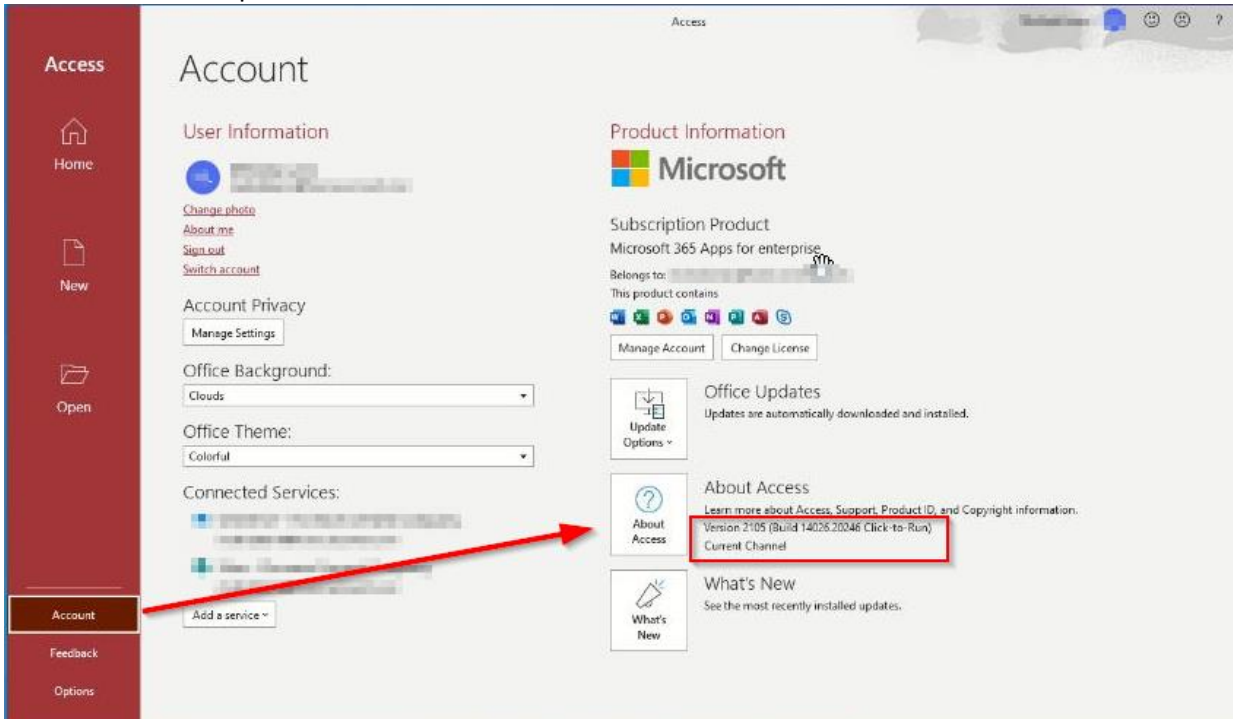


There has been reports that there are issues with Access applications no longer working with Microsoft 365 build 2201 which was released sometime in early February 2022. We've prepared this guide to help you determine whether you are impacted or at risk and if so how to fix the issues.

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 2201"?		
YES:	↓ GO TO Step #4	You are impacted. You must revert to prior version or change channels.
NO:	↓ GO TO Step #3	

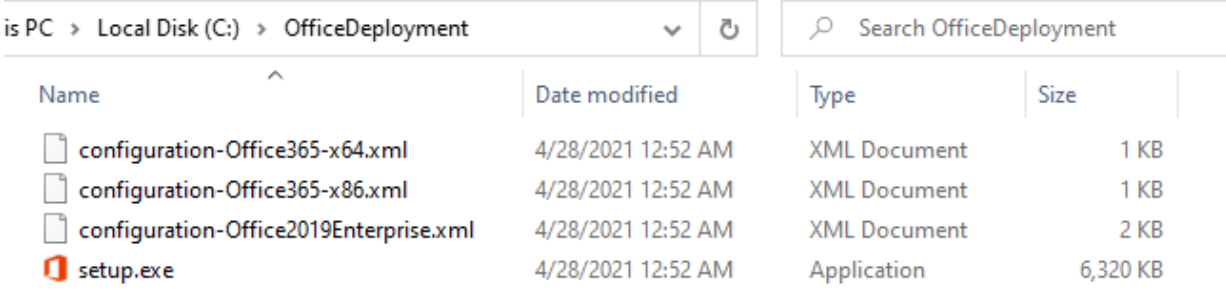
Step #3: Does your version show "Current Channel"?		
YES:	↓ GO TO Step #4	You could be impacted. We suggest that you change channel.
NO:	● STOP	You are not impacted and may disregard.

