

## 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.



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## Step 1 - Uninstall your current version of Microsoft Office 365

 Open Control Panel on your computer (Press the Windows Key, type Control Panel, and hit the Enterkey).

All Control Panel Items				2		×
← → × ↑ 🖬 > Control Panel > /	All Control Panel Items					
File Edit View Tools						
Adjust your computer's settings			Vie	w by: Small icons *	•	
Administrative Tools	AutoPlay	Back up and Restore (Windows 7)	BitLocker Drive Encryption			
Colour Management	Credential Manager	🔗 Date and Time	Default Programs			
🕺 Device Manager	The Devices and Printers	Sease of Access Centre	File Explorer Options			
File History	A Fonts	Lindexing Options	🔁 Internet Options			
Java (32-bit)	E Keyboard	Mail (Microsoft Outlook) (32-bit)	() Mouse			
Vetwork and Sharing Centre	E Phone and Modern	Power Options	Programs and Features			
Q QuickTime (32-bit)	😂 Realtek HD Audio Manager	7 Recovery	A Region			
RemoteApp and Desktop Connections	💈 Revo Uninstaller Pro	Y Security and Maintenance	4 Sound			
Speech Recognition	Storage Spaces	Sync Centre	🔛 System			
Taskbar and Navigation	Troubleshooting	St User Accounts	P Windows Defender Firewall			
🏭 Windows To Go	Work Folders					

2. Click the **Programs and Features** icon.

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



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0	Programs and Features			-		×
+		Panel > All Control Panel Items > Programs and Features	<b>↓ Č</b> Sea	arch Program		9
File	e Edit View Tools					
	Control Panel Home	Uninstall or change a program				
	View installed updates	To uninstall a program, seith it from the list and the	n click Uninstall, Change	e, or Repair.		
•	Turn Windows features on or			5 N		
	off	Organize 👻 Uninstall Change		B		0
		Name	Publisher		Insta	lled • ^
		Adblock Plus for IE (32-bit and 64-bit)	Eyeo GmbH		25/0	4/20
		© Google Chrome	Google LLC		9/05/	/202
		Mahwarebytes version 3.6.1.2711	Malwarebytes		31/01	1/20
		🖣 🕕 Microsoft 365 - en-us	Microsoft Corporatio	in	9/05/	/202
		<ul> <li>Microsoft OneDrive</li> </ul>	Microsoft Corporatio	In	8/05/	/202
		Microsoft Update Health Tools	Microsoft Corporatio	in	9/05/	/202 ~
		<				>
		Microsoft Corporation Product version: Size:	16.0.13929.20296 0.98 GB			

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.



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

Micro	osoft	
Uninstallir	ìg	
We're removir	ng Office from your com	puter now.

7. When the following window appears, click the **Close** button and **restart** yourWindows 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.



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### Step 2 - Reinstall Office 365

- 1. Open your webbrowser and navigate to: <u>https://www.office.com/</u>
  - 2. Click the Sign in button to log into office.com



Microsoft	
Sign in	
	1
No account? Create one!	
Can't access your account?	~
	Next

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.





### 4. Once logged in, click the Install Officebutton



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



# ! << IMPORTANT >> On the next screen, **do not** click the Install

button yet.





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"

Choose a language 🕜	
English	~
Choose a version ①	
Office - Default version (default)	× •
Download an offline installer 💿	
Cancel	Install

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



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Choose a language  () Select the version you n	eed
English	~
Choose a version 🕥 🥢	
Office – Default version (default)	~
Office – Default version (default)	
Office – 32-bit	

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

### 9. Now click the Install button.

Download and install Office	
Choose a language 🛛 🕥	
English	~
Choose a version 🕜	
Office – 32-bit	Ý
Download an offline installer ③	
Cancel Insta	ال الد

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.



IO. 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.



II. 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.



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





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.