This document describes how to install, start, use, and uninstall the Office Configuration Analyzer Tool (OffCAT). Tips are also provided for how to read and understand the reports that OffCAT generates.

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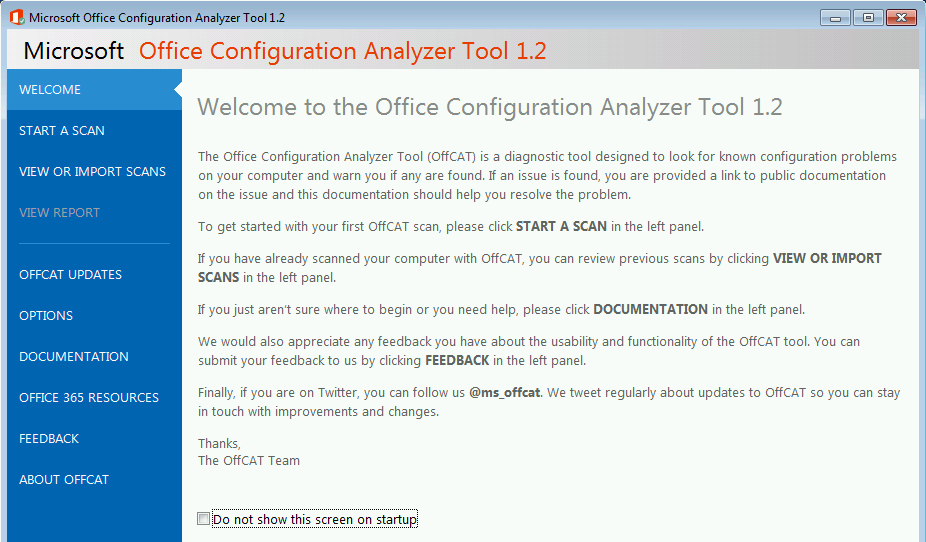
# OffCAT Overview

Note, click [here](#_Features_added_in) to skip this section and jump to the ‘**Features Added in OffCAT v1.2**’ section.

The Office Configuration Analyzer Tool (OffCAT) was developed by a pair of support engineers at Microsoft with a combined experience of over 33 years supporting Microsoft Office, Microsoft Outlook, and Microsoft Exchange Server. Based on their support experience, and the experience of the support organization for Microsoft Office, a set of detection rules were compiled to look for Office program configurations that have historically been possible sources of problems. To wrap these rules into a useful framework, the same infrastructure used by the Outlook Configuration Analyzer Tool was chosen for the development and implementation of OffCAT.

**Note 1**: OffCAT is the replacement tool for OCAT. All detection rules originally found in OCAT are included in OffCAT. Because all new rules for Outlook will only be integrated into OffCAT, you should now use OffCAT instead of OCAT (if you still have OCAT installed).

The end-result of this work is shown in the following figure, the **Welcome** page for OffCAT 1.2.



With OffCAT, you can take the following actions to help you detect possible problems with your Office programs or the Office programs on other computers you support (for example, in a Help Desk capacity):

* Scan an Office program configuration
* Troubleshoot KMS activation problems for Office clients
* Open a previously run OffCAT (or OCAT) scan on your computer
* Import an OffCAT (or OCAT) scan from another computer
* Use several reporting formats to view the scan results
* Send feedback to the OffCAT team
* Update your OffCAT installation with new detection rules
* Update your OffCAT installation with new features or application fixes
* Access resources to help resolve top problems and how-to issues in Office 365
* Start the Exchange Remote Connectivity Analyzer tool to analyze Outlook connection issues
* Scan computers using a script that runs a command-line version of OffCAT
* Access videos showing how to use OffCAT
* Follow the OffCAT team on Twitter @MS\_OffCAT.

This document discusses all of these features in detail.

## Key Features included in OffCAT (v1, v1.1 & v1.2)

All of the original features included in OffCAT v1 & v1.1 are also found in OffCAT v1.2. We have also added new features to OffCAT v1.2 to improve its usability and reliability. Click [here](#_Features_added_in_1) to skip ahead to the listing of new features included in OffCAT v1.2.

### Key features included in OffCAT 1.0 (and later versions):

* **Scanning Access, Excel, Outlook, PowerPoint, and Word**

In OffCAT v1, you can scan individual Office programs -- if installed on your computer.

If you have multiple versions of Office installed on the same computer, you will be prompted to select the version of the program you want to scan.

* **Automatic downloading of new detection rules**

As we create new rules to detect issues or to collect additional information about your Office program configurations, we will post a new updated rule file to the Internet. With the default OffCAT configuration, OffCAT will automatically check for a new rule file and provide a mechanism to update OffCAT if a new file is found. Please see the **Additional details on automatic rule and application updating** section of this document for additional details.

* **Automatic downloading of OffCAT installation files**

As we update and fix the core OffCAT application, we will post a new Windows Installer package file (.Msi) to the Internet. With the default OffCAT configuration, OffCAT will automatically check for a new installer file and provide a mechanism to update OffCAT if a new file is found.

Please see the **Additional details on automatic rule and application updating** section of this document for additional details.

* **"Installation" using files in a .zip file from the Microsoft Download site**

You must be a local administrator in order to install OffCAT using the .msi file from the Microsoft Download site. If you are not a local administrator on your computer, you can instead download the OffCAT.zip file from the Microsoft Download site and then extract the files into a folder on your computer. Then, you can simply run OffCAT using OffCAT.exe in this folder.

* **Inclusion of the CalCheck tool**

The Calendar Checking Tool (**CalCheck**) for Outlook is a command-line program that checks Outlook Calendars for problems. This tool is included in OffCAT to scan for and report on any known problems with items on your primary Calendar. It is only used if you scan Outlook with the OffCAT tool.

Please see the following article for additional information about the CalCheck tool.

2678030 Information about the Calendar Checking Tool for Outlook (CalCheck)   
[KB support article 2678030](http://support.microsoft.com/kb/2678030)

* **Over 300 detection rules**

At last count, there were over 230 different detection rules for Outlook in the OCAT tool. All of these rules are included in OffCAT, plus at least 20 new rules for Outlook. As the OffCAT tool is not only focused on Outlook, there are an additional 70+ rules for other Office programs.

* **Command-line version of OffCATcmd.exe**

Included in the installation of OffCAT is a command-line version of OffCAT (**OffCATcmd.exe**). Administrators can use it to scan computers in their organization and upload the resulting scan report to a network share.

Please see the **Generating a Scan using the Command-line version of OffCAT** section of this document for complete details.

* **Office 365 resources**

To help Office 365 customers with Outlook problems, we included a link in the left panel of OffCAT that opens up a list of resources to help with top issues and how-to problems in Office 365. We also have detection rules specific to Office 365 issues.

* **Modern user interface**

The colors, fonts, and icons in OffCAT mirror those seen in Windows 8. While we developed OffCAT, we received positive comments about the new interface. We hope you like it too.

* **Group policy support**

The Microsoft Download site also includes a group policy template that you can use to administer some of the user settings in OffCAT. Please see the

**How to administer OffCAT settings using** group policy section of this document for complete details.

### Key features included in OffCAT v1.1 and later

* **Option to scan All Office programs (Access, Excel, InfoPath, OneNote, Outlook, PowerPoint, Publisher, Visio and Word)**

OffCAT v1.1 also includes an ‘All’ option that generates individual program scans for each Office program installed.

* **Additional detection rules and bug fixes**

Since OffCAT v1 first shipped, over 168 new detection rules and bug fixes were implemented. All of these updates are included in OffCAT v1.1.

* **CalCheck v2.1 included**

The CalCheck tool was update to v2.1 in June 2013. This version of CalCheck is included in OffCAT v1.1 and OffCAT v1.2.

* **Portable html version of the OffCAT scan report**

For scenarios where you might want to share an OffCAT scan with someone who does not have OffCAT installed (for example, to view your scan), you can now export your OffCAT scan to a ‘portable’ HTML file. The file has ‘active’ content to give you the same expand/collapse functionality that is found in OffCAT.

* **Option to update rule files without prompting**

In OffCAT v1, if a new rule file is found on the Microsoft Internet site you are prompted to download the updated file(s). OffCAT v1.1 provides a new option that, when enabled, changes rule update behavior so that new rule files are automatically downloaded.

* **Additional group policy support**

OffCAT v1.1 added five new group policy settings that you can use to administer the following features/functionality in OffCAT.

* + Display/hide the ‘Fix it for me’ link
  + Enable/disable the prompt to download updated rule files
  + Specify the default location for scan files
  + Control the CalCheck results threshold
  + Customize the URL location for updated rule files

The group policy template (OffCATv12.adm) is available on the download site.

* **New ‘Options’ page**
  + **Default folder for saving scans**

By default, scan files are saved to the %AppData%\Microsoft\OffCAT folder. Use this new option to specify a different folder for saving your scan files.

* + **Theme color**

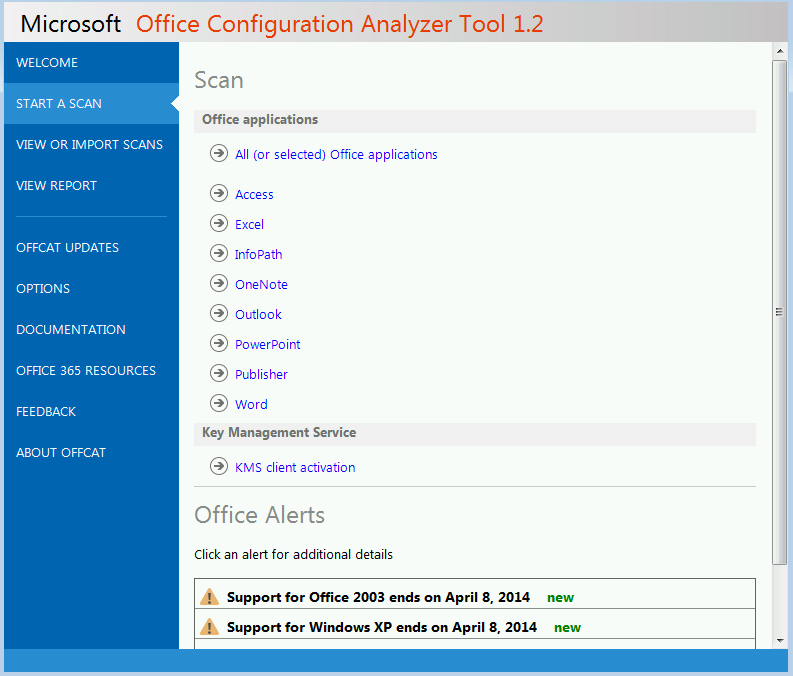
Choose from a palette of ten colors to customize the OffCAT theme

## Features added in OffCAT v1.2

In addition to the features found in OffCAT v1.0 and v1.1, there are several new features and updates included in OffCAT v1.2.

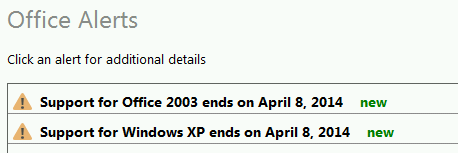
* **Updated Scan screen**

The **Scan** page has been re-done fit in some additional features like **KMS activation** troubleshooting and an **Office Alerts** section.



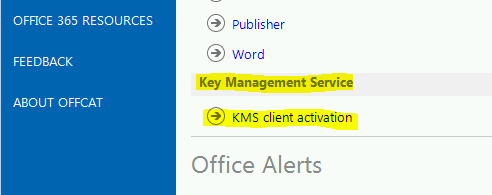
* **Office Alerts section added to the Scan page**

On the Scan page where you select your Office program to scan, a section of the page is devoted to ‘Office Alerts’. These are general information alerts to keep you informed of issues that affect a large segment of the Office user base.



* **KMS Activation troubleshooting tools**

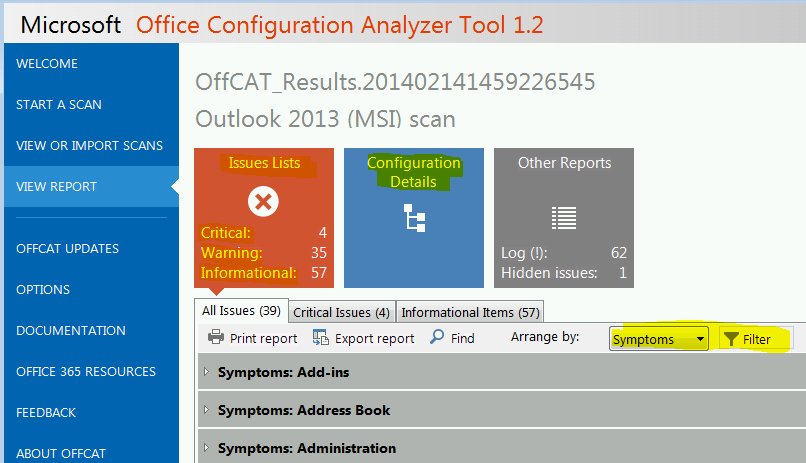
The updated **Scan** page now includes an option to troubleshoot issues with KMS activation (for volume license).



Use this feature to troubleshoot activation problems on Office clients that are using KMS activation (volume license clients only).

* **New look for the ‘View Report’ page**

When a scan has finished, the list of issues will be displayed on the **View Report** page.



This page includes several changes:

* + “List Reports” is now called “**Issues List**”

There is a new tile indicating a count of each issue type found (Critical, Warning, or Informational)

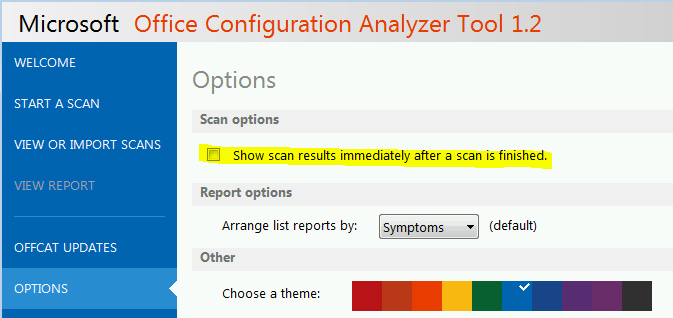
* + “Tree Reports” is now called “**Configuration Details**”
  + Symptom-based view of the results

The All Issues and Critical Issues tabs default to a view that is organized by *Symptom* and you can filter the issues list by one or more symptoms using the **Filter** control.

* **Immediately show scan results**

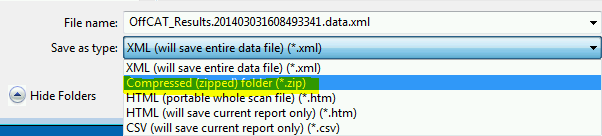
After your Office configuration has been analyzed in OffCAT v1.1 you need to click a link on the **Scanning Completed** page to see your scan results. In OffCAT v1.2, the default behavior has changed so your scan results are automatically displayed after OffCAT has finished collecting and analyzing your Office configuration.

If you prefer the OffCAT v1.1 behavior, click to clear the **Show scan results immediately after a scan is finished** option on the **Options** screen.



* **Export to .zip**

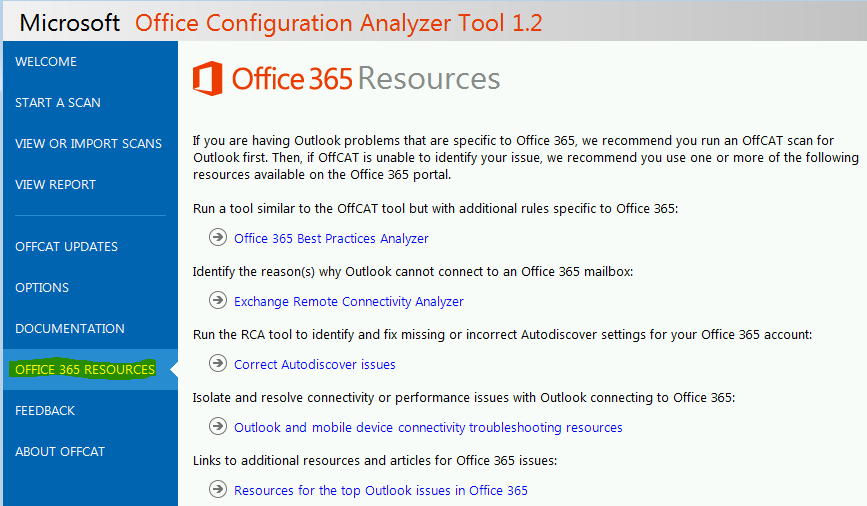
One of the tools used during an OffCAT scan is the CalCheck tool which creates a CalCheck.log file during the scan.



If you are reviewing OffCAT scans from other people you will probably want them to use this new export option as their OffCAT results may contain errors or warnings for issues found by CalCheck. These errors and warnings refer you to the **CalCheck.log** file and you will have this log file only if the user exported their OffCAT report using the .zip option.

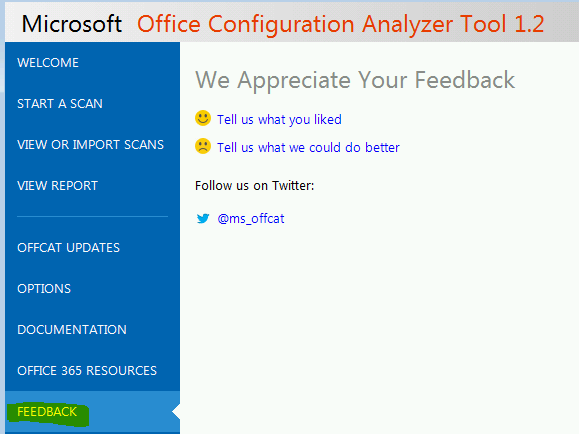
* **Updated list of resources for Office 365 users**

Click the **Office 365 Resources** link in the left panel to see the updated list of most useful resources for troubleshooting Office 365 issues.



* **New feedback options**

Click the **Feedback** link in the left panel to find options for providing feedback to the OffCAT team.



* **Drag and Drop support for importing scans**

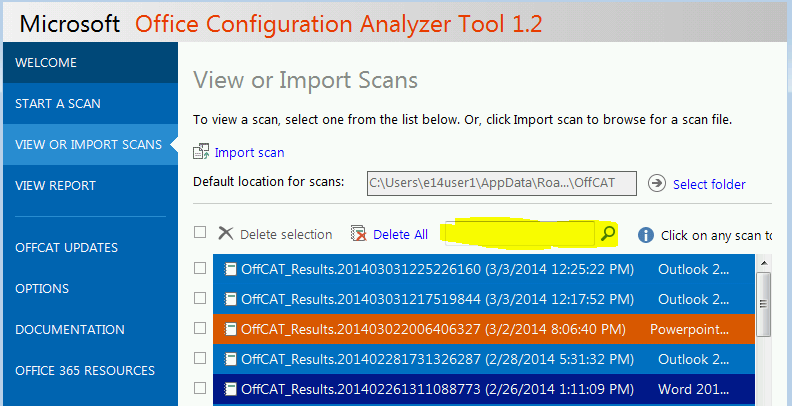
If you import OffCAT scan files (.xml) from other users, you might find it useful to drag/drop the .xml file into the **View or Import Scans** screen. When you drop the file into OffCAT, the scan is automatically processed and the results are displayed in the **View Report** screen. The scan is also added to the existing list of scans.

* **Improved scan list management**

If you have a lot of OffCAT scan from your computer or you import scans from other computers on a regular basis, you will find the following three scan management features to be very helpful.

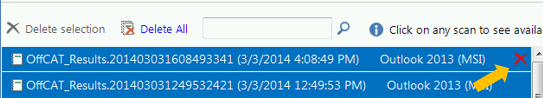
* + **Searchable scan list**

If you have a large list of scans on the View or Import Scans page, search for them using the search box to the left of the magnifying glass icon.



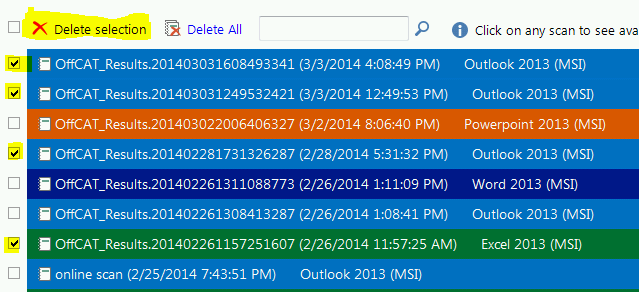
* + **One-click delete**

Hover over any scan in the list on the **View or Import Scans** screen and then click the red ‘X’ on the far right to delete the scan with one click.