Step #4: Are you an administrator of your computer?		
YES:	↓ GO TO Step #5	
NO:	● STOP	Contact your IT department or provider for assistance.

Step#5: Do you want to change channel to semiannual? (Recommended)		
YES:	↓	GO TO Step#6
NO:	↓	GO TO Step#7

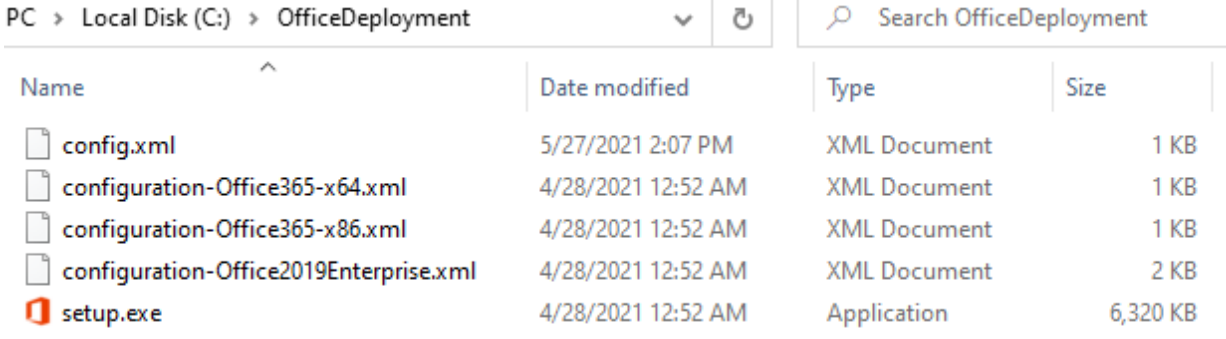
Step#6: Changing Office 365 channel to semi-annual

- Download the Office Deployment Tool from here:
<https://www.microsoft.com/en-us/download/confirmation.aspx?id=49117>
- Extract the tool into a directory. Recommended: C:\OfficeDeployment

