

# How Do I Rollback an Office Version?

**i** These steps are based on the Microsoft Office article "[How to revert to an earlier version of Office](#)"

## Locating the Office Version Being Used

1. Start Word
2. Click File, and then click Account
3. The Office version is listed in the Product Information column, in the About Word section

The screenshot shows the Microsoft Word Account settings page. The left sidebar contains navigation options: Word, Home, New, Open, Account, Feedback, and Options. The main content area is titled 'Account' and is divided into several sections:

- User Information:** Includes a profile picture placeholder with links for 'Change photo', 'About me', 'Sign out', and 'Switch account'.
- Account Privacy:** Includes a 'Manage Settings' button.
- Office Background:** A dropdown menu currently set to 'No Background'.
- Office Theme:** A dropdown menu currently set to 'Colorful'.
- Connected Services:** Lists 'OneDrive - Windward Studios' and 'Sites - Windward Studios' with an 'Add a service' button.
- Product Information:** Shows the Microsoft logo, 'Subscription Product: Microsoft 365 Apps for enterprise', and 'Belongs to:'. It includes icons for Word, Excel, PowerPoint, OneDrive, Teams, and Outlook, along with 'Manage Account' and 'Change License' buttons.
- Office Updates:** States 'Updates are automatically downloaded and installed.' with an 'Update Options' button.
- About Word:** Provides details: 'Learn more about Word, Support, Product ID, and Copyright information. Version 2104 (Build 13929.20386 Click-to-Run) Current Channel'. A green arrow points to this section.
- What's New:** States 'See the most recently installed updates.' with a 'What's New' button.

## Install the Previous Version of Office

1. Determine and note the previous version number. Use the following Microsoft website to find the update version that is previous to the current version:  
[Update history for Microsoft 365 Apps for enterprise \(listed by date\)](#)

docs.microsoft.com/en-us/officeupdates/update-history-microsoft365-apps-by-date?redirectSourcePath=%252fen-us%252farticle%252fae942449-1fca-4484-898b-a933ea23def7

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Security Updates

Microsoft 365 Apps

Update history (by date)

Update sizes

Current Channel

Monthly Enterprise Channel

Semi-Annual Enterprise Channel

Semi-Annual Enterprise Channel (Preview)

Office Insider Program

Update history on Windows 7

ODT release history

Office for Mac

Office (perpetual)

Office Server products

Related links

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The following table provides a list of the version and build numbers for each update to Microsoft 365 Apps released in the following update channels: Current, Monthly Enterprise, Semi-Annual Enterprise (Preview), and Semi-Annual Enterprise. Each entry in the table links directly to the release notes for that release. These release notes provide information about features, security updates, and non-security updates that are included in the update to Microsoft 365 Apps.

### Version History

Year	Release date	Current Channel	Monthly Enterprise Channel	Semi-Annual Enterprise Channel (Preview)	Semi-Annual Enterprise Channel
2021	May 24	Version 2105 (Build 14026.20246)			
2021	May 18	Version 2104 (Build 13929.20386)			
2021	May 11	Version 2104 (Build 13929.20372)	Version 2103 (Build 13901.20516) Version 2102 (Build 13801.20638)	Version 2102 (Build 13801.20638)	Version 2008 (Build 13127.21624) Version 2002 (Build 12527.21912)
2021	April 29	Version 2104 (Build 13929.20296)			

Current version

Previous version

- Download and run the self-extracting executable file from the following Download Center link. This file contains the Office Deployment Tool executable (Setup.exe) and a sample configuration file (Configuration.xml):  
[Office Deployment Tool](#)
- Start Notepad and copy the following XML. Then, save the file as Config.xml in the same file location as the Setup.exe file from Step 2.

```
<Configuration>
<Updates Enabled="TRUE" TargetVersion="16.0.xxxxx.yyyy" />
</Configuration>
```

**Note** In the XML, 16.0.xxxx.yyyy represents the full version number that you noted in step 1.

Example Config.xml file for version 2104 (Build 13929.20386):

 Config.xml

- Open an elevated Command Prompt window. To do this, click Start, type cmd in the Start Search box, right-click cmd.exe, and then click Run as administrator. Switch to the file location for the Setup.exe and Config.xml files.

5. Run the following command:

```
setup.exe /configure config.xml
```

6. Start an Office application (such as Excel), and then select File > Account.

7. In the **Product Information** section, select **Update Options > Update Now**.

**Note** If you are prompted to activate Office again, enter your Microsoft account and password. This step does not add your computer to your account a second time.

## Disable Automatic Updates for Office

This step is very important. Office automatically checks for updates on a regular basis. To prevent Office from automatically installing new updates, follow these steps:

1. Start Outlook.
2. Click File, and then click Office Account.
3. In the Product Information column, click Update Options button, and then click Disable Updates.

The screenshot shows the Microsoft Office Account settings page. On the left is a navigation pane with options like Home, New, Open, Info, Save, Save As, Print, Share, Export, Transform, Close, Account, Feedback, and Options. The main content area is titled 'Account' and is divided into 'User Information' and 'Product Information' sections. The 'Product Information' section shows the Microsoft logo and subscription details for 'Microsoft 365 Apps for enterprise'. Below this, the 'Office Updates' section is visible, with a dropdown menu for 'Update Options' open. The dropdown menu lists four options: 'Update Now' (Check for and apply updates for Office), 'Disable Updates' (Don't update for security, performance and reliability), 'View Updates' (See the update history for this product), and 'About Updates' (Learn more). A green arrow points from the 'Update Options' dropdown to the 'Disable Updates' option.