* + **Multi-select controls**

In earlier versions of OffCAT your options for deleting scans were either one-by-one or ‘Delete all’. In OffCAT v1.2 you can select one or more scans in the list using the control to the left of each scan and then click ‘**Delete selection’** to delete the selected items.



## Support for OffCAT

There is no available support for OffCAT. This tool is provided as-is.

If you encounter any problems when you use OffCAT, you can send a detailed email message to [OffCATsupp@microsoft.com](mailto:OffCATsupp@microsoft.com). We appreciate your feedback; however, we cannot reply to your email message. We will review your feedback and determine whether any changes or issues can be incorporated or fixed in a later version of OffCAT.

However, before sending email to the OffCAT team, please review the **Current Issues/FAQ** section of the following article in the Microsoft Knowledge Base:

2812744 Office Configuration Analyzer Tool (OffCAT) information

[KB support article 2812744](http://support.microsoft.com/kb/2812744)

This article is updated frequently with new issues as they are discovered, and workarounds are provided when available.

Periodically, OffCAT will be updated to include new detections rules and new features. You can follow the OffCAT team on Twitter [Twitter icon](http://www.twitter.com/ms_offcat) to receive news of any publicly available OffCAT updates.

# How to install OffCAT

There are two methods for getting OffCAT onto your computer.

* Installation using a .msi file
* File extraction from a .zip file

We recommend using the .**msi** file to install OffCAT, but if you are not a local administrator on your computer, you can use the .zip file from the Download site to extract the files into a folder on your computer.

## System requirements for using OffCAT

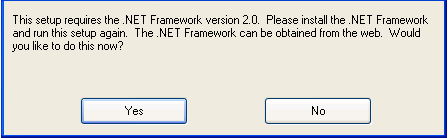
Before you install or use OffCAT, make sure that your computer meets the following system requirements.

* Supported operating systems:
  + Windows 8
  + Windows 7
  + Windows Vista Service Pack 2
  + Windows XP Service Pack 3
* This download works with the following Microsoft Office programs:
  + Microsoft Office 2013 (32-bit or 64-bit) (Click-to-run or msi installs)
  + Microsoft Office 2010 (32-bit or 64-bit)
  + Microsoft Office 2007
  + Microsoft Office 2003 (Offline Scans only for Outlook 2003)
* The following minimum version of the **Microsoft .NET Framework** is required:
  + Microsoft .NET Framework Version 2.0

If you do not have the required version of .NET Framework installed, your experience depends on whether you are trying to install OffCAT using the OffCAT.msi file or you are launching OffCAT.exe from the OffCAT.zip file you downloaded.

### OffCAT.msi experience

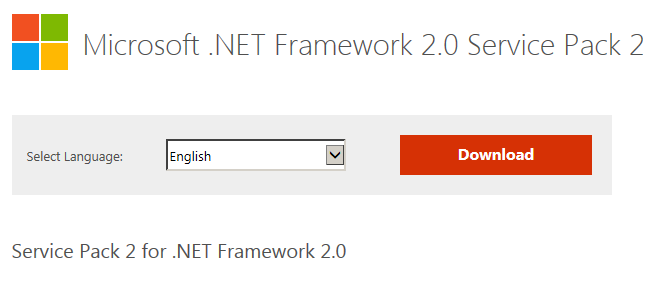
If you are installing OffCAT using the OffCAT.msi file, the Setup program prompts you to install the Microsoft .NET Framework version 2.0 if it is not already installed.



If you click **Yes**, you are directed to the download page for Microsoft .NET Framework 2.0 Service Pack 2 on the the Microsoft Download Center.

[.NET Framework 2.0 Service Pack 2 download](http://www.microsoft.com/en-us/download/details.aspx?id=1639)

The following figure shows the Download page for .NET Framework 2.0 Service Pack 2.

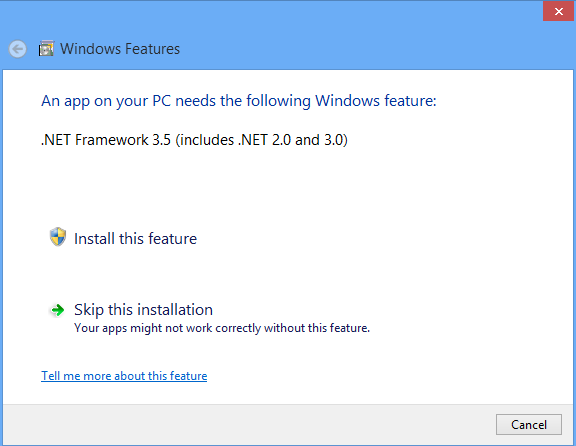


**Tip**: When you click **Download**, there are three downloads available. Please make sure to install the one that matches the *bitness* of your Windows installation. For example, if you are using a 32-bit version of Windows, then you should install NetFx20SP2\_x86.exe.

### OffCAT.zip experience

If you added OffCAT to your computer using the OffCAT.zip file from the Microsoft Download site, you will see the following alerts (depending on your version of Windows) when you start OffCAT.

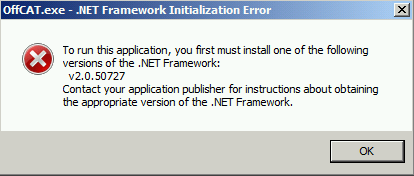
**On Windows 8**



Click **Install this feature** to install .NET Framework 3.5 and then try to start OffCAT again.

**On Windows 7, Windows Vista, or Windows XP**

If you have a version of Windows that is earlier than Window 8, you will receive an error indicating you need to install .NET Framework. For example, the following error is shown on Windows 7 when you start OffCAT without the required version of .NET Framework installed.



To install the required version of .NET Framework on Window 7 or earlier, please use one of the following methods:

**On Windows 7**

1. Open **Control Panel**.
2. Click **Programs and Features**.
3. In the left panel, click **Turn Windows features on or off**.
4. In the **Windows Features** dialog box, select **Microsoft .NET Framework 3.5.1**, and then click **OK**.

**On Windows Vista or Windows XP**

To install the required version of .NET Framework, use the following steps.

1. Click the following link.

[.NET Framework 2.0 Service Pack 2 download](http://www.microsoft.com/en-us/download/details.aspx?id=1639)

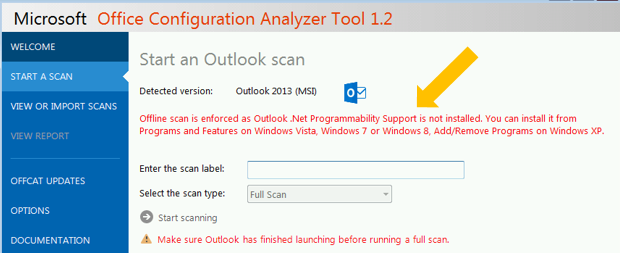
1. Then, on the **Service Pack 2 for .NET Framework 2.0** page, click **Download** for the file that matches the *bitness* of your Windows installation.

For example, if you are using a 32-bit version of Windows, then you should install *NetFx20SP2\_x86.exe*.

After the system requirements for the .NET Framework are met, you can install/run the Office Configuration Analyzer Tool.

* The .**NET Programmability Support** feature of Office is also required to be installed.

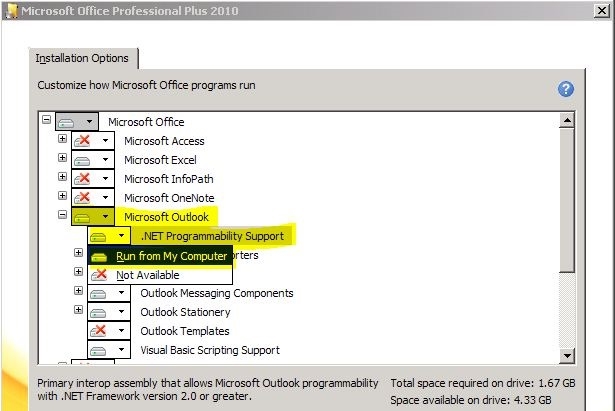
If you do not have the **.NET Programmability Support** feature installed as part of your Office installation, you will receive the following error when you start a scan for Outlook:



Please use the following steps to add the .**NET Programmability Support** feature to your Office installation.

**Windows 8, Windows 7 and Windows Vista**

1. Exit Outlook.
2. Open Control Panel, and then click **Programs**.
3. Then, click **Programs and Features**.
4. In the list of installed products, select your Microsoft Office product and then click **Change**.
5. When prompted, select **Add or Remove Features** and then click **Continue**.
6. In the **Installation Options** feature tree, expand the node for **Microsoft Outlook**.
7. Click the icon next to **.NET Programmability Support** and then select **Run from My Computer**, and then click **Continue**. This setting is shown in the following figure.



1. Click **Close** when the installation update is finished.

**Windows XP**

1. On the **Start** menu, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. In the list of currently installed programs, select your Microsoft Office product, and then click **Change**.
4. When prompted, select **Add or Remove Features** and then click **Continue**.
5. In the **Installation Options** feature tree, expand the node for **Microsoft Outlook**.
6. Click the icon next to **.NET Programmability Support** (shown in the above figure) and then select **Run from My Computer**, and then click **Continue**.
7. Click **Close** when the installation update is finished.

## OffCAT setup

As mentioned earlier, there are two ways to get OffCAT onto your computer using the files available on the Microsoft Download site.

### Installing OffCAT using the OffCAT.msi file

**NOTE**: OffCAT is the replacement tool for OCAT. If you have OCAT installed on your computer, please uninstall it using Control Panel.

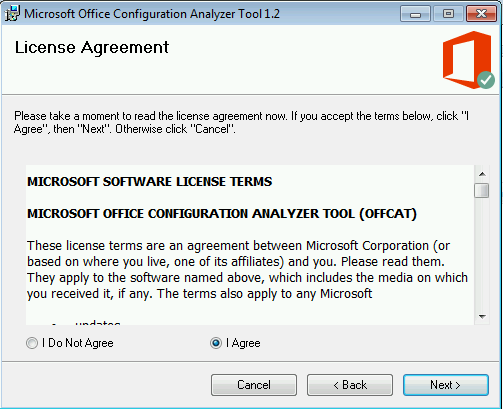
1. To start the installation of OffCAT, locate the following file you saved from the Download site to your hard disk.

[OffCAT.msi](http://go.microsoft.com/fwlink/?LinkId=286211)

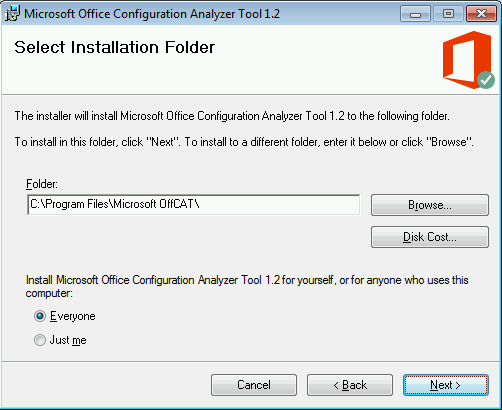
1. Double-click **OffCAT.msi**.
2. On the **Welcome** page for the Setup wizard, click **Next**.



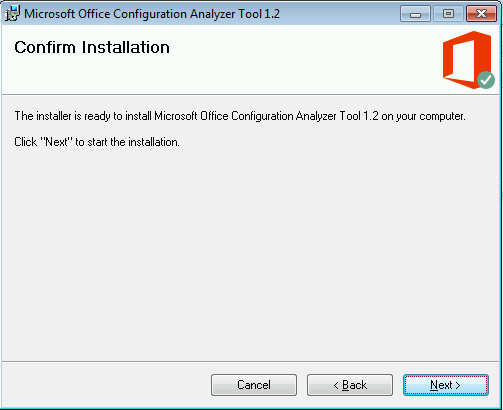
1. If you agree with the license terms for OffCAT, click to select **I Agree**, and then click **Next**.



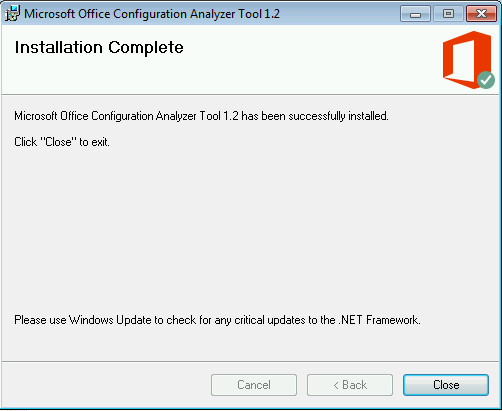
1. Select the installation folder for OffCAT, and then click **Next**.



1. Click **Next** to start the OffCAT installation.



1. Click **Close** when the installation is finished.



### Using the OffCAT.zip file to "install" OffCAT

The Microsoft Download site also includes a download for [**OffCAT.zip**](http://go.microsoft.com/fwlink/?LinkId=286208).

Because the Setup process included in OffCAT.msi runs several important requirement checks, we recommend using the OffCAT.msi file to install OffCAT. But, if you are not a local administrator on your computer, you can use the .zip file to extract the files into any folder on your computer.

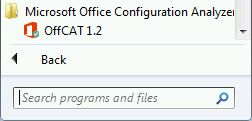
# How to start OffCAT

To start the Office Configuration Analyzer Tool, click the **Start** menu (Windows 7 and earlier) or **Start screen** (Windows 8), and then click the **OffCAT** **1.2** icon.

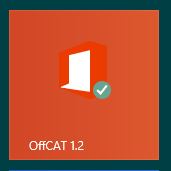
* Windows 7 or earlier

This figure shows the OffCAT 1.2 shortcut that is created on Windows 7.

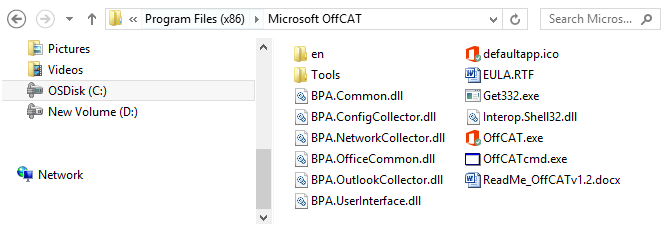
If you do not see the **OffCAT 1.2** icon on the **Start** menu, look for the icon on your **All Programs** menu under **Microsoft Office Configuration Analyzer Tool**.



* Windows 8 Start screen



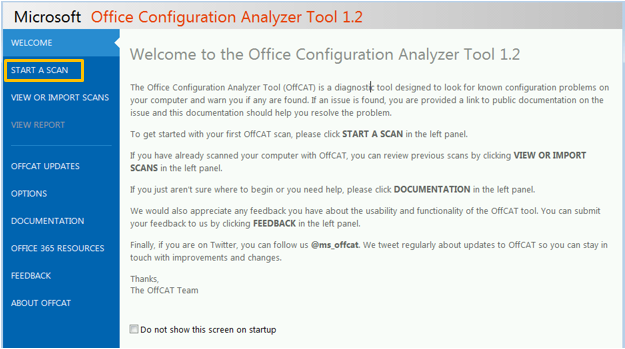
If you cannot locate the shortcut for OffCAT, you can also start OffCAT by using the OffCAT executable file (**OffCAT.exe**). The following figure shows this file in the default installation location on a 64-bit version of Windows 8.



# How to generate an OffCAT report

Once you have started OffCAT, use the following steps to generate an OffCAT report for any Office program:

1. In the left panel, click **Start a scan** to generate a report for an Office program.



1. From the list of detected Office programs installed on your computer, select the Office program to scan for problems.



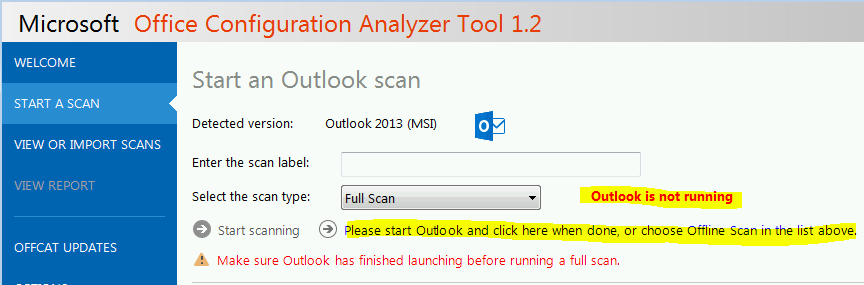
**Note**: If you select the **All** option, individual scans are created for each Office program that is selected in the **Scan all Office applications** screen. OffCAT does not create a single ‘Office wide’ scan with the All option.

If Outlook is not running when you start a scan, OffCAT displays the following notification.

*Outlook is not running.*

*Please start Outlook and click here when done, or choose Offline Scan in the list above.*

An example of this notification is shown in the following figure.

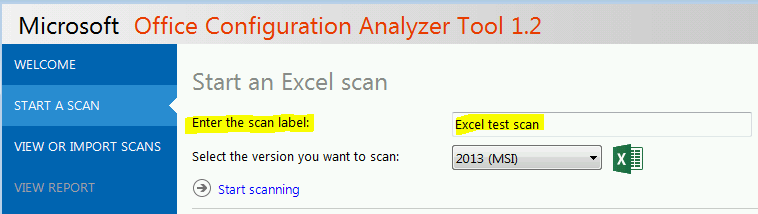


If you are using Outlook **2003**, the following warning is displayed when you start a scan:

*Offline scan is enforced. Full scan is not supported with versions earlier than Outlook 2007.*

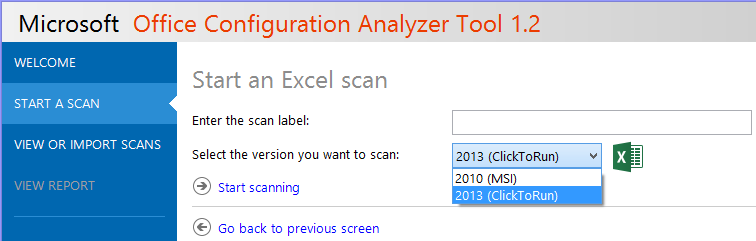
Please see the **How to generate an offline scan report** section of this document for details on performing an *Offline* scan.

1. In the **Enter the scan** **label** box, enter a name for your scan.

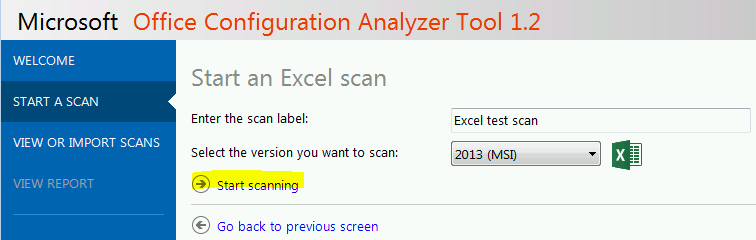


1. If you have more than one version of Office installed, also select the version of the Office program you want scanned.

The following figure indicates both Office 2010 and Office 2013 are installed.



1. After you have selected the Office program and version of the program to be scanned, click **Start scanning**.

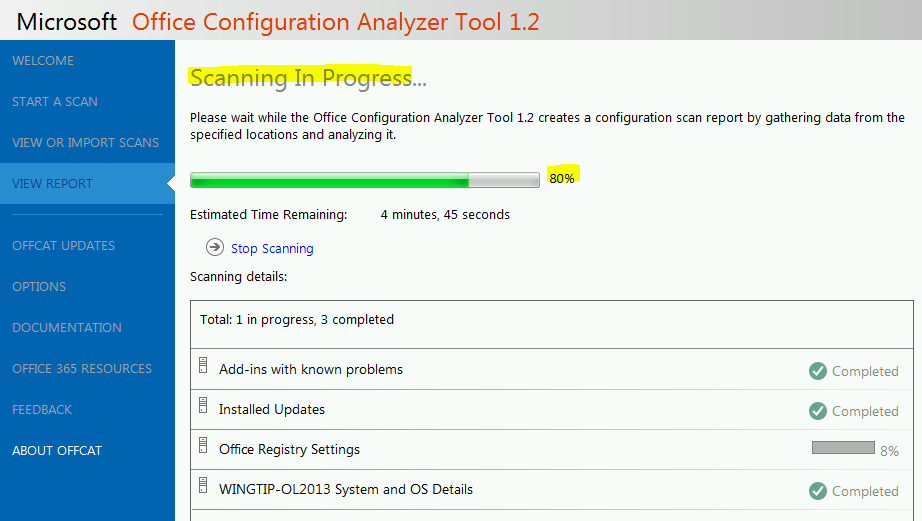


**Note**: For an online scan of Outlook, you may receive the following prompt to allow OffCAT to access information that is stored in Outlook. To allow this access, click to select **Allow access for**, specify **2 minutes**, and then click **Allow**.

