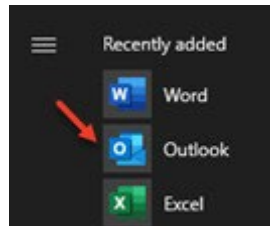


13. Once you see the above window, click the **Close** button, then click your

MS 64-bit Office to 32-bit Office



Windows **Start** button to click on the Outlook icon to fire it up.



Note: You will need to recreate any shortcuts you may have made for opening Outlook (and any other Office 365 apps) that you may have had before, such as on your Desktop, Taskbar, etc.

Outlook "should" retain all of your Email account settings and passwords. If it doesn't, that's where you may need to re-enter your email accounts and passwords.