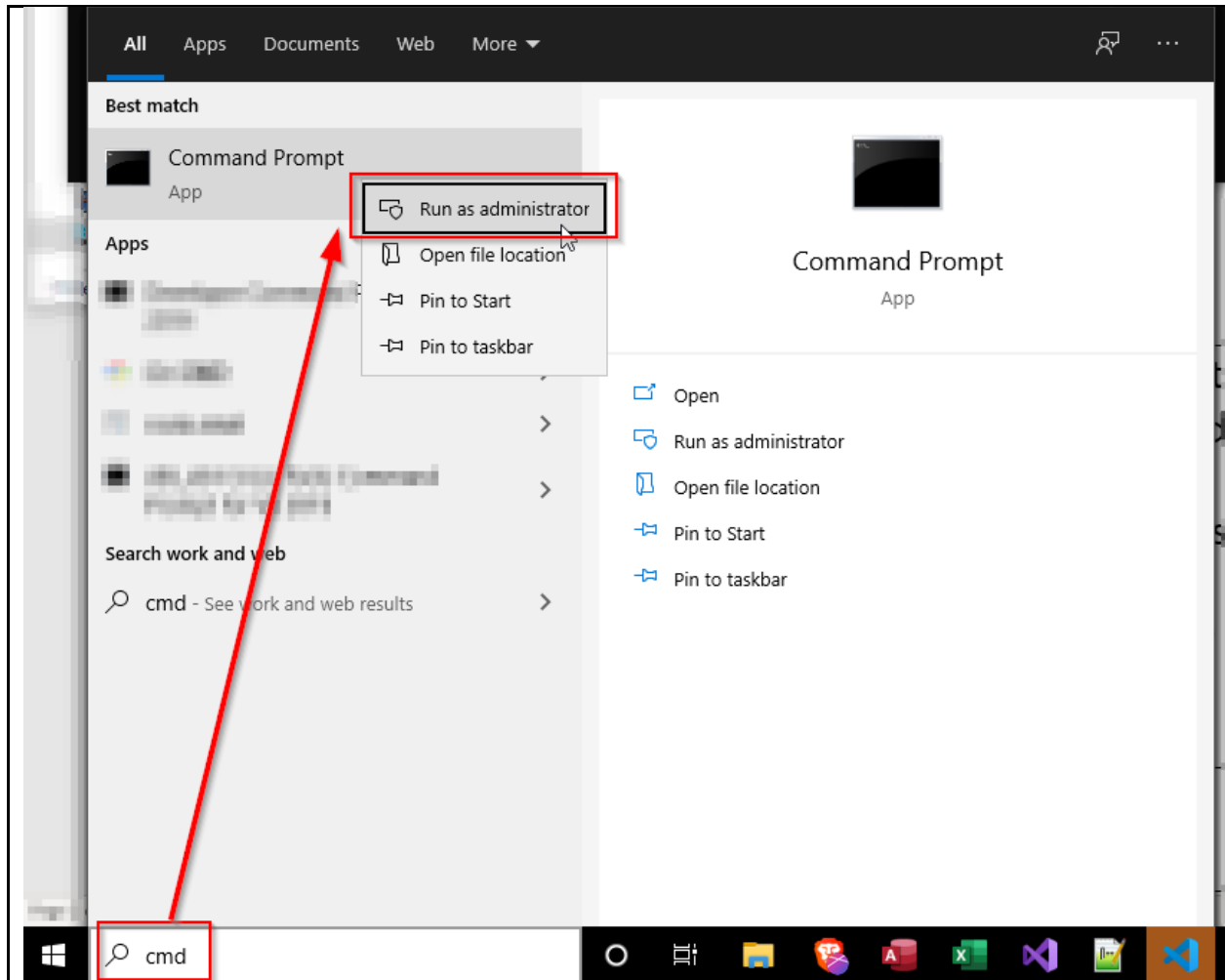


- Create a new text file using notepad. Paste the content into the text file and name it config.xml. Save it in the same directory where you extracted the tool (e.g. full path would be C:\OfficeDeployment\config.xml)

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



- 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>
```

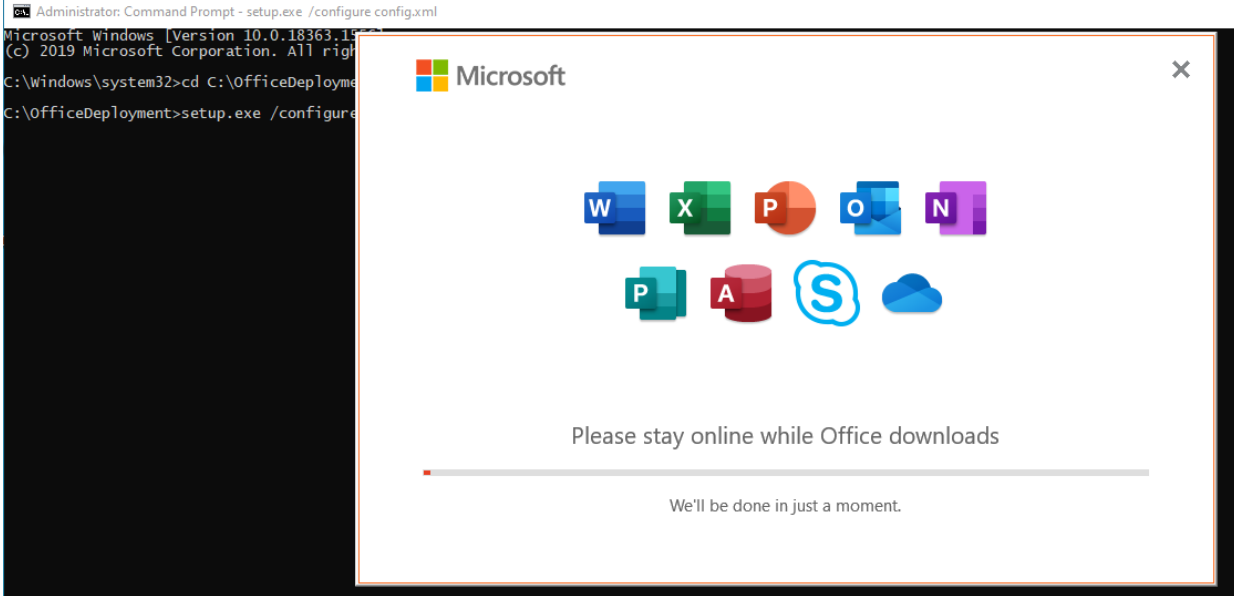
6. Enter the next command prompt and press ENTER:

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

```
C:\> Select Administrator: Command Prompt
Microsoft Windows [Version 10.0.18363.1556]
(c) 2019 Microsoft Corporation. All rights reserved.