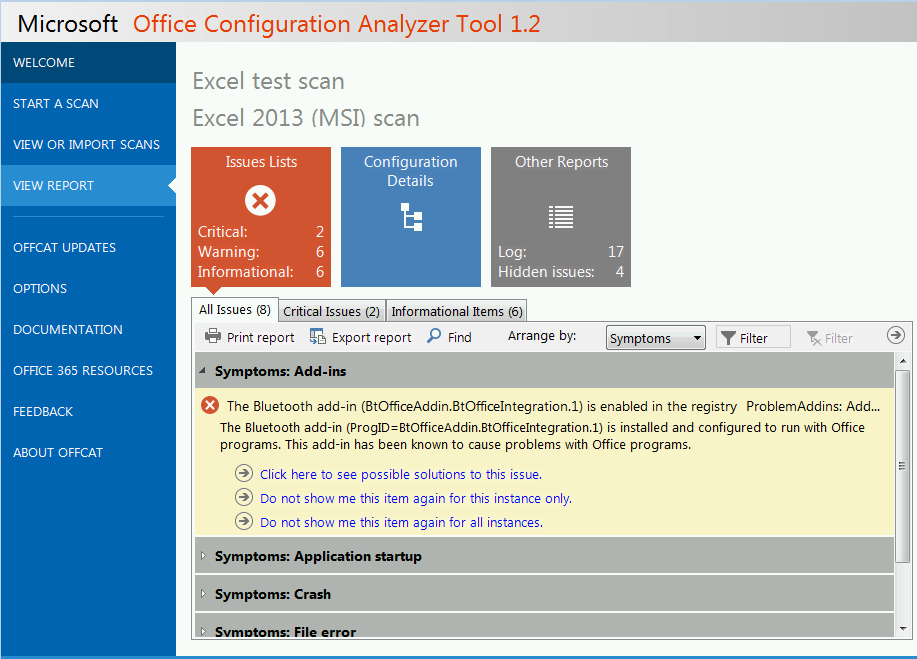


**Note:** This warning may not automatically take focus. To display this warning, click the Outlook icon on the Task bar.

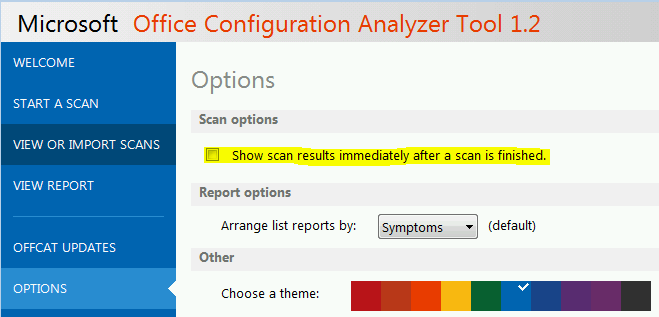
The scanning of your computer will proceed and the progress indicator will give you an estimate on the time-remaining.



After the scanning progress indicator reaches 100% your scan report is automatically displayed.



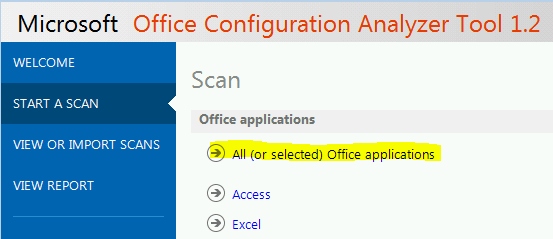
Note, if you want OffCAT to pause at the Progress screen when it reaches 100%, please turn off the **Show scan results immediately after a scan is finished** option on the **Options** screen.



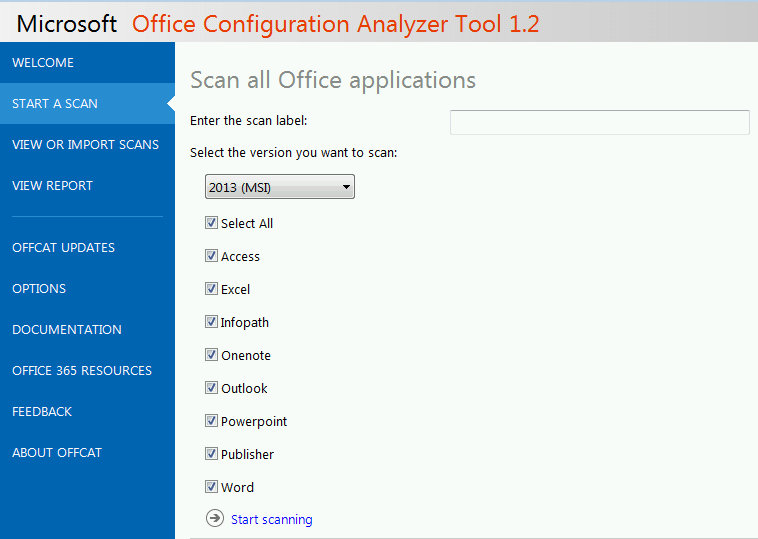
**Tip**: click [here](#_Understanding_an_OffCAT) if you want to jump to the section of this document that discusses how to interpret your scan repot.

## Using the ‘All’ option for an OffCAT scan

OffCAT includes a scanning option that allows you to scan more than one of the installed Office programs in a *single* scan. To start this type of scan, click **All (or selected) Office applications** on the **Scan** screen.



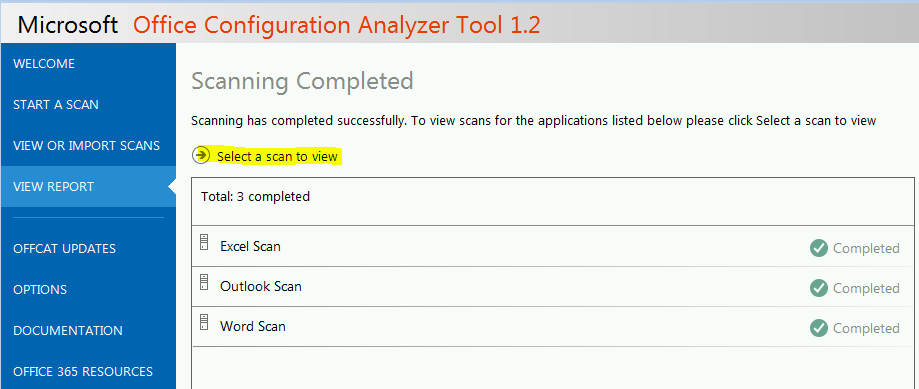
When you select this option, you are then presented with another screen where you can selectively enable/disable scanning for each of the detected Office programs.



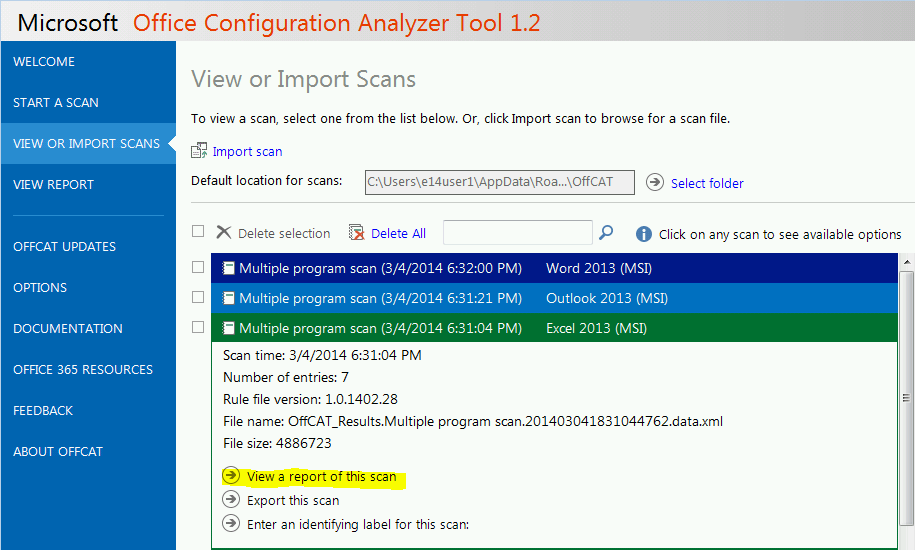
Before clicking **Start scannng**, clear the selection for any Office program you do not want scanned.

With this scanning option, OffCAT generates separate scan reports for each program that is enabled in the **Select all Office applications** screen. This can be seen in the **Scanning Completed** page after all the scans are finished.

Click **Select a scan to view** to see the list of generated scans.

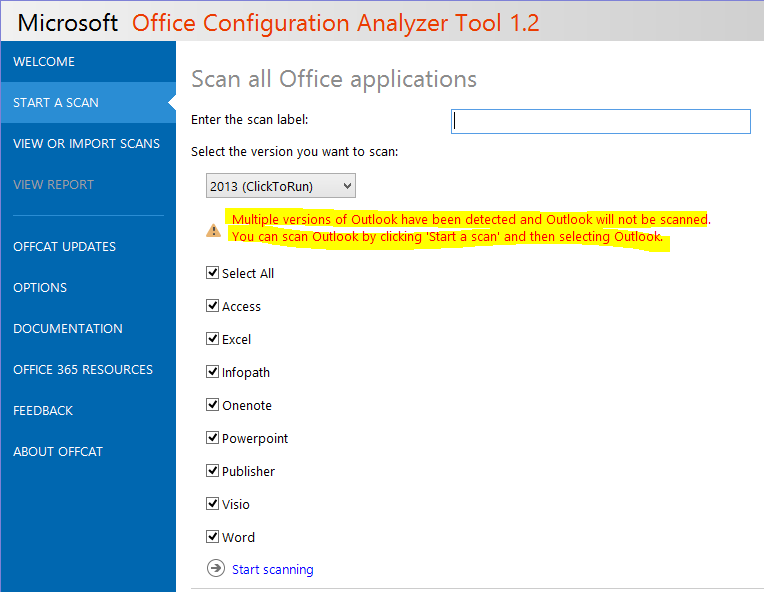


To view your scan report for one of the Office programs, click the entry in the list on the **View or Import Scans** page and then click **View a report of this scan**.



**Note**: If you use the ‘All’ option on a machine where you have multiple versions of Outlook installed (Office 2013 Click-to-run plus an earlier Office version), Outlook will not be scanned. In this scenario, you will have to scan Outlook separately.

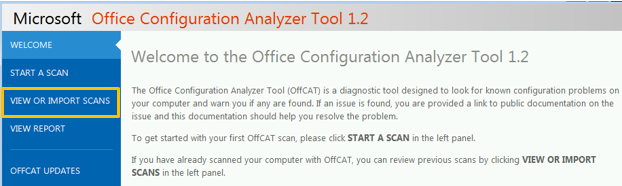
Also notice (in the following figure) that in this ‘All’ scenario Outlook is not included in the list of Office programs that can be scanned.



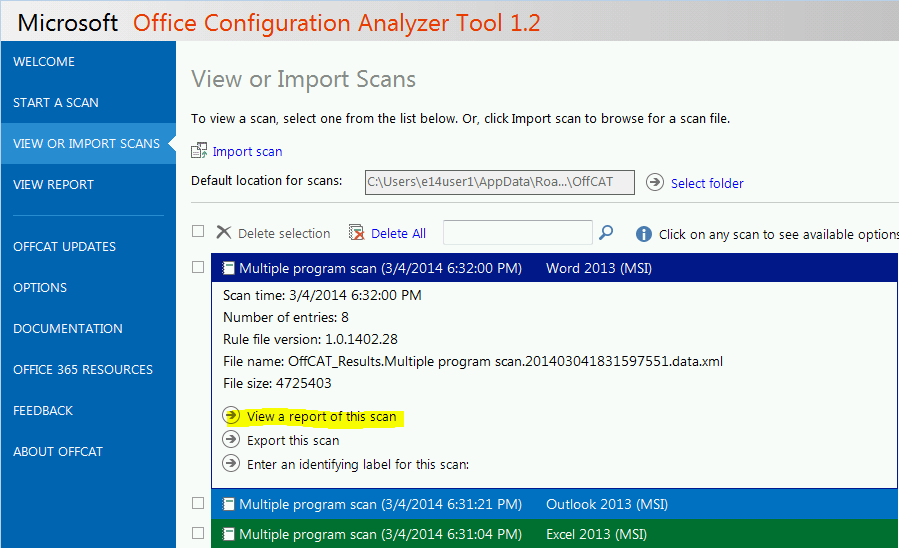
## How to open a report that was originally created on your computer

If you are running OffCAT on the same computer where you previously generated a scan, follow these steps to open and view the scan report at any time:

1. Start OffCAT.
2. In the left panel, click **View or Import Scans**.



1. Then, select the scan to be viewed from the list of available scans and click **View a report of this scan** after the options for that scan are expanded in the list.

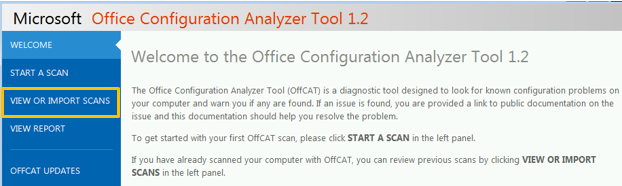


## How to view a report that was created on another computer

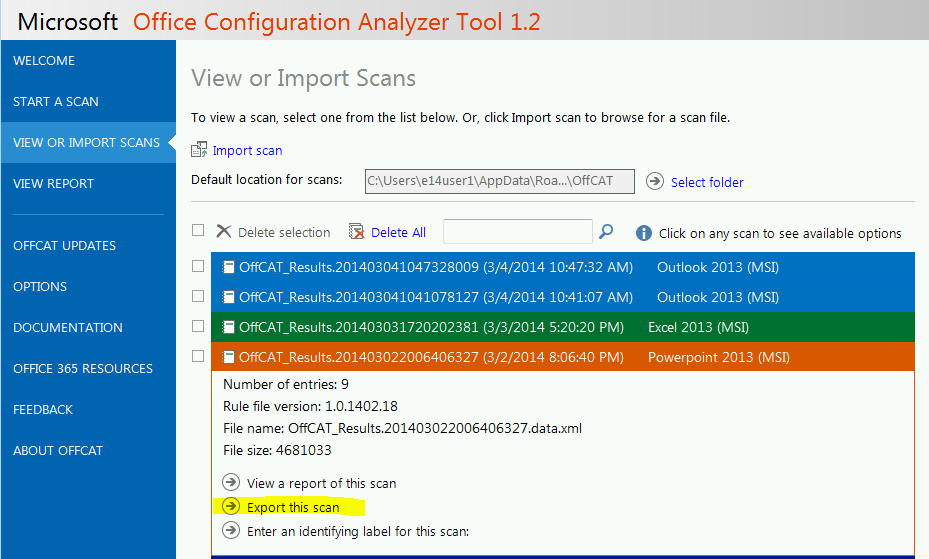
If someone else created an OffCAT scan report on his or her computer, you can view this report using the follow these steps.

**Note**: You can skip steps 1-5 if you used the command-line version of OffCAT to generate the report file on the other user’s computer.

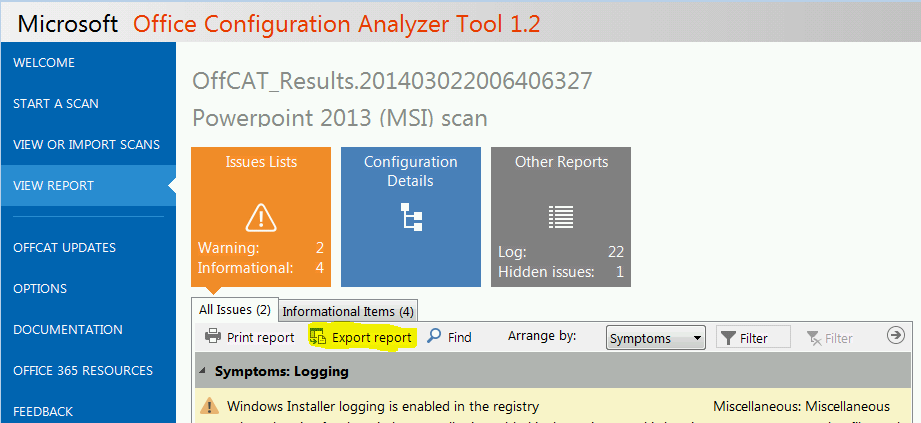
1. First, export the scan from the computer where it was performed.
   1. Start OffCAT on the computer where the scan was performed.
   2. In the left panel, click **View or Import Scans**.



* 1. Then, select the scan to be viewed from the list of available scans, and click **Export this scan**.

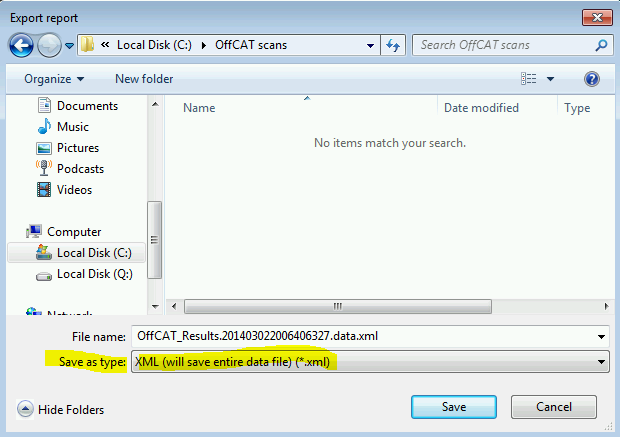


**Tip**: you can also export an OffCAT report from a report that you are currently viewing. To do this, use the **Export report** link on the **View Report** page.



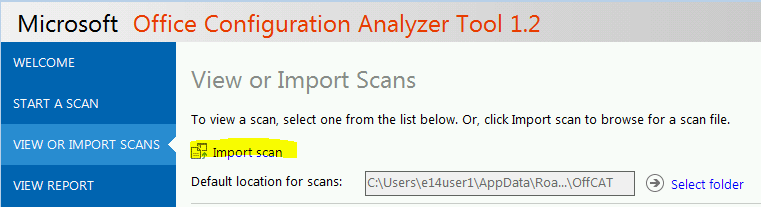
* 1. In the **Export report** dialog box, specify a file name and a folder location.

**Note**: Make sure to keep the file type as **XML** in the **Save as type** control.



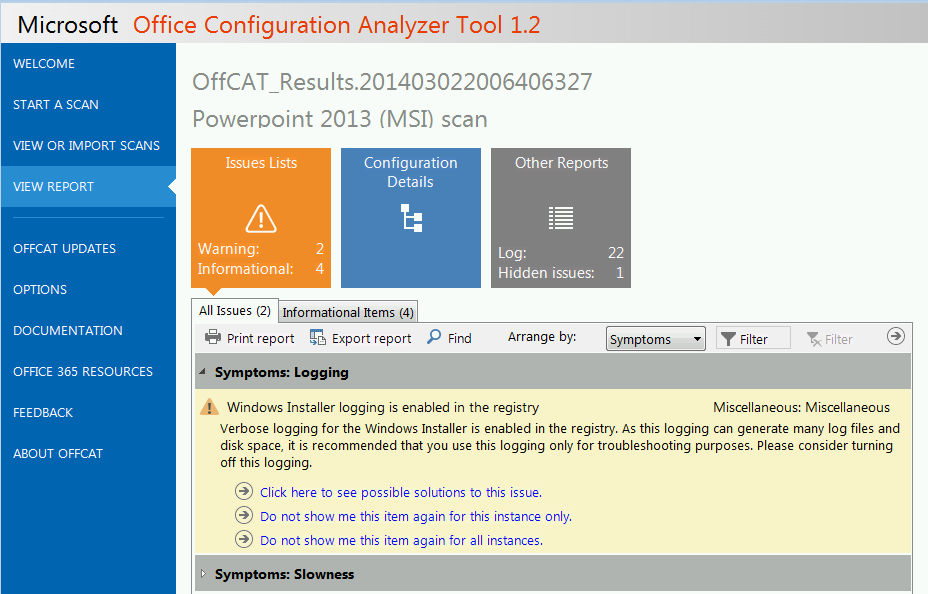
* 1. Copy the .xml file that you saved in step 1d to the computer on which you will be viewing the report.

1. Import the OffCAT scan file on the computer where you will be viewing the results.
   1. On the computer to which you copied the file in step 1e, start OffCAT.
   2. In the left panel, click **View or Import Scans**.
   3. On the **View or Import Scans** page, click **Import scan**.



* 1. Browse to the folder that contains the .xml file that you copied in step 1e, and then click **Open**.

The scan is opened automatically for viewing and analysis.

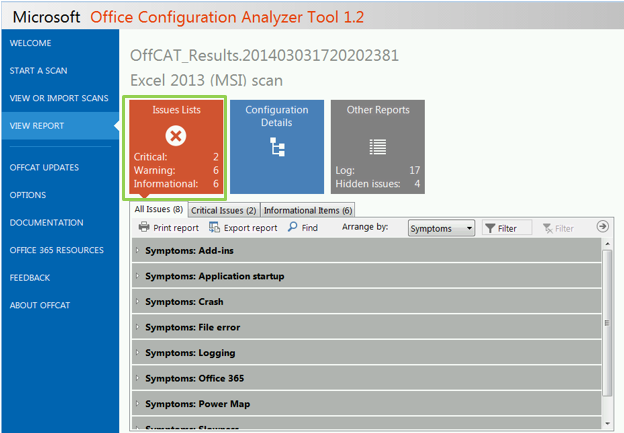


# Understanding an OffCAT report

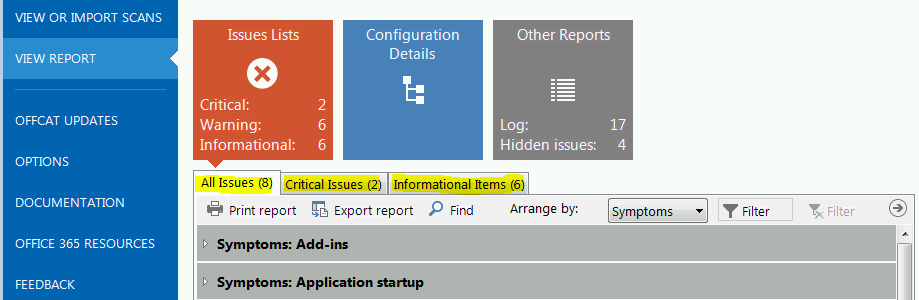
The report that OffCAT generates can, in most cases, provide lots of information about the configuration of the Office program that was scanned. To help you better understand and use this information, this document provides a high-level description of the different views that are available in your scan report.

## Issues Lists

The **Issues Lists** view is the default presentation view of your scan report as it contains a list of all the problems found by OffCAT during the scan.

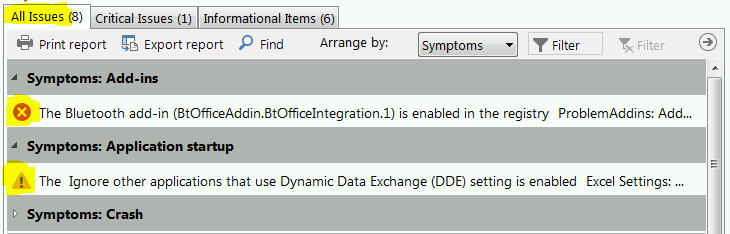


In this report view, there are up to three tabs that are available to view different snapshots of this data.

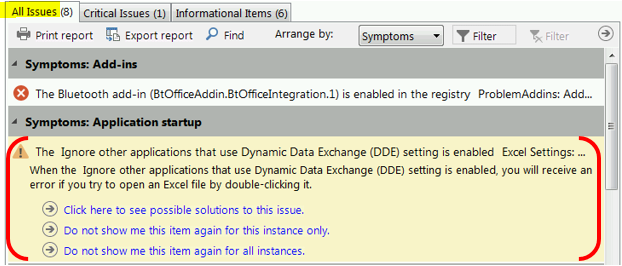


* **‘All Issues’ tab**

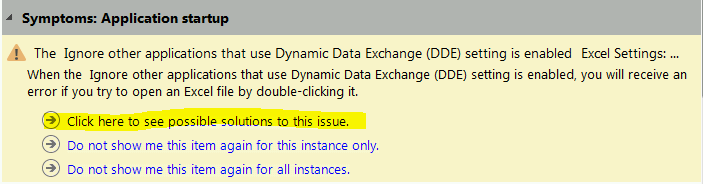
OffCAT has built-in *rules* that look for issues in your Office program configuration, and these issues are classified as either a *warning* (For any detected issues classified by OffCAT as a 'Warning', the Warning issue icon is displayed next to the issue in the OffCAT report.) or a *critical* (For any detected issues classified by OffCAT as 'Critical', the Critical issue icon is displayed next to the issue in the OffCAT report.) issue. The **All Issues** tab is the default tab displayed when you view an OffCAT scan as it displays all the *warning* and *critical* issues that are detected in your Office program configuration.



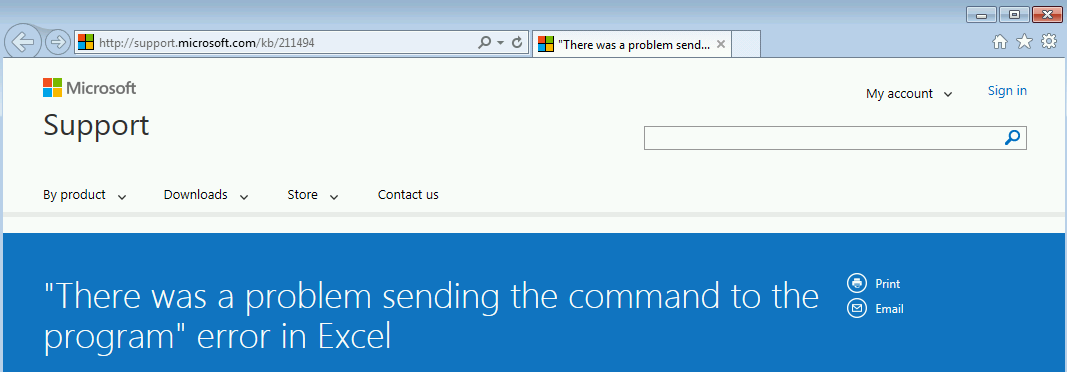
The entries in this view are not static. If you want to see more details about an item, click the row for that item to expand the row.



For even more information about the issue, click the **Click here to see possible solutions to this issue** link.



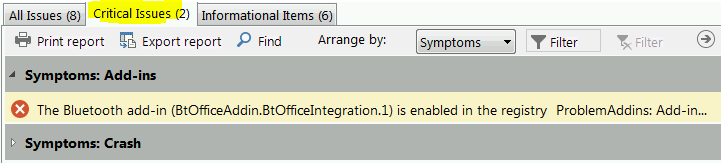
In this example, the following article is opened in your browser.



If you use the information that is provided in this article, this issue should not appear in your next scan report.

* **‘Critical Issues’ tab**

The **Critical Issues** tab displays only those issues that are considered *critical* by the detection rules that are built into OffCAT.

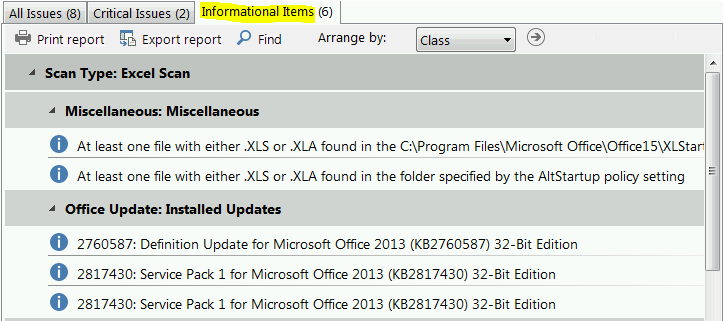


These are the same critical issues that are displayed on the **All Issues** tab. They are just broken out on the **Critical Issues** tab for your convenience.

**NOTE:** If OffCAT finds no *critical* issues, you do not see a **Critical Issues** tab.

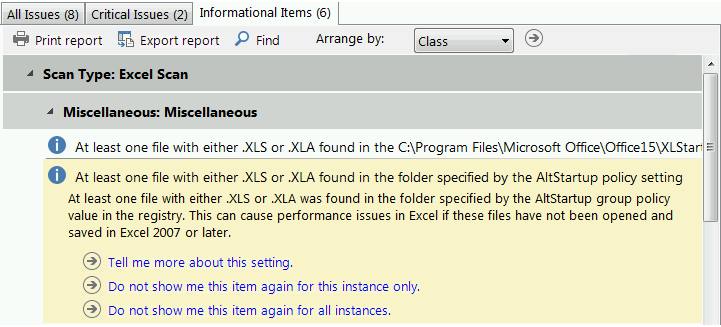
* **‘Informational Items’ tab**

All scans also have an **Informational Items** tab for the **Issues Lists** view.



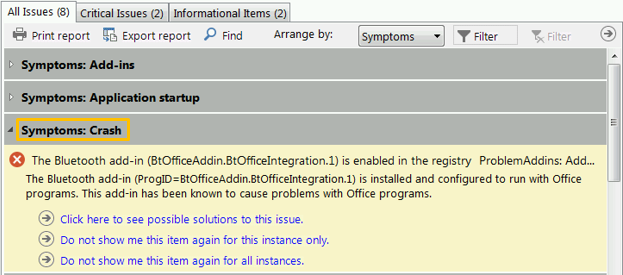
This view of the scan data shows you items that are considered "Informational" (according to OffCAT rules) because these items can be useful to most people. However, these items do not necessarily indicate any problems. They are displayed just to provide general information about your profile.

The entries in this view are also not static. If you want to see more details about the item, click the row for that item to expand the row.

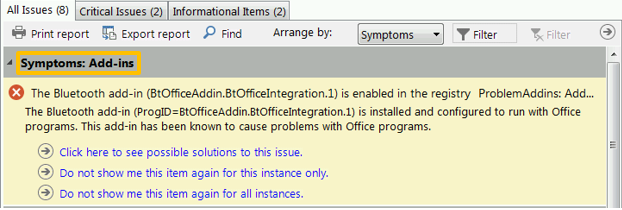


## Working with the Symptoms arrangement of the detected issues

A new feature in OffCAT v1.2 is that the list of detected issues is arranged (grouped) by Symptoms. Every OffCAT detection rule has one or more symptoms tied to it so your issues list can be logically grouped by these symptoms. For example, if there is a detection rule that looks for a known crashing issue and it is detected during a scan, this issue will be found under a symptom group called ‘Crash’. This is demonstrated in the following figure.



Because not everyone uses the same terminology to describe a symptom, detection rules can have more than one symptom assigned to it. For example, the above rule which is displayed under the ‘Crash’ symptom is also displayed under the ‘Add-ins’ symptom because the cause of the ‘Crash’ is an add-in.



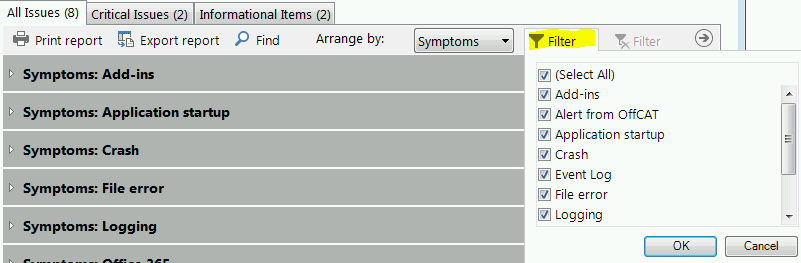
If you resolve the problem identified by this detection rule, the next time you run an Office scan this issue will no longer appear under either symptom.

### Filtering your issues list based on one or more symptoms

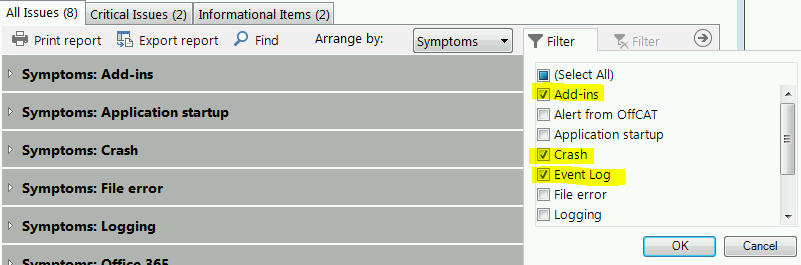
The new symptoms-based view in OffCAT v1.2 also includes a **Filter** control that allows you to selectively hide/display one or more symptoms.

The 'All Issues' tab includes a Filter control when you are using the default 'Symptoms' arrangement for detected issues.

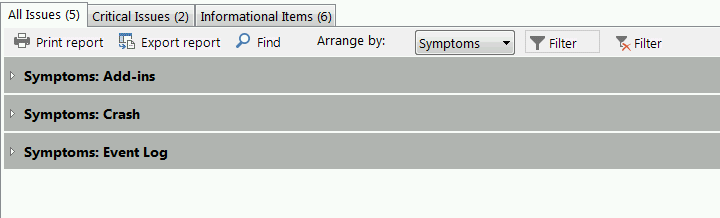
Click the **Filter** control to get a listing of all the possible symptoms available for the issues detected during your scan.



Click to clear or select the symptom(s) you want to see in your issues list. This can be very helpful if you want to focus on a selected list of issues/symptoms.



Based on the example demonstrated by the figure above, only the issues with the ‘Add-ins’, ‘Crash’ or ‘Event Log’ symptom will be displayed in the issues list. This result is shown in the following figure.

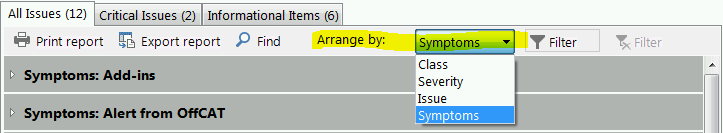


To clear the filter applied to your issues list, click ‘undo’ Filter icon to the right of the Filter control.

To clear the filter applied to your issues list, click ‘undo’ Filter icon to the right of the Filter control

If you prefer to view your issues list by something other than symptom, the **Arrange by**: control offers additional view options.

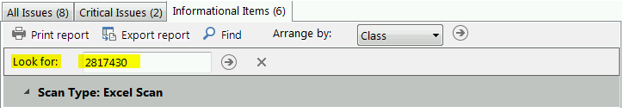
* **Class**
* **Severity**
* **Issue**



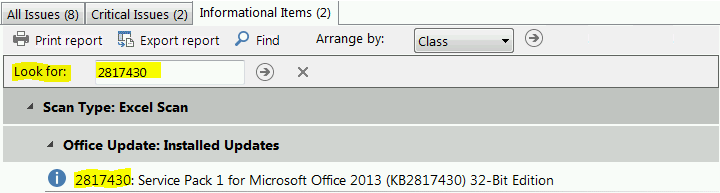
We recommend using the Symptoms arrangement as we feel it offers the most logical way to view the list of issues found during a scan. However, we have included these other view options to let you decide for yourself.

## Using the Find feature

On any of the tabs in your scan report you can search for issues using the **Find** control that is located just below the tab labels. To search for something, click The Find control is found on all tabs of the List Reports. The control is in the shape of a magnifying glass and the word 'Find' is next to it. and then enter your search string in the **Look for** box.

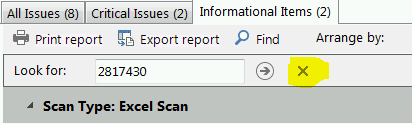


Only the items that match the search string are displayed in the view.



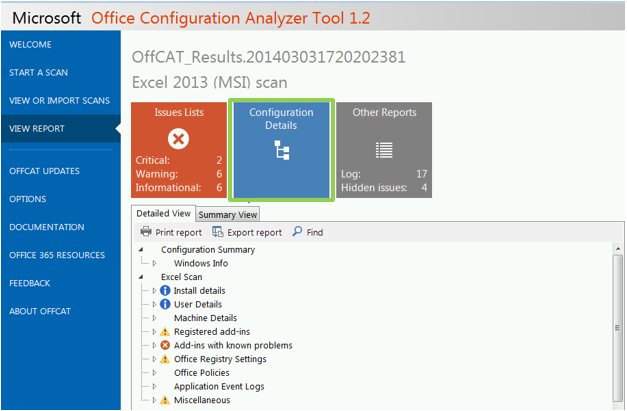
All other items are hidden while the results are displayed.

To redisplay the hidden items, click When you click the 'Find' control on an OffCAT report, the 'Look for' control is displayed. In the 'Look for' control, you can enter text to search for that text in your scan report. Click the 'X' icon to the right of 'Look for' to hide 'Look for'. on the right side of your search criteria.



## Configuration Details

The **Configuration Details** view of your scan report provides tree-control functionality to view all of the data collected by OffCAT during the scan as well as the detected issues.

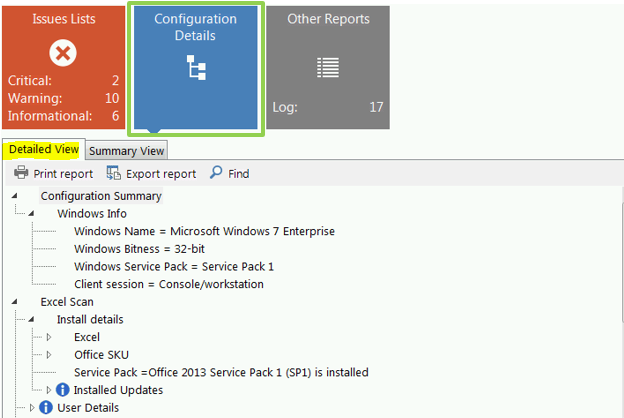


In this view, two tabs are available to view different snapshots of this data – **Detailed View** and **Summary View**.

The 'Configuration Details' section on the 'View Report' screen includes two tabs: 'Detailed View' and 'Summary View''.

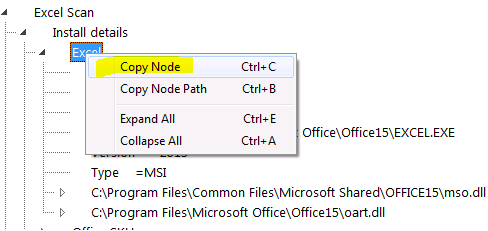
* **Detailed View**

The **Detailed View** tab exposes all the available configuration data that OffCAT collects during a scan.



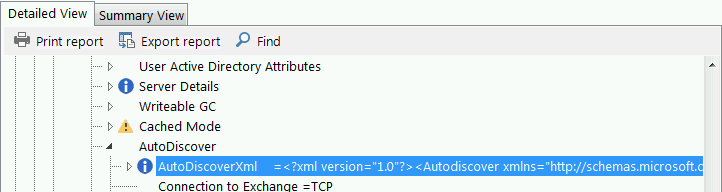
Therefore, if you want to see informational and critical issues plus all relevant configuration settings for your scanned Office program, use the **Detailed View** tab to review your scan results.

You can also copy the contents of an expanded node by right-clicking the node and selecting **Copy Node**.

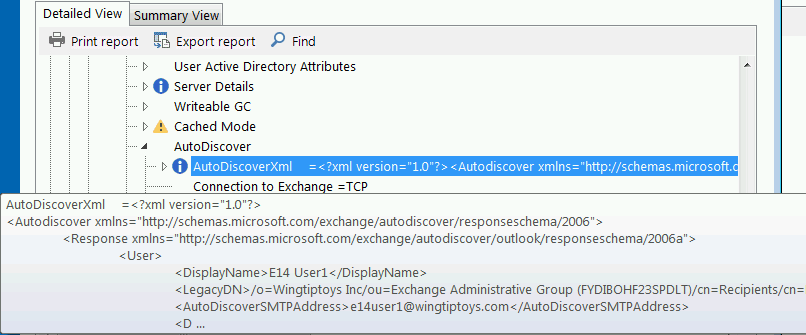


Then, you can paste the information into a text file, email message, or other document where you need to either save or share this information.