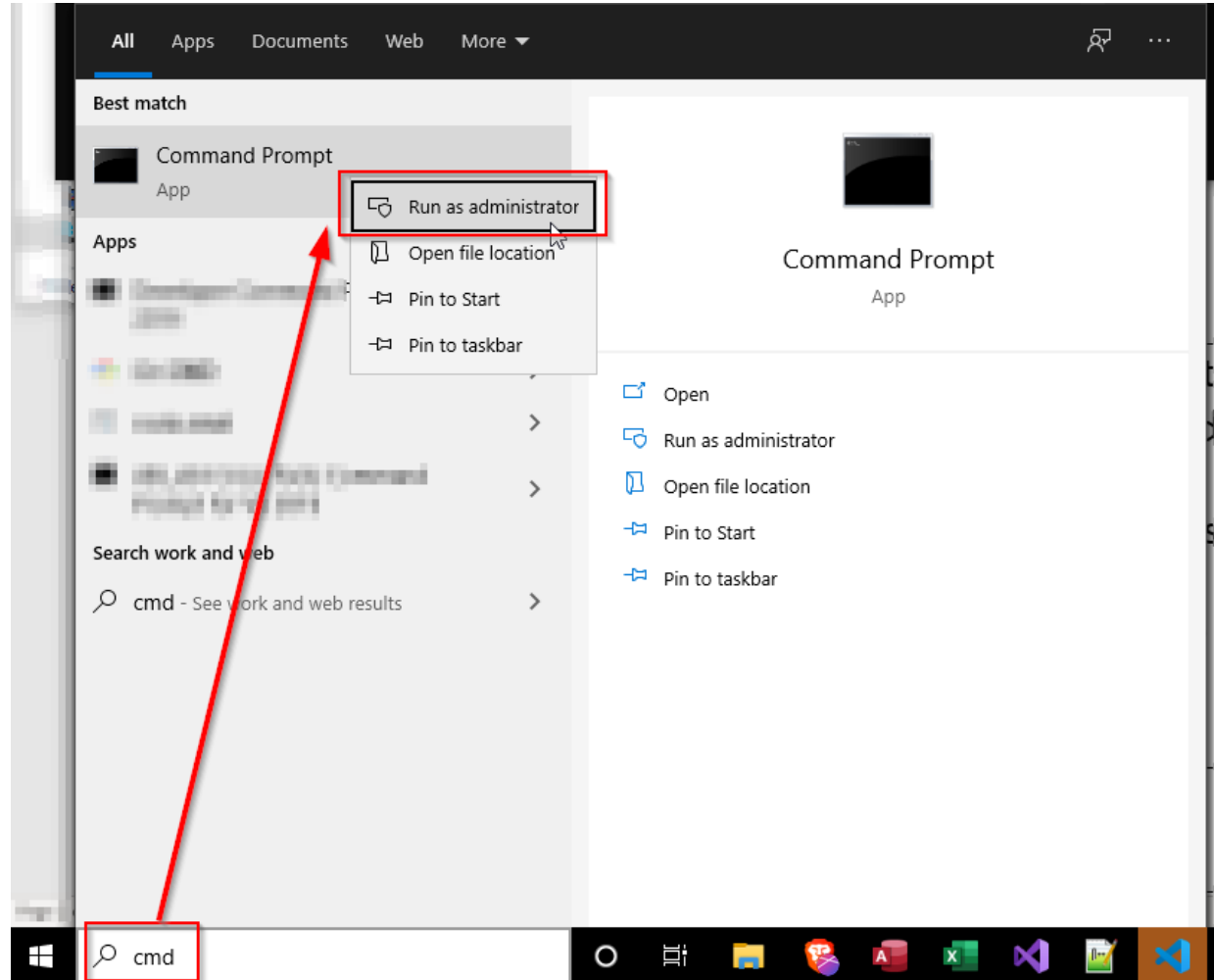
C:\Windows\system32>cd C:\OfficeDeployment
C:\OfficeDeployment>setup.exe /configure config.xml
C:\OfficeDeployment>
```

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



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.

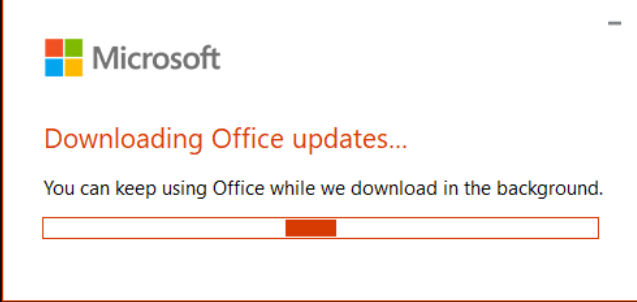
```
"C:\Program Files\Common Files\microsoft shared\ClickToRun\OfficeC2RClient.exe" /update user updatetoverison=16.0.14729.20260
```

3. You should see a message that Office 365 is updating.

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

C:\windows\system32>"C:\Program Files\Common Files\microsoft shared\ClickToRun\OfficeC2RClient.exe" /update user update
version=16.0.13929.20386

C:\windows\system32>
```



A white dialog box with a thin border is centered on the black command prompt background. It features the Microsoft logo (four colored squares) and the word "Microsoft" in a sans-serif font. Below the logo, the text "Downloading Office updates..." is displayed in a reddish-orange color. Underneath, a smaller line of text reads "You can keep using Office while we download in the background." At the bottom of the dialog box, there is a horizontal progress bar with a red fill that is approximately one-third full.