The **Detailed View** also provides additional data if you rest the pointer over some items that contain more information than can be displayed in the tree window. For example, the following figure shows the *AutoDiscoverXM*L data that OffCAT retrieved in an Outlook scan.

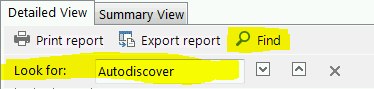


Resting the pointer over *AutoDiscoverXml* in the report displays all the results in a pop-up window.

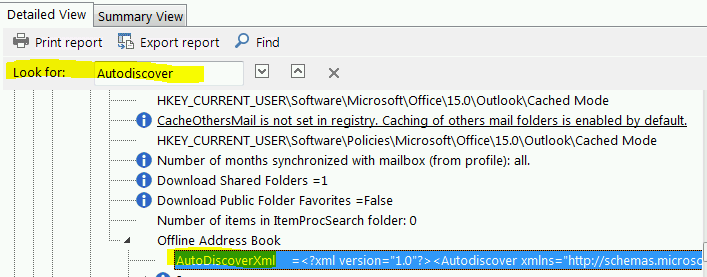


You can also copy the Autodiscover XML results by selecting the **AutoDiscoverXml** entry in the list, pressing **CTRL+C** (to copy), and then pasting the information into a text file.

Because OffCAT collects lots of data that is displayed on the **Detailed View** tab, we recommend you use the **Find** feature to quickly locate the data that is important to you.

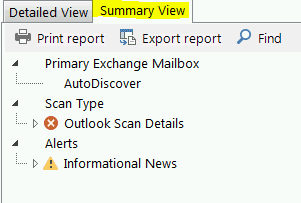


Click **Find**, enter your search criteria in the **Look for** box, and then click When you search for text using the 'Look for' control, click the 'Find next' control to jump from one instance of the found search string to the next instance lower down the report. or When you search for text using the 'Look for' control, click the 'Find previous' control to jump from one instance of the found search string to the previous instance higher up in the report.to locate the items that match your search criteria.



* **Summary View**

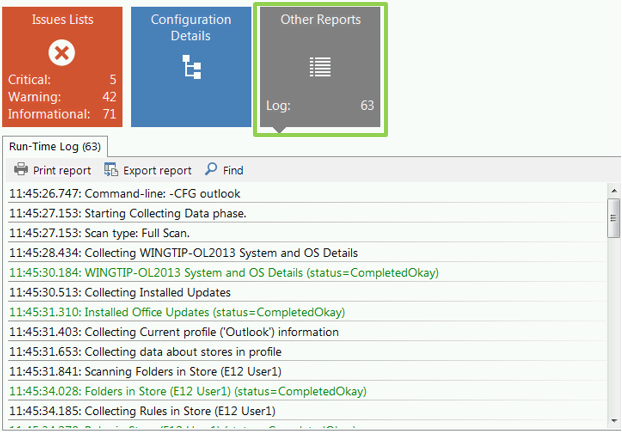
The **Summary View** tab uses the same tree structure as the **Detailed View** tab. However, the **Summary View** tab only shows you a subset of the data that is found on the **Detailed View** tab.



This information is useful because it might not be as overwhelming as the information that is found on the **Detailed View** tab. If you locate information on the **Summary View** tab that is important to you, switch over to the **Detailed View** tab if you want more details about that particular item.

* **Other Reports**

The information under **Other Reports** is mostly a running log of the actions that OffCAT took. Generally, you will not use this information to analyze the information that is collected about your Office program.



# Customizing OffCAT options

OffCAT v1.2 provides several customizable options to improve your interaction with the user interface.

## Options page

The left panel in OffCAT includes an **OPTIONS** link. Click **OPTIONS** to examine and configure the following settings.

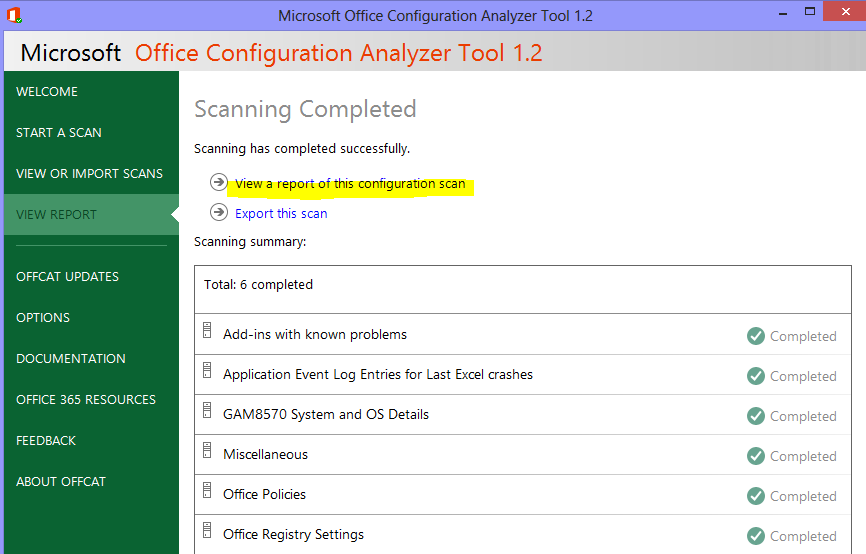
* Show scan results immediately after a scan is finished
* Default folder in which OffCAT scan files are saved
* Default scan report layout
* Default OffCAT theme color

When you click Options in the left panel of OffCAT, the Options screen is displayed. There are four options you can configure on this page:
1. 'Show scan results immediately after a scan is finished' check box
2. Default location for scans
3. 'Arrange list reports by' drop-down
4. Choose a theme

### Show scan results immediately after a scan is finished

This option is enabled by default. When enabled, OffCAT automatically displays your scan result report immediately after collecting and analyzing your configuration.

When not enabled, OffCAT displays a summary page that includes a completion or failure flag next to each grouping of items collected and analyzed. Click ‘**View a report of this configuration scan**’ to see your scan results.



### Default location for scans

When OffCAT scans your Office application(s) a new scan file is created each time a scan is run. These files are saved by default in the **%AppData%\Microsoft\OffCAT** folder. If you want these scan files to be saved to a different folder, click ‘**Select folder’** to the right of ‘**Default location for scans’** and then select the new folder.

Note, this setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Microsoft\OffCAT  
**String**: DataDirectory  
**Value**: *folder path specified by the ‘Default location for scans’ option*

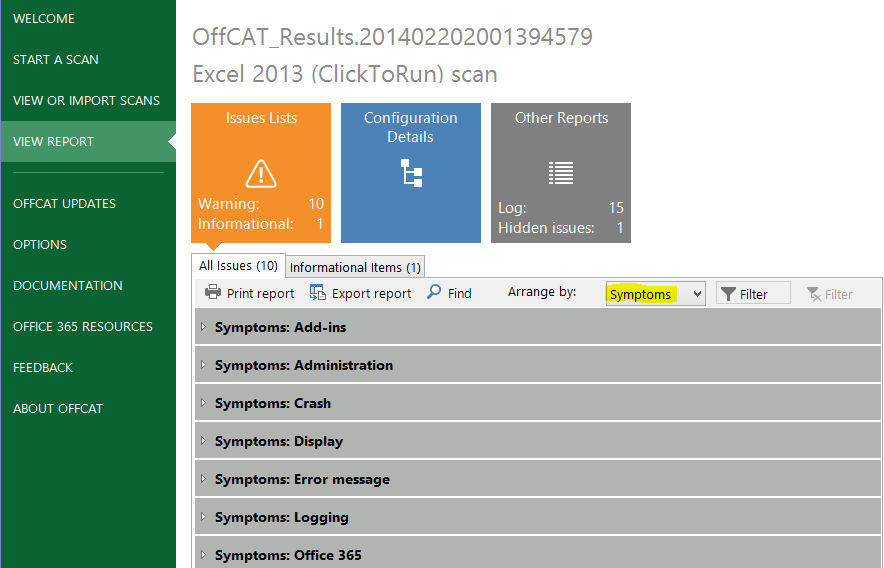
### Report options

The **Report options** section of the **Options** page is a new feature in OffCAT v1.2.

The  'Report options' section of the Options screen contains the following two settings:

1. 'Arrange list reports by' drop-down
2. Choose a theme

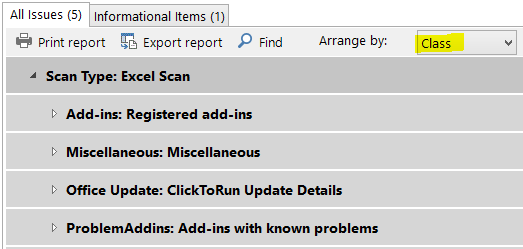
This setting controls the default arrangement of the issues display in your scan report. The default display setting is to arrange the issues in the report by ‘Symptom’.



If you prefer a different default view of the detected issues in the report, click the ‘**Arrange list reports by**’ drop-down and then select **Class**.

The 'Arrange list reports by' drop-down in the 'Report options' section of the Options screen controls the default grouping of the issues shown on the 'All Issues' tab. This figure shows there are two options for this drop-down:
1. Class
2. Symptoms

With this arrangement, detected issues will be grouped by the ‘Class’ defined for the issue.



### Default OffCAT theme color

If you do not like the default color theme used by OffCAT, select one of the 10 colors available on the OPTIONS page next to ‘**Choose a theme**’.

The  'Report options' section of the Options screen contains the 'Choose a theme' setting where you can select 1 color (from a list of 10 colors) to use as your OffCAT theme color. This color is used primarily for the color of the left panel.


Note, this setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Microsoft\OffCAT  
**DWORD**: Theme  
**Value**: *Integer from 0-9 representing the colors shown on the Options page*

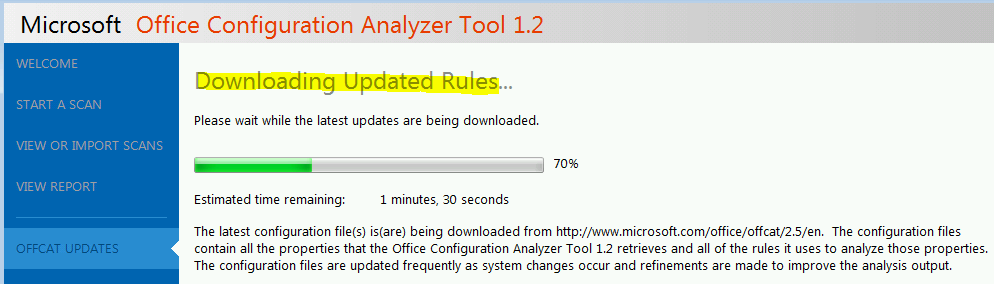
## Control the prompt to download updated rule files

By default, OffCAT checks the Microsoft.com Internet site for updated rule files whenever you start OffCAT.

If OffCAT is configured with default settings, it will check for rule and application updates when you start OffCAT. When it is checking for these updates, the 'Checking for Updates' page is displayed with a progress bar. The URL it is checking is also listed on the page.There is also a 'Cancel this check' link on the page so you can cancel the check for updates.

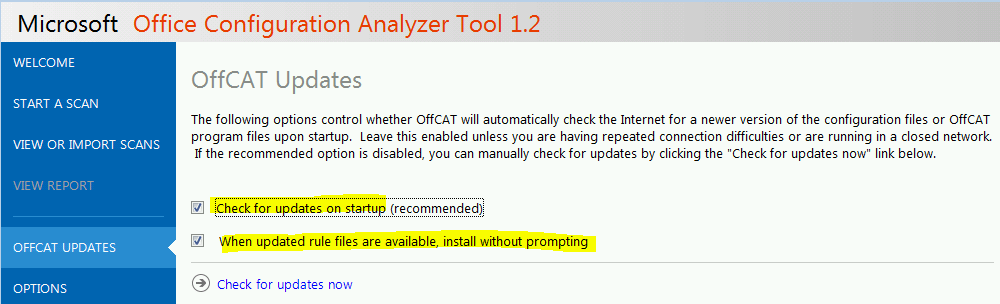
This figure shows a progress bar while OffCAT checks for updates.

With the default OffCAT settings, if new rule files are found they are automatically downloaded and your existing rule files are replaced by these newer files.



This is the recommended configuration for OffCAT as it ensures you always have the very latest detection rules for your scans. If you perform a scan using outdated rules, your results can be invalid.

If you need to modify this default configuration, click OffCAT Updates in the left panel and then modify the two options that are provided.



Note, these settings are stored in the Windows Registry under the following data:

**Key**: **HKEY\_CURRENT\_USER\Software\Microsoft\OffCAT**

**DWORD**: **VersionCheckAlways**

Values: *1 or missing DWORD = (default) automatically check for new rule files*

*0 = Do not automatically check for new rule files*

**DWORD**: **AutoDownloadConfigUpdate**

**Values**: *1 or missing DWORD = (default) do not prompt to install new rule files*

*0 = Prompt to install new rule files*

# Scanning options unique to Outlook

For reasons beyond the scope of this document, scans of Outlook may require either special configuration for credentials or an Offline scan (instead of an Online scan). The situations where these options may be relevant are not very common. But, they are covered in this document in the event you fall into these situations.

## How to specify Active Directory Domain Services credentials for Outlook scans

**Tip**: You can skip this section if you are not scanning Outlook, or you are logged into the same domain as the mailbox you are scanning with OffCAT.

Some information that OffCAT collects during an Outlook scan is maintained in the Active Directory Domain Services (AD DS) environment. If your computer is not joined to the same AD DS domain as your Exchange mailbox, OffCAT cannot use the default scan configuration to retrieve this information. In this case, your report will be missing many details and there will be a warning that contains the following message.

*Without access to a writeable Global Catalog server, you may receive an error message when trying to add a delegate n Outlook*

In this scenario, you can add your mailbox credentials in OffCAT so all available information can be retrieved from the AD DS environment.

To provide your mailbox domain credentials in OffCAT, follow these steps:

1. Exit OffCAT.
2. Start Registry Editor (Regedit.exe)
3. Locate the following key:

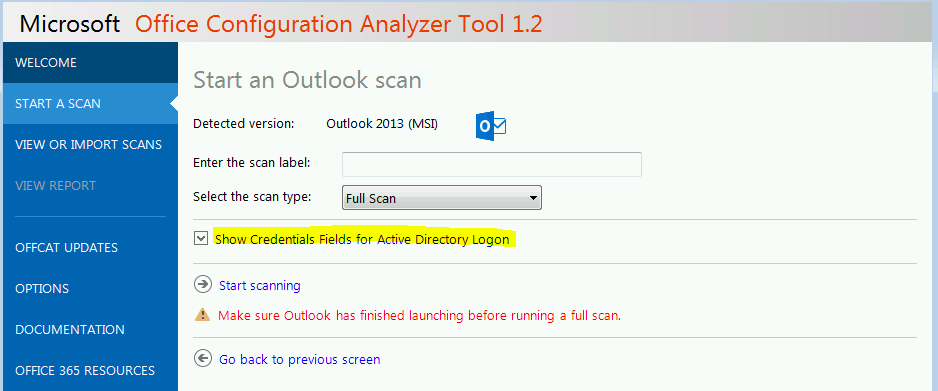
**HKEY\_CURRENT\_USER\Software\Microsoft\OffCAT**

1. Add the following data under this key:

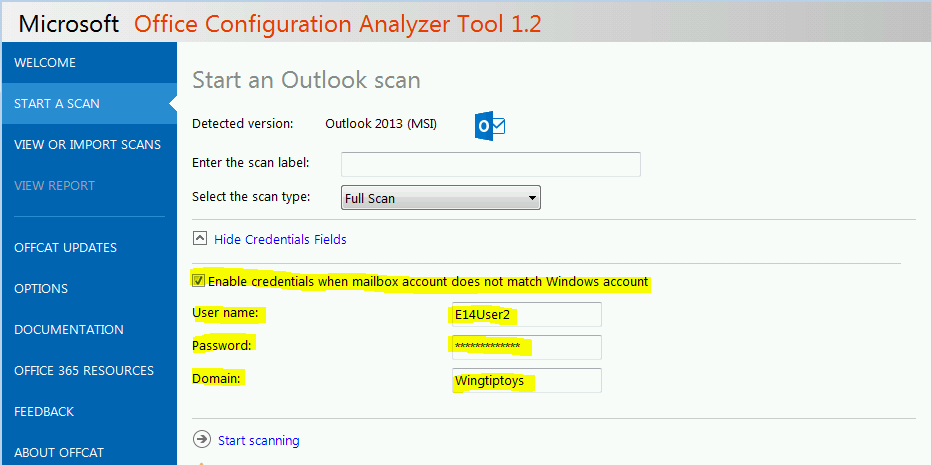
DWORD: **ShowOutlookCredentialsFields**

Value: 1

1. Start OffCAT and select Outlook for your scan.
2. On the **Start an Outlook Scan** page, click **Show Credentials Fields for Active Directory Logon**.



1. Click to select the **Enable credentials when mailbox account does not match Windows account** check box, and then enter your mailbox domain credentials.



1. Click **Start scanning**.

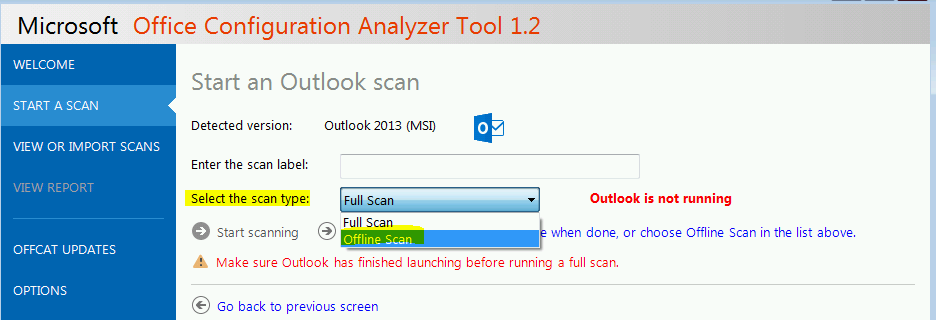
Be aware that, even when you specify your domain credentials by using these steps, you will probably still see an error in the scan results that indicates that you do not have access to a writeable global catalog server. This is expected in this configuration.

This example View Configuration Report page for an Outlook scan shows a warning that a Writeable GC is not available and then you may receive an error when you try to add a delegate in Outlook.

## How to generate an offline scan report for Outlook

**Tip**: Always perform a Full Scan for Outlook unless, for example, Outlook is crashing when it starts.

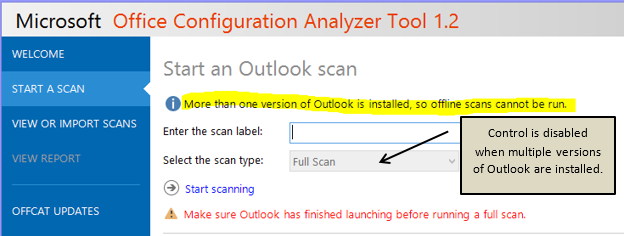
If you cannot keep Outlook running long enough to start a scan, you can still perform a basic (Offline) scan. To do this, in the **Select the scan type** drop-down list, select **Offline Scan**,and then click **Start scanning**.



The report that an offline scan generates contains only the information that is available on your computer, such as registry data, Application log details, a list of installed updates, and local file details.

Although an offline scan does not contain as many profile details as an online scan, an offline scan may provide enough information to help you resolve any problems that you are experiencing with Outlook.

**Note:** if you have more than one version of Outlook installed on the computer where you are running OffCAT, you cannot perform an Offline scan.



# Resolving KMS Activation issues with OffCAT

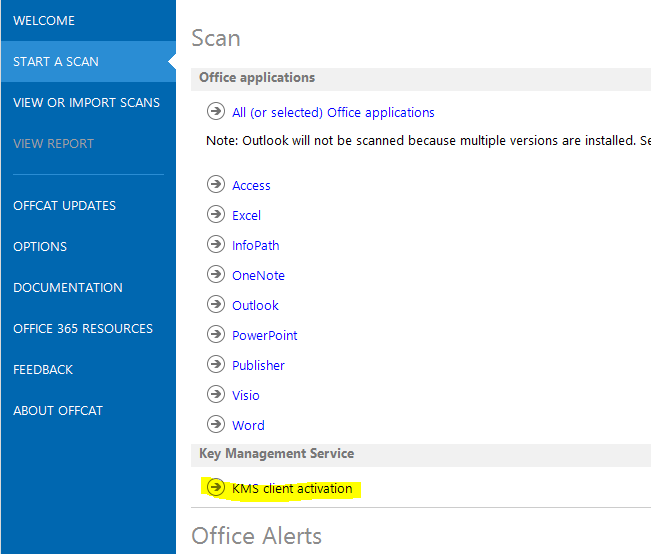
KMS Activation is the most common way to activate Office clients with ‘volume’ licenses. If KMS activation fails for a client, the way to troubleshoot the problem (prior to OffCAT v1.2) is to use the **Ospp.vbs** script. This script typically generates an error code and then you search the Internet for this error code to hopefully find a solution.

Now, you can use OffCAT v1.2 instead of Ospp.vbs to troubleshoot and resolve your KMS activation issues for Office clients.

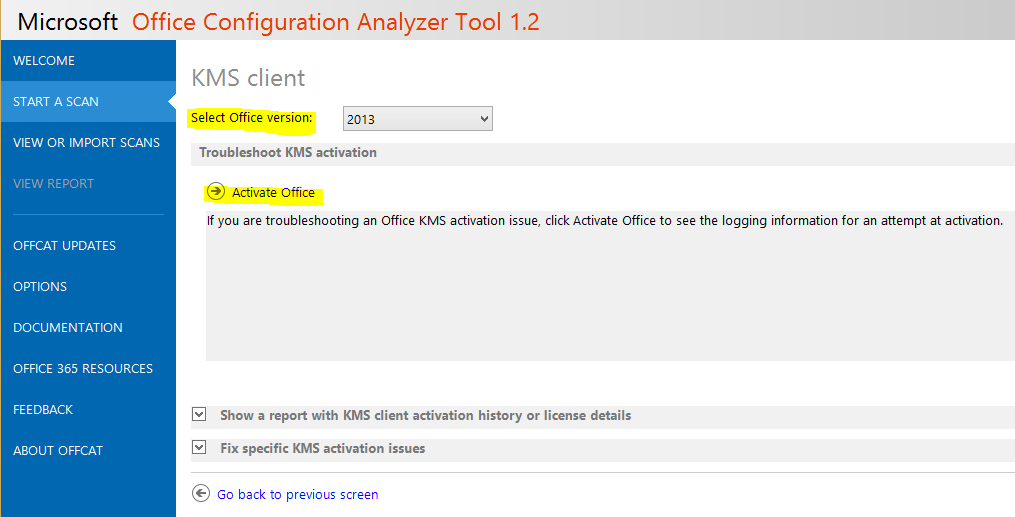
## Identify KMS client activation problems

Please use the following steps in OffCAT to identify and resolve problems with KMS activation for Office 2010 or 2013 clients.

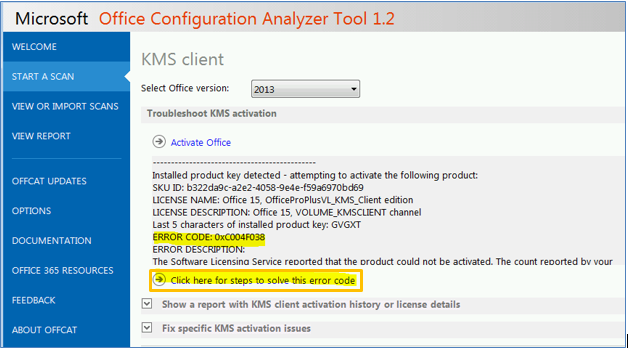
1. Start OffCAT on the Office client that is not able to successfully activate using KMS activation.
2. On the **Scan** page in OffCAT, click **KMS client activation**.



1. On the **KMS client** page, select the Office version and then click **Activate Office**.



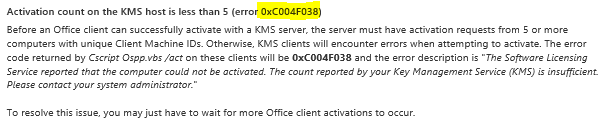
1. If an *Error Code* is returned, click the **Click here for steps to solve this error code** link just below the box with the error code.



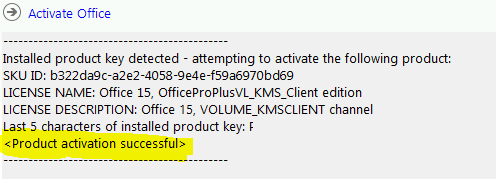
This link opens the following KB article to a section of the article relevant to the error code displayed in OffCAT.

[[SDP 3][85880d06-9b7f-4910-90c3-923c3437f6b2] Office Client KMS activation diagnostic](http://support.microsoft.com/kb/2870357)

If, for any reason, the link does not take you directly to the section that matches your error code, please search the article for the error code. Each section of the article contains a label that includes the error code relevant to that section. For example, the solution for the error code show in the above figure (**0xC004F038**) is discussed in the following section of the article:

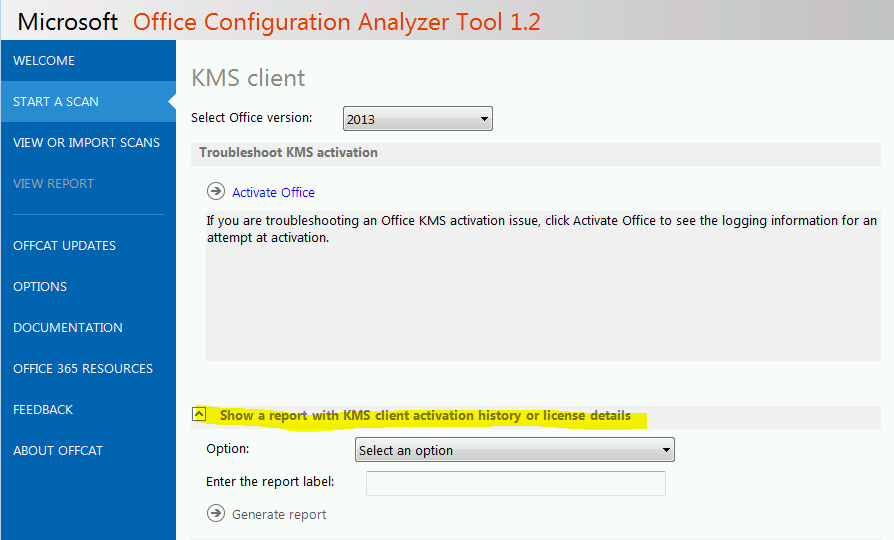


Once you have located the correct section of the article, follow the detailed resolution steps provided in that section. After you have completed these steps, repeat steps 1-4 (above) until you no longer receive an error code. If your Office client successfully activates you will see ‘*Product activation successful’* in OffCAT.

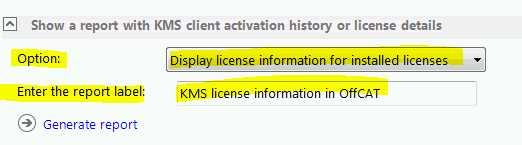


## KMS activation history or license details

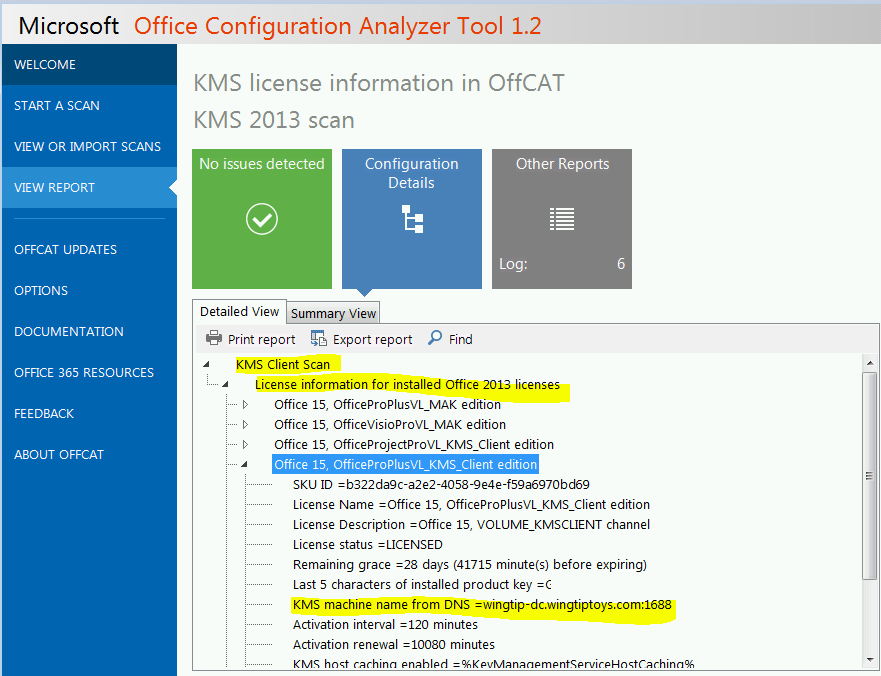
If you need a report of the KMS activation history for the client or details on status of the Office client license, click **Show a report with KMS client activation history or license details** on the **KMS client** page in OffCAT.



Then, select one of the options in the **Select an option** drop-down and give your report a label. For example, the see information on all of the installed licenses for Office products, select **Display license information for installed licenses** in the Option drop-down.



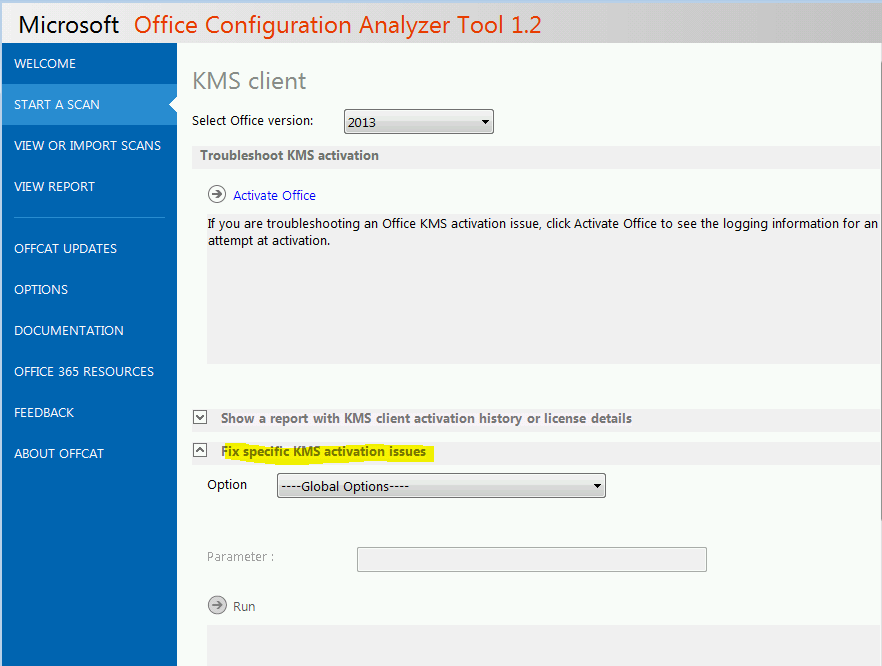
Finally, click **Generate report**. The results are then displayed in a typical OffCAT ‘report’ like fashion.



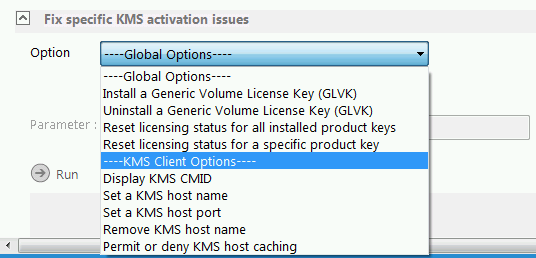
## Advanced KMS activation configuration

**NOTE**: The options discussed in this section are advanced options for KMS activation. Please make sure you fully understand the ramifications of each option before you select it.

OffCAT also includes advanced configuration capabilities for KMS activation. To display this functionality, click **Fix specific KMS activation** issues on the **KMS client** page.



Click the **Global Options** drop-down to see the list of available configuration options.



Essentially, these options provide the same functionality that are available with the Ospp.vbs script.

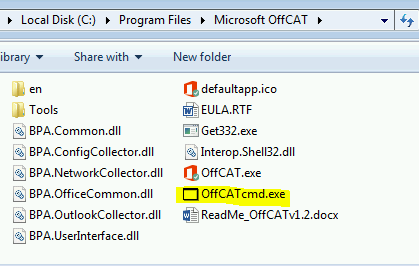
**Tip**: As these options are advanced options for KMS activation, please make sure you fully understand the ramifications of each option before you select it.

Here is a breakdown of these options and the equivalent switch used with Ospp.vbs to achieve the same result.

| **OffCAT Option** | **Equivalent  Ospp.vbs or Slmgr.vbs switch** | **Notes** |
| --- | --- | --- |
| Install a Generic Volume License Key (GLVK) | **Ospp.vbs /inpkey:<GVLK key>** | <*GVLK key*> is the Generic Volume License Key (GVLK) for your version and edition of Microsoft Office. You can determine the GVLK key to use based on the keys provided in the tables at the bottom of the following articles:  [Troubleshoot volume activation for Office 2013](http://technet.microsoft.com/en-us/library/ee624355(v=office.15).aspx)  [Troubleshoot volume activation for Office 2010](http://technet.microsoft.com/en-us/library/ee624355(v=office.14).aspx) |
| Uninstall a Generic Volume License Key (GVLK) | **Ospp.vbs /unpkey:<value>** | Uninstall an installed product key with user-provided partial product key <value>.  The partial product key (‘last 5 characters of an installed product key’) you enter can be obtained by using the /dstatus switch with Ospp.vbs or by selecting **Display license information for installed product keys** under **Show a report with KMS client activation history or license details** on the **KMS client** screen in OffCAT. |
| Reset licensing status for all installed product keys | **Ospp.vbs /rearm**  (Note, for Office 2010, Ospp.vbs does not support this switch. You have to use Ospprearm.exe directly) | Reset the licensing status of all installed Office product keys.  Make sure to read the following articles first:  [Rearm the Office 2013 installation](http://technet.microsoft.com/en-us/library/dn385362(v=office.15).aspx)  [Rearm the Office 2010 installation](http://technet.microsoft.com/en-us/library/ee624357(v=office.14).aspx#section4) |
| Reset licensing status for a specific product key | **Ospp.vbs  /rearm <SKUID>**  (Note, for Office 2010, Ospp.vbs does not support this switch. You have to use Ospprearm.exe directly) | Resets the licensing status of Office for the specified <**SKUID>**.  OffCAT prompts you for a SKUID value when you select this option. You can find the SKUID value by first selecting **Display license information for installed product keys** under **Show a report with KMS client activation history or license details** on the **KMS client** screen in OffCAT. The **SKU ID** value shown in the report is the value you can use with the **Reset licensing status for a specific product key** option.  Make sure to read the following articles first:  [Rearm the Office 2013 installation](http://technet.microsoft.com/en-us/library/dn385362(v=office.15).aspx)  [Rearm the Office 2010 installation](http://technet.microsoft.com/en-us/library/ee624357(v=office.14).aspx#section4) |
| Display KMS CMID | **Ospp.vbs /dcmid** | Display the KMS client machine ID (CMID) |
| Set a KMS host name | **Ospp.vbs /sethst:<hostname>** | Configure the specified KMS host name <*hostname*> to be used for KMS client activation. The KMS host name is written to the client registry.  **Tip**: use the **Remove KMS host name** option if you need to remove this information from the registry. |
| Set a KMS host port | **Ospp.vbs /sethst:<port#>** | Configure the specified port number <*port#>* to be used by the KMS client when attempting KMS client activation with your KMS host. The port number is written to the client registry.  **Tip**: use the **Remove KMS host name** option if you need to remove this information from the registry. |
| Remove KMS host name | **Ospp.vbs /remhst** | Remove the KMS host name and port number from the client registry (if it exists). |
| Permit or deny KMS host caching | **Ospp.vbs /cachst:<value>** | Allow or deny KMS host name caching on the KMS client. Enter either *TRUE* (allow) or *FALSE* (deny) when you use this option in OffCAT. |

# Generating a Scan using the Command-line version of OffCAT

Whether you install OffCAT using the OffCAT.msi file or you extract the files from the OffCAT.zip file, a command-line version of OffCAT (**OffCATcmd.exe**) is included in the folder in which you installed OffCAT (by default, the **\Program Files\Microsoft OffCAT** folder for OffCAT.msi).



The command-line version of OffCAT is useful in situations where administrators need to remotely run OffCAT on several machines in their organization.

This can be done, for example, by incorporating the following actions in a logon script:

1. Copy all of the OffCAT files (*except OffCAT.exe*) to the target computer.
2. Launch OffCATcmd.exe.
3. Scan the specified Office program and version using command-line switches for OffCATcmd.exe.
4. Save the scan report file to a network share.

## Running OffCATcmd.exe

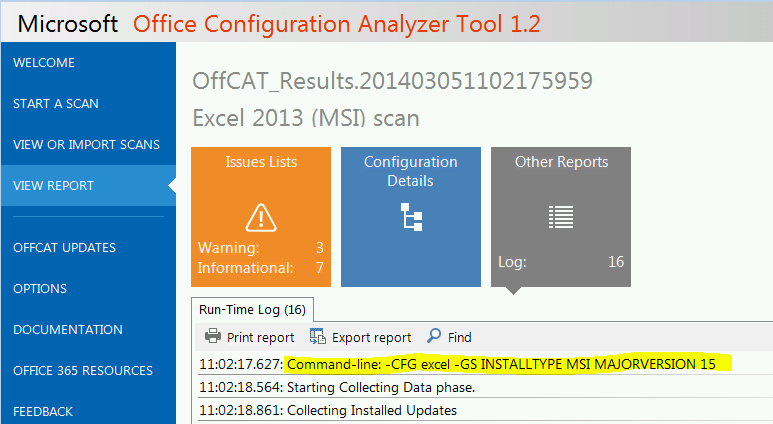
The following steps can be used with OffCATcmd.exe to run an OffCAT scan without any user interface.

1. Install OffCAT on *any* computer (or download and extract the files from OffCAT.zip).
2. Copy all of the files (except OffCAT.exe) in the \**Microsoft OffCAT** folder to the computer on which you will be running **OffCATcmd.exe**.
3. Open a command-prompt.
4. In the command-prompt window, navigate to the folder in which you copied the OffCAT files.
5. Run OffCATcmd.exe using one or more of the switches discussed in the **Switches for OffCATcmd.exe** section below.

**Tip:** If you are in an organization where this needs to be performed on multiple computers, you can write a script that automates the above steps.

### Switches for OffCATcmd.exe

To help you get started with the command-line switches available in OffCAT (v1.1), perform a scan using OffCAT.exe and then examine the **Command-line** listed under **Other Reports** in the scan results.

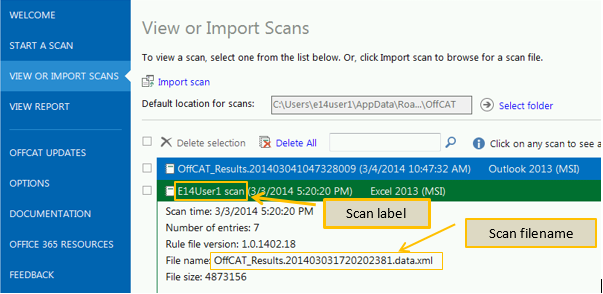


This is a simple way to learn the basic structure of the command-line switches.

The following list includes the currently available switches you can use to control OffCATcmd.exe.

**-l** <*label*>

The -**l** switch is used to specify a *label* for the OffCAT report. The label is independent of the filename for the output file and is used in the OffCAT user interface to help you better identify one scan among several scans.



**-dat** <*path and filename*>

Use the -dat switch to specify the path and filename for the output (.xml) file generated by OffCAT. If the -dat switch is not used, the output file is created in the same folder location as the full-UI version of OffCAT (%AppData%\Microsoft\OffCAT).

**-cfg** <*Office program*>

If you are using Offcatcmd.exe to scan an Office program, you must use the -**cfg** switch to specify the Office program that is going to be scanned. The following is the current list of available values you can use with the -cfg switch:

Access

Excel

InfoPath

OneNote

Outlook

Powerpoint

Publisher

Visio

Word

**Important**: Doing an ‘All’ scan with OffCATcmd.exe is not supported. If you need to scan all of the Office programs, please create a script that scans each program using a looping procedure in the script. You would just need to reference a different parameter –cfg switch each time through the loop. The is essentially how OffCAT.exe performs an ‘All’ scan.

**-gs** <*global substitution values*>

The **-gs** switch provides control over two important parameters that need to be used on computers where you have more than one version of Office installed.

**Tip**: If you only have one version of Office installed on a computer, you do not have to use the -gs switch.

* **MajorVersion**

The MajorVersion parameter of the -gs switch controls the version of the Office program you want scanned. You can use the following values for MajorVersion.

| Value for MajorVersion | Office program version to be scanned |
| --- | --- |
| 15 | Office 2013 programs |
| 14 | Office 2010 programs |
| 12 | Office 2007 programs |
| 11 | Office 2003 programs |

* **InstallType**

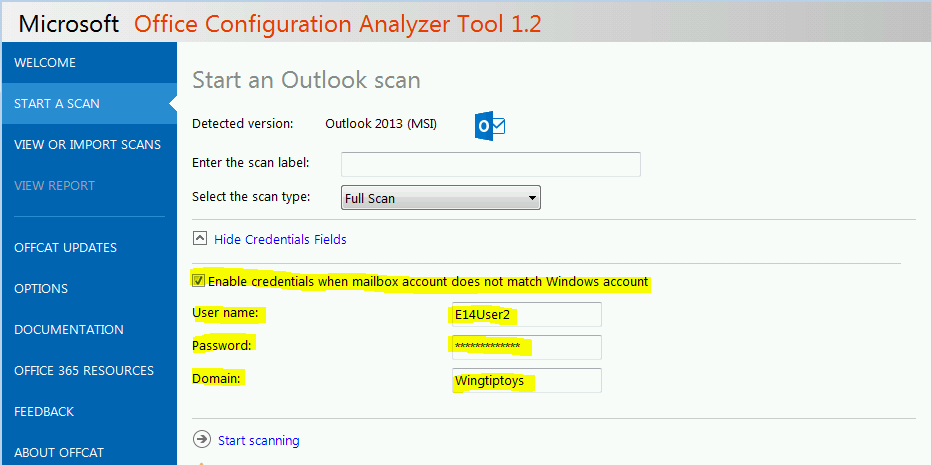
The InstallType parameter is used to specify the method used to install the version of Office being scanned. You can use the following values for InstallType.

| Value for InstallType | Method of Office installation |
| --- | --- |
| MSI | .msi file (most common for Office 2010 and earlier versions) |
| ClickToRun | Click-to-run (most common for non-enterprise Office 2013 consumers) |

Having multiple Office versions installed on a computer will be more common when you install the Click-to-run version of Office 2013. Click-to-run versions of Office 2013 do not remove previous versions of Office.

**-u** <*context*>

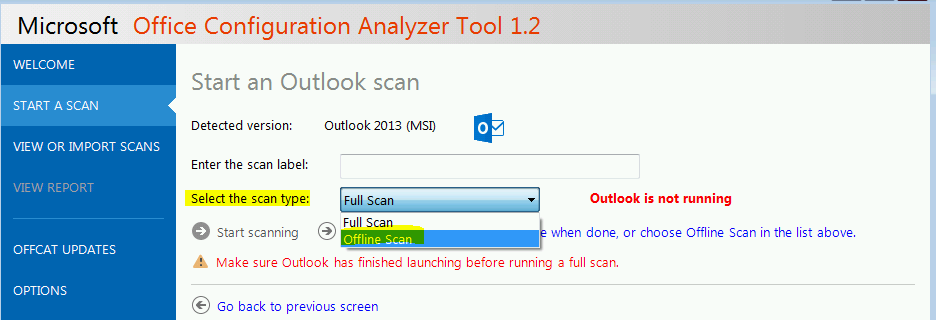
The **-u** switch is used when you need to specify domain credentials for an Outlook scan. This is equivalent to specifying credentials in the OffCAT interface when the mailbox account does not match the currently logged on Windows account.



**Note**: The -u switch can only be used for Outlook scans.

**-r** <option>

Use the -r switch to specify either a *Full* scan or an *Offline* scan for Outlook. If you do not use the -r switch a *Full* scan is performed. This is the same option available on the **Start an Outlook** **scan** screen.



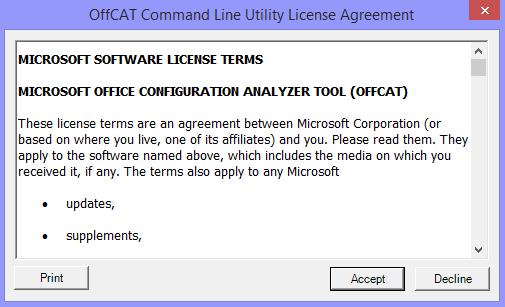
**Note**: The -r switch can only be used if you are scanning Outlook

**-ND**

When you use the –ND switch, OffCATcmd.exe does not try to download updated rule files.

**-AE**

If you have not yet accepted the OffCAT license agreement (starting OffCAT.exe), you will see the following prompt if you use OffCATcmd.exe without the –AE switch.



In this case, you will want to use the –AE switch with OffCATcmd.exe to keep OffCATcmd.exe running without user intervention.

**Important**: Review the **EULA.rtf** file that is found in the same folder as OffCATcmd.exe before you scan machines using OffCATcmd.exe.

**-?**

The **-?** switch is used to output the list of all switches available with OffCATcmd.exe, as in the following example:

C:\Users\TestUser>"C:\OffCAT\OffCATcmd.exe" -?

Usage: C:\OffCAT\OffCATcmd.exe [<options>]

Options:

-dat <file> Write the output data to <file>. The default is

output.<label>.<timestamp>.xml in the OffCAT output directory.

-l <label> Specify a <label> in the output.

-u <context> [<domain>\]<user> (<password>|\*) ...

Provides separate credentials per context.

-r <option> [=<value>][,...]

Restrict the collection/analysis to include the specified

restriction. The default is "" (full scan), for an offline scan

pass "Offline Scan".

-cfg <application>

Specify the Office application to scan.

-gs MAJORVERSION <version> INSTALLTYPE <installation type>

Specify the version of the Office application to scan

(11 for 2003, 12 for 2007, 14 for 2010, 15 for 2013)

and the installation type (MSI or ClickToRun).

-? Display this information.

Example: OffCATcmd.exe -dat output.xml -u ADLOGON Domain\administrator P@ssw0rd -cfg outlook -gs MAJORVERSION 14 INSTALLTYPE MSI

Example: OffCATcmd.exe -dat output.xml -l "New Offline Scan" -r "offline scan" -cfg outlook -gs MAJORVERSION 14 INSTALLTYPE MSI

Example: OffCATcmd.exe -dat output.xml -l "New Word 2010 Scan" -cfg word   
-gs MAJORVERSION 14 INSTALLTYPE MSI

Example: OffCATcmd.exe -dat output.xml -l "New Excel 2013 C2R Scan" -cfg   
excel -gs MAJORVERSION 15 INSTALLTYPE ClickToRun

Valid restrictions options:

"Offline Scan" (only valid for Outlook)

Valid security contexts:

ADLOGON (only valid for Outlook)

#### Examples:

Here are some examples of switches you might find useful when using OffCATcmd.exe.

* **Scan Word 2013 (from an Office 2013 Click-to-run install) using a custom label and custom output location.**

*Example machine configuration*: Office 2013 Click-to-run installed (no other Office versions installed)

The report will have a custom label of "*example 1*" and the output file will be created as *Example1-Test.xml* in the *C:\offcatfiles* folder.

Offcatcmd.exe -**dat** "C:\offcatfiles\Example1-Test.xml" -**l** "example 1"

-**cfg** Word

Result:

18:35:32.118: Starting Collecting Data phase

18:39:22.119: Scan type: Full Scan.

18:35:33.948: Completed Collecting Data phase.

18:35:36.778: Starting Postprocessing Rules phase.

18:35:40.639: Completed Postprocessing Rules phase.

18:35:43.325: Saving data to file c:\offcatfiles\Example1-Test.xml

* **Scan Excel 2010 using a custom label and custom output location**.

*Example machine configuration*: Both Office 2013 Click-to-run and Office 2010 are installed

The report will have a custom label of "*example 2*" and the output file will be created as *Example2-Test.xml* in the *C:\offcatfiles* folder.

Offcatcmd.exe -**dat** "C:\offcatfiles\Example2-Test.xml" -**l** "example 2"

-**cfg** Excel -**gs** **MajorVersion** 14 **InstallType** msi

Result:

18:35:32.118: Starting Collecting Data phase

18:39:22.119: Scan type: Full Scan.

18:35:33.948: Completed Collecting Data phase.

18:35:36.778: Starting Postprocessing Rules phase.

18:35:40.639: Completed Postprocessing Rules phase.

18:35:43.325: Saving data to file c:\offcatfiles\Example2-Test.xml

* **Run an *Offline* scan for Outlook 2010.**

*Example machine configuration*: Office 2010 installed (no other Office versions installed)

The report will have a custom label of "*example 3*" and the output file will be created in the *default folder* location (%AppData%\Microsoft\OffCAT) using the default filename.

Offcatcmd.exe -**l** "example 3" -**r** "offline scan" -**cfg** Outlook

Result:

18:39:24.676: Starting Collecting Data phase.

18:39:24.692: Scan type: Offline Scan.

18:39:34.400: Completed Collecting Data phase.

18:39:34.510: Starting Postprocessing Rules phase.

18:39:34.540: Completed Postprocessing Rules phase.

18:39:34.660: Saving data to file C:\Users\administrator\AppData\Roaming\Microsoft\OffCAT\

OffCAT\_Results.example 3.201206011839212912.data.xml

* **Run a *Full* scan for Outlook 2013, using credentials for someone other than the logged on user**.

*Machine configuration*: Both Office 2013 (msi) and Office 2010 installed (msi)

The report will use the *default label* and *default file location*. The credentials for *Contoso\User1* will be used instead of the currently logged on user's credentials.

Offcatcmd.exe -**u** **ADLOGON** Contoso\User1 P@ssw0rd -**cfg** Outlook   
-**gs** **MajorVersion** 15 **InstallType** msi

Result:

18:49:38.070: Starting Collecting Data phase

18:49:38.080: Scan type: Full Scan.

18:52:08.932: Completed Collecting Data phase.

18:52:11.741: Starting Postprocessing Rules phase.

18:52:15.471: Completed Postprocessing Rules phase.

18:52:18.025: Saving data to file C:\Users\Administrator\AppData\Roaming\Microsoft\OffCAT\

OffCAT\_Results.201206011849348824.data.xml

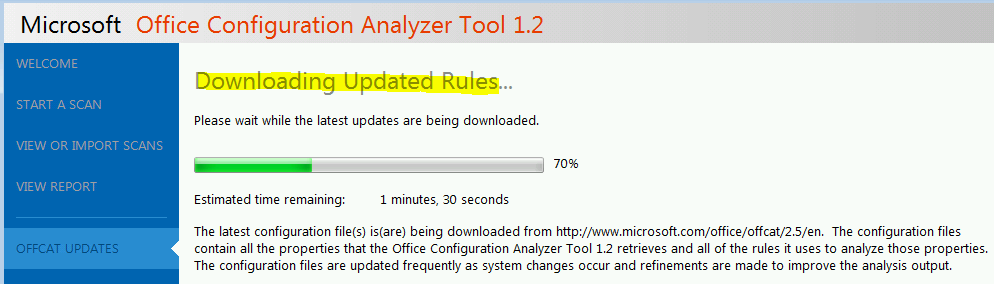
# Additional details on automatic rule and application updating

When you launch OffCAT, the default configuration in OffCAT v1.2 will check to see if new detection rules or application files are available.

If OffCAT is configured with default settings, it will check for rule and application updates when you start OffCAT. When it is checking for these updates, the 'Checking for Updates' page is displayed with a progress bar. The URL it is checking is also listed on the page. There is also a 'Cancel this check' link on the page so you can cancel the check for updates.

This figure shows a progress bar while OffCAT checks for updates.

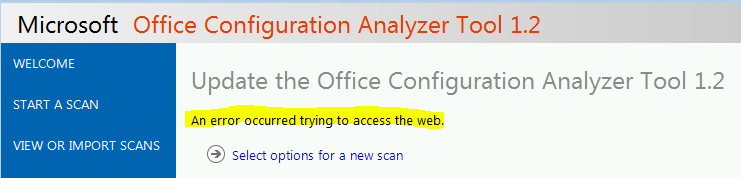
If an update is available, the default OffCAT configuration behavior is to download and update your local rule files.



If you do not have access to the Internet or OffCAT is unable to access the Internet location where the updated files reside, OffCAT will display the following error after the update check finishes.

*An error occurred trying to access the web.*

This error is shown in the following figure.



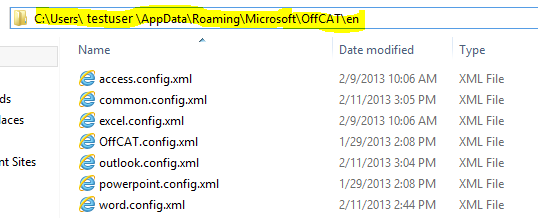
Note, the above error is only shown if you have the ‘**When updated rule files are available, install without prompting’** option is disabled.

## Rule file locations (<*application*>.config.xml file)

When you download an updated version of the detect rule files, OffCAT will copy the updated **<*application*>.config.xml** file(s) to the **\%AppData%\Microsoft\OffCAT\En** folder if both of the following conditions are true:

* You are using Windows 7 or Windows 8
* You installed OffCAT (using OffCAT.msi) into the default folder (**\Program Files\Microsoft OffCAT**)

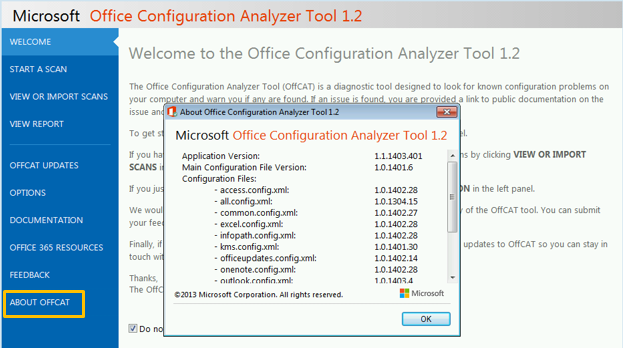
This occurs because of the special security considerations given to the **\Program Files** folder on Windows 7 and Windows 8. The following figures shows updated configuration rule files in **\%AppData%\Microsoft\OffCAT\En** folder from a Windows 8 client.



If you are using Windows XP, or you installed OffCAT on Window 7 (or Windows 8) to a folder that is not a subfolder of **\Program Files**, the updated rules file is copied into the **\En** subfolder of your OffCAT installation folder.

### OffCAT detection rule file versions

You can determine the version of the rules file by click About OffCAT in the left panel. The dialog box shown in the following figure will be displayed with all the rule files and their versions.



### Automatic rules file update for the command-line version of OffCAT

The command-line version of OffCAT will also check to see if updated *rule* files are available, and if so, automatically download and use the updated *rule* files.

## Application Updates

If an application update is available, then you will see one of the following prompts when you start OffCAT (with automatic updating enabled) or when you manually check for updates. The prompt you see depends on the method you used to put OffCAT on your computer.

### OffCAT installed from .msi file

If you installed OffCAT using the .msi file from the Microsoft Download site, you will see the following prompt if a newer version of OffCAT is available for download.

*A new version of the tool has been found. The Microsoft Office Configuration Analyzer Tool <build number>*

* *Exit the tool so you can manually install the update from …*
* *Update the tool in place (you will need to restart the tool when this completes)*
* *Continue without making any updates.*

To update OffCAT, click **Update the tool in place (you will need to restart the tool when this completes)**, and then follow the instructions as they are provided during the OffCAT installation.

After the update is finished, start OffCAT.

**Note**: The automatic *application* update does not occur if you are using the command-line version of OffCAT (OffCATcmd.exe).

### OffCAT from the .zip download

If you put OffCAT on your computer using the .zip file from the Microsoft Download site, you will see the following prompt if a newer version of OffCAT is available for download.

*A new version of the tool has been found and you can replace your files with the updated files. Microsoft Office Configuration Analyzer Tool <build number>*

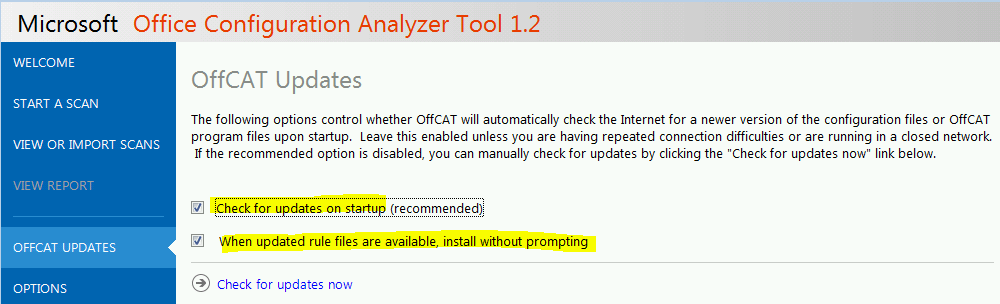
* *Exit the tool so you can manually download the updated files from the Microsoft Download site*
* *Continue without making any updates*

In this situation, use the following steps to update OffCAT on your computer.

1. Exit OffCAT if it is running.
2. Go to the Microsoft Download site for OffCAT ([Download page for OffCAT](http://www.microsoft.com/en-us/download/details.aspx?id=36852)).
3. Download the OffCAT.zip file from the site to your computer.
4. Extract the files from the .zip file to a folder on your computer.
5. Run OffCAT.exe from this new folder.

## Configuring OffCAT Automatic Update Settings

OffCAT automatic update settings can be viewed and modified by clicking **OffCAT** **Updates** in the left panel of the OffCAT window.



The following options are available on the **OffCAT** **Updates** page.

* **Check for updates on startup (recommended)**

This option is enabled in the default OffCAT configuration as we feel the latest files and detection rules will give you the most updated report on your Office configuration.

If you do not want OffCAT to automatically check for updates when you start OffCAT, select the click to clear the **Check for updates on startup** option. If you have this option enabled, you can manually check for updates by clicking **Check for updates** **now** on the **OffCAT** **Updates** page.

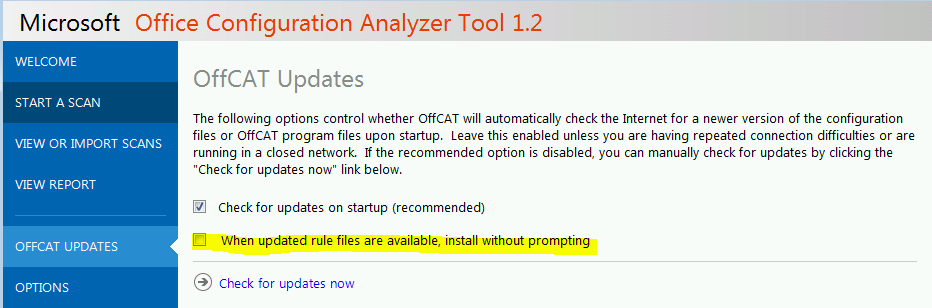
This figure shows the 'Check for updates on startup (recommended)' option unchecked on the'OffCAT Updates' screen. This is a non-default configuration.

The 'check for updates now' link is also highlighted in this figure.

* **When updated rule files are available, install without prompting**

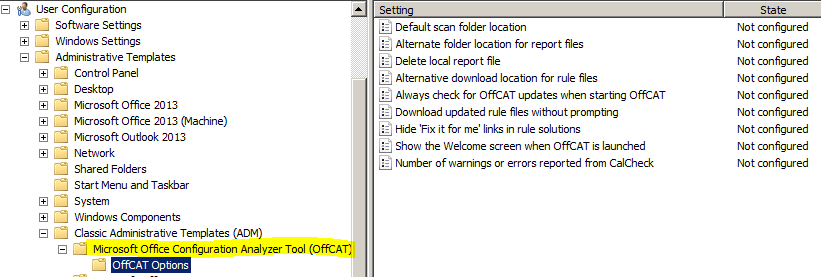
This option is also enabled in the default OffCAT configuration to simplify the rule file update process.

If you want to see a prompt to install updated rule file after they have already been downloaded (either automatically or manually), click to clear the **When updated rule files are available, install without prompting** option.



# How to administer OffCAT settings using group policy

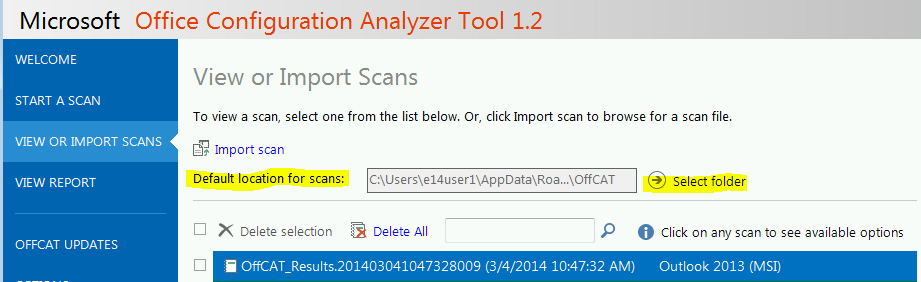
Some of the user-configurable settings in OffCAT can be managed by group policy so administrators can control these settings on behalf of users. To configure OffCAT settings through group policy, download the group policy template ([**Offcatv12.adm**](http://go.microsoft.com/fwlink/?LinkId=286216)**)** from the page on the Microsoft Download site from where you downloaded OffCAT.msi (or OffCAT.zip). Then, import the Offcatv12.adm template into your group policy editor, as demonstrated in the following figure.



The following OffCAT settings can be configured using group policy.

## Default scan folder location

This policy setting corresponds with the ‘**Default location for scans’** setting on the **View or Import Scans** page in the OffCAT interface. Use it to specify a folder in which scan results are automatically saved.



This policy setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Policies\Microsoft\OffCAT  
**String**: **DataDirectory**  
**Value**: *folder path*

**Note 1**: The '**Default location for scans'** control will be disabled on the View or Import Scans page if the '**Delete local report file'** and '**Alternate folder location for report files**' policies are configured. In this situation, the 'Default scan location folder' policy is ignored (if configured) and scans will be saved to the folder specified by the 'Alternate folder location for report files' policy.

**Note 2**: This policy requires OffCAT v1.1 or later.

## Alternate folder location for report files

This setting does not have a corresponding setting in the OffCAT interface. It is used to specify an additional folder location in which scan results are automatically saved. With this policy enabled, scan result files are saved to the folder specified in the policy and they are also saved to the default %AppData%\Microsoft\OffCAT folder (or the folder specified by the '**Default location for scans'** setting).

If you want scan result files to only be saved to the folder specified by this policy, please also enable the **Delete local report file** policy (see next policy description).

The 'Alternate folder location for report files' policy setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Policies\Microsoft\OffCAT  
**String**: **AlternateDirectory**  
**Value**: *folder path*

**Note**: The '**Default location for scans'** control will be hidden on the Options page if the '**Delete local report file'** and '**Alternate folder location for report files**' policies are configured. In this situation, the 'Default scan folder location' policy is ignored (if configured) and scans will be saved to the folder specified by the 'Alternate folder location for report files' policy.

## Delete local report file

If enabled, this policy works in conjunction with the **Alternate folder location for report files** policy. If you specify an alternate folder location for report files using the **Alternate folder location for report files** policy and you do not want a report file to also be saved in the default folder location, then enable this policy (**Delete local report file**).

This policy setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Policies\Microsoft\OffCAT  
**DWORD**: **DeleteLocalFile**  
**Value**: 1 = policy enabled; 0 or missing DWORD = policy disabled

**Note 1**: If you enable this policy without also enabling the **Alternate folder location for report files** policy, this policy is ignored because OffCAT needs to save at least one copy of the report file.

**Note 2**: The '**Default location for scans**'control will be disabled on the ‘View or Import Scans’ page if the '**Delete local report file'** and '**Alternate folder location for report files**' policies are configured. In this situation, the 'Default scan folder location' policy is ignored (if configured) and scans will be saved to the folder specified by the 'Alternate folder location for report files' policy.

If you enable this policy and you specify a folder location using the **Alternate folder location for report files** policy, OffCAT prevents the user from viewing the scan results. This user experience is shown in the following figure.

When you enable the 'Delete local file report' policy, OffCAT shows the following error on the Scanning Completed page:

'The scan has been moved by your administrator and cannot be viewed locally on your computer.'

The 'View a report of this configuration' and 'Export this scan' controls are also disabled on this page when this policy is enabled.

## Alternative download location for rule files

This setting does not have a corresponding setting in the OffCAT interface. It is used to specify a folder location in which scan results are automatically saved.

This policy allows you to specify an HTTP, UNC, or local file (not FTP) path to a folder containing the OffCAT rule files. If this policy is enabled, OffCAT will not look to the default Internet location on Microsoft.com for the latest rule files.

**Note 1**: The path specified must have a subfolder called 'En'.

However, do not include 'En' in the path used for the policy. For example, you could specify a UNC path like *\\server\share\OffCATrules* for this policy. In this example case, make sure the 'En' folder exists at *\\server\share\OffCATrules\En* before enabling this policy.

**Note 2**: The \En subfolder must contain all of the rule files for OffCAT.

Please see the complete list of rule files in the \En subfolder of an OffCAT installation.

**Note 3**: This feature is only for rule files.

OffCAT will never check for new binaries (.exe, .dll) in the specified path.

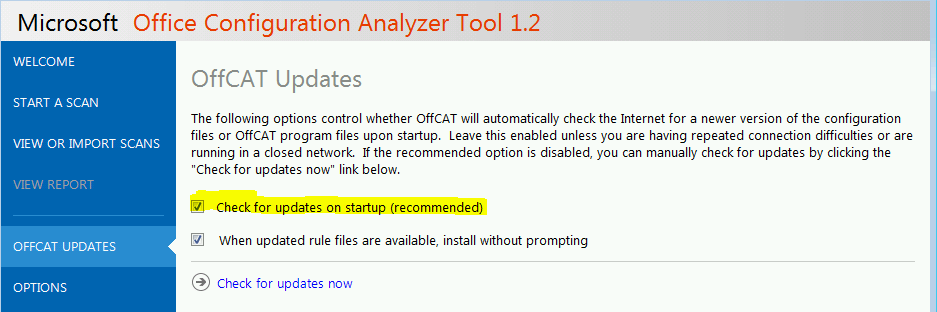
**Note 4**: This policy requires OffCAT v1.1 or later.

This policy setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Policies\Microsoft\OffCAT  
**String**: **DownloadURL**  
**Value**: *URL (HTTP, UNC, or local file path – Not FTP)*

## Always check for OffCAT updates when starting OffCAT

This policy setting controls the **Check for updates on startup (recommended)** option on the **OffCAT Updates** page in the OffCAT interface.



If this policy is enabled, OffCAT will always check for 'rule' file and 'application' file updates available from the Microsoft Download site, and users will not be able to turn *off* this option.

If you disable this policy, OffCAT will not automatically check for 'rule' file and 'application' file updates that may be available from the Microsoft Download site, and users will not be able to turn *on* this option. However, users will still be able to manually check for updates using the **Check for updates now** option on the OffCAT Updates page in the OffCAT interface.

If you 'disable' the 'Always check for OffCAT updates when starting OffCAT' policy, the 'Check for updates on startup' option is disabled and grayed out.

The 'Check for updates now' link is still a viable option as shown in this figure.

This policy setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Policies\Microsoft\OffCAT  
**DWORD**: **VersionCheckAlways**  
**Value**: 1 = policy/setting enabled; 0 = setting disabled

## Download updated rule files without prompting

This setting corresponds to the **When updated rule files are available, install without prompting** setting on the **OffCAT Updates** page in the OffCAT interface.

If you enable the 'Download updated rule files without prompting' policy, the 'When updated rule files are available, install without prompting' setting is enabled and grayed out on the OffCAT Updates screen.

The 'Check for updates now' link is still a viable option as shown in this figure.

Enable this policy to enable the this option and to prevent users from manually changing it.

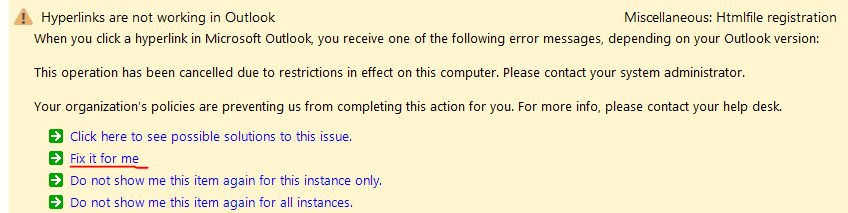
This policy setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Policies\Microsoft\OffCAT  
**DWORD**: **AutoDownloadConfigUpdate**  
**Values**: 1 = policy/setting enabled; 0 = setting disabled

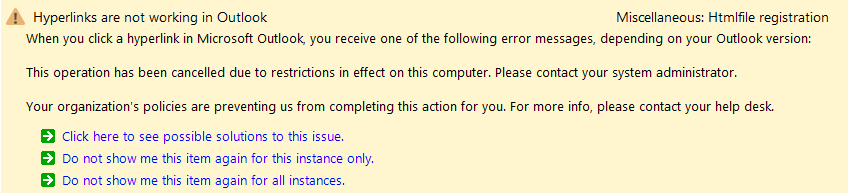
**Note**: This policy requires OffCAT v1.1 or later.

## Hide ‘Fix it for me’ links in rule solutions

By default, OffCAT shows a ‘Fix it for me’ link for issues where the public article on the issue also includes a Fix It solution. This is shown in the following figure when the **Hide ‘Fix it for me’ links in rule solutions** policy is not enabled:



This policy does not have a corresponding setting in the OffCAT interface, so enable this policy to hide the '**Fix it for me**' links. This is shown in the following figure when the policy is enabled:



This policy setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Policies\Microsoft\OffCAT  
**DWORD**: **DisableFixIt**  
**Value**: 1 = policy enabled, 0 or missing DWORD = policy disabled

**Note**: This policy requires OffCAT v1.1 or later.

## Show the Welcome screen when OffCAT is launched

Enable the **Show the Welcome screen when OffCAT is launched** policy if you want users to always see the Welcome screen when OffCAT is launched.

Enable the 'Show the Welcome screen when OffCAT is launched' policy if you want users to always see the Welcome screen when OffCAT is launched.

The ‘Do not show this screen on startup’ option is disabled when this policy is enabled, preventing users from changing this setting.

**Note**: The ‘Do not show this screen on startup’ option is disabled when this policy is enabled, preventing users from changing this setting.

If you prefer to have OffCAT display the **Scan** screen by default, then disable this policy.

Disable the 'Show the Welcome screen when OffCAT is launched' policy if you want users to be taken directly to the Scan screen when OffCAT is launched.

The 'Welcome' link in the left panel of OffCAT is still a viable link.

This policy setting is stored in the registry under the following data:

**Key**: HKEY\_CURRENT\_USER\Software\Policies\Microsoft\OffCAT  
**DWORD**: **ShowWelcome**  
**Value**: 1 = policy enabled; 0 = policy disabled

## Number of warnings or errors reported from CalCheck

By default, OffCAT displays up to 10 warnings and 10 errors from the issues found by CalCheck. Configure this policy to display more warnings and errors from CalCheck in the OffCAT report. The minimum value you can specify is 11 and the maximum value you can specify is 50.

This policy setting is stored in the registry under the following data:

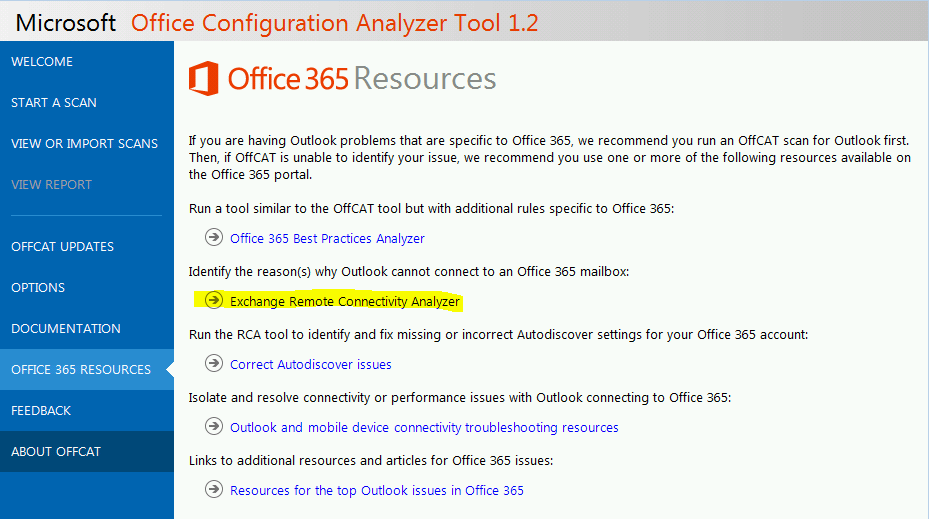
**Key**: HKEY\_CURRENT\_USER\Software\Policies\Microsoft\OffCAT  
**DWORD**: **MaxCalCheckProblems**  
**Value**: 11 <= *integer* <= 50

**Note 1**: Always check the **%temp%** folder for the **Calcheck.log** file after you run an OffCAT scan to see the complete results from CalCheck.

**Note 2**: This policy requires OffCAT v1.1 or later.

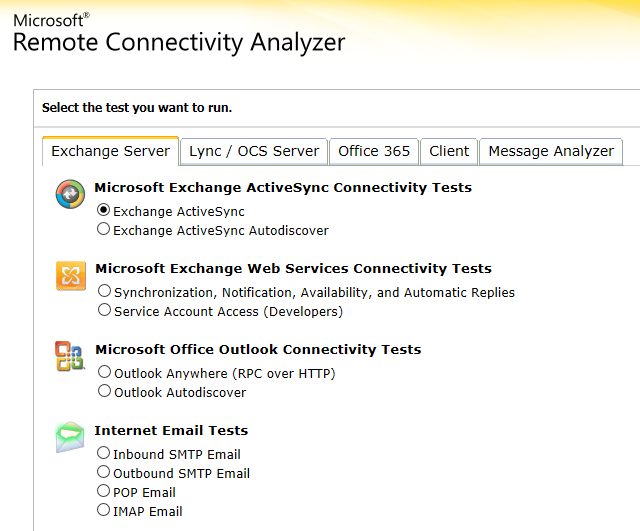
# Launching the Exchange Remote Connectivity Analyzer

For convenience, OffCAT provides a link to the **Exchange Remote Connectivity Analyzer** tool on the **Office 365 Resources** screen.



**Note**: The Exchange Remote Connectivity Analyzer tool can also be run against mailboxes that are not part of Office 365.

Click the [Exchange Remote Connectivity Analyzer](https://www.testexchangeconnectivity.com) link to browse to the Internet site for the Remote Connectivity Analyzer.



**Note**: There is no technical connection between OffCAT and the Remote Connectivity Analyzer tool. The link is provided as a convenience for you to troubleshoot issues that cannot be resolved by using the information that is generated in an OffCAT scan report.

# How to uninstall OffCAT

To uninstall OffCAT from a computer, follow these steps.

**Note:** These steps assume you installed OffCAT using the OffCAT.msi file. If you copied OffCAT.zip from the Microsoft Download Center, you can uninstall OffCAT simply by deleting the folder containing the OffCAT files.

**For Windows 8, Windows 7 and for Windows Vista**

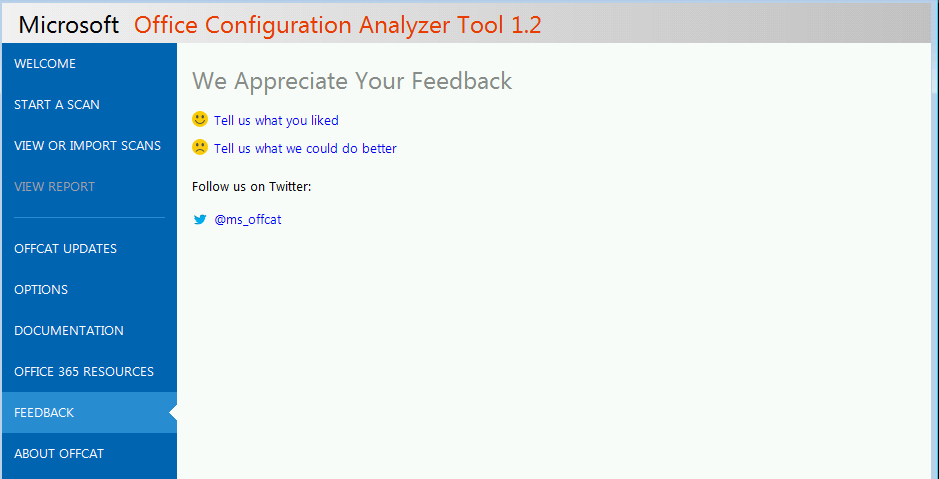
1. In Control Panel under **Programs**, select **Uninstall a program**.
2. In the list of currently installed programs, select **Microsoft Office Configuration Analyzer Tool**, and then click **Remove**.
3. Click **Yes** to confirm that you want to remove the program.

**For Windows XP**

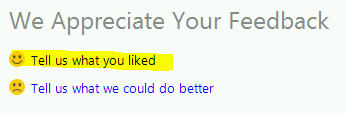
1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add or Remove Programs**.
3. In the list of currently installed programs, select **Microsoft Office Configuration Analyzer Tool**, and then click **Remove**.
4. Click **Yes** to confirm that you want to remove the program.

# How to submit feedback about OffCAT

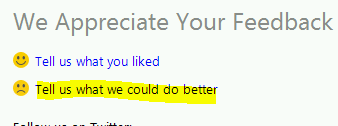
If you want to submit feedback or improvement suggestions for OffCAT, click the **Feedback** link in the left panel.



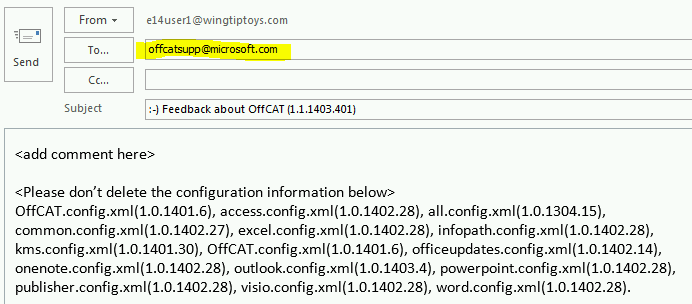
If you want to send us feedback on an OffCAT feature you liked, please click the **Tell us what you liked** link.



If you want to send us feedback on an OffCAT feature you did not like or you want to submit a product improvement suggestion, please click the **Tell us what we could do better** link.



When you click either link, a new email message is opened that is addressed to [OffCATsupp@microsoft.com](mailto:OffCATsupp@microsoft.com).



Please provide as many details as possible so we can give your request a thorough review.

**Note:** Please be aware that you may not be contacted after you submit feedback.

# Appendix 1: Upgrading from OCAT (Outlook Configuration Analyzer Tool)

**NOTE**: The Outlook Configuration Analyzer Tool was removed from the Microsoft Download site in July 2013. The information in this Appendix is included in this document in the event you still have OCAT installed on your computer.

If you have the Outlook Configuration Analyzer Tool (OCAT) on your computer, please uninstall it using the following steps.

**For Windows 8, Windows 7 and for Windows Vista**

1. In Control Panel under **Programs**, select **Uninstall a program**.
2. In the list of currently installed programs, select **Microsoft Outlook Configuration Analyzer Tool**, and then click **Remove**.
3. Click **Yes** to confirm that you want to remove the program.

**For Windows XP**

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add or Remove Programs**.
3. In the list of currently installed programs, select **Microsoft Outlook Configuration Analyzer Tool**, and then click **Remove**.
4. Click **Yes** to confirm that you want to remove the program.