



Deploying  
Microsoft 365 Apps and Books  
Through Addigy



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This guide will provide the necessary steps to remove the packaged version of Microsoft 365 and replace it with the App Store Version of Microsoft 365, using Apple Business Manager and Apps and Books through Addigy mobile device management (MDM). There are many benefits to acquire and maintain App Store apps via MDM, including silent updates and license revocation.

**Requirements:**

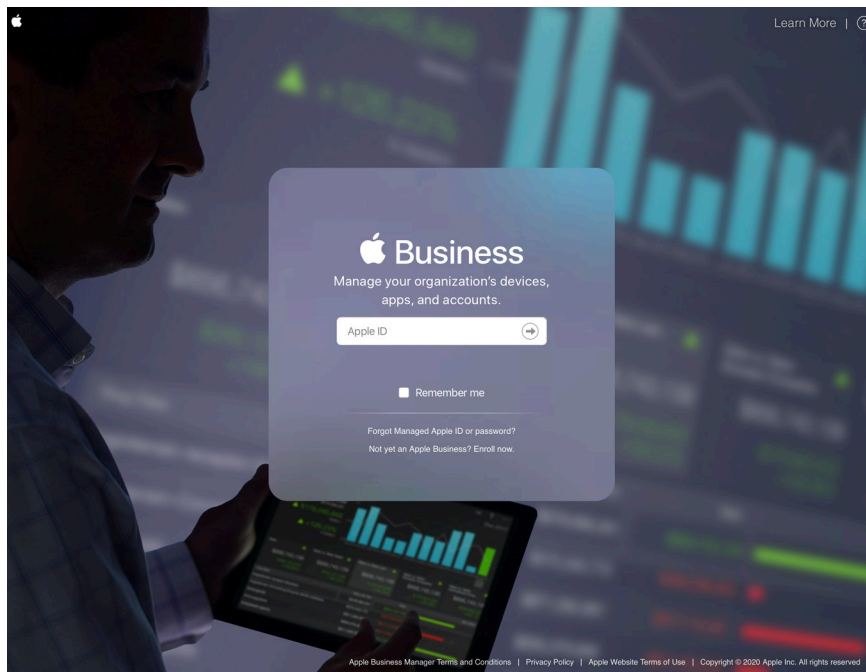
- Addigy subscription
- Apple Business Manager Account with Apps and Books Enabled
- APNs Push Certificate - See HCS White Paper for instructions:  
[https://hconline.com/images/MAID\\_APNS\\_user.pdf](https://hconline.com/images/MAID_APNS_user.pdf)
- Microsoft 365 Apps registered to Apps and Books Account
- Microsoft 365 Removal Package



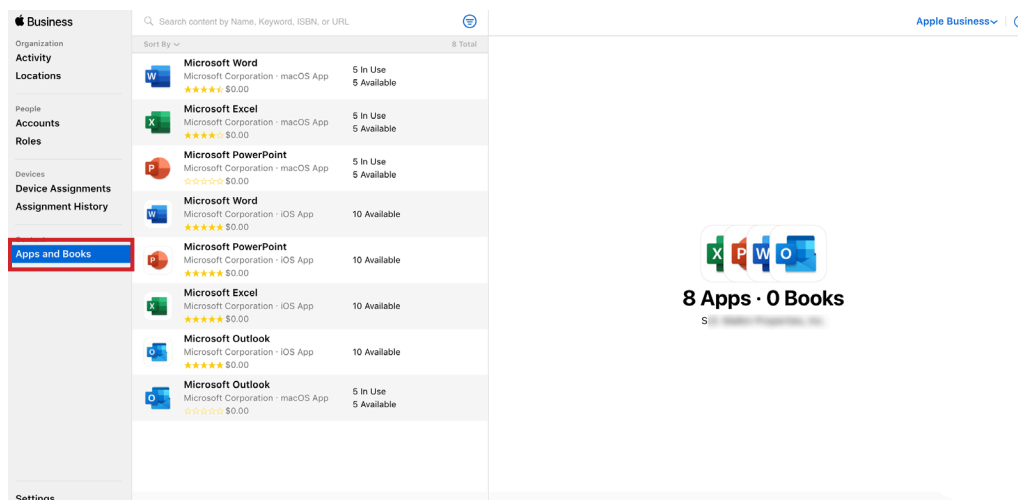
## Section 1: Purchase Microsoft 365 Apps in Apps and Books

An Apple Business Manager account that has the ability to purchase volume licenses of apps will be required. The steps below detail creating a Location in Apple Business Manager and creating a Content Manager account assigned to that location. A best practice would be to create a Content Manager account that has access to a specific location.

1. Open a new tab or window in your browser and navigate to <https://business.apple.com>.
2. Sign in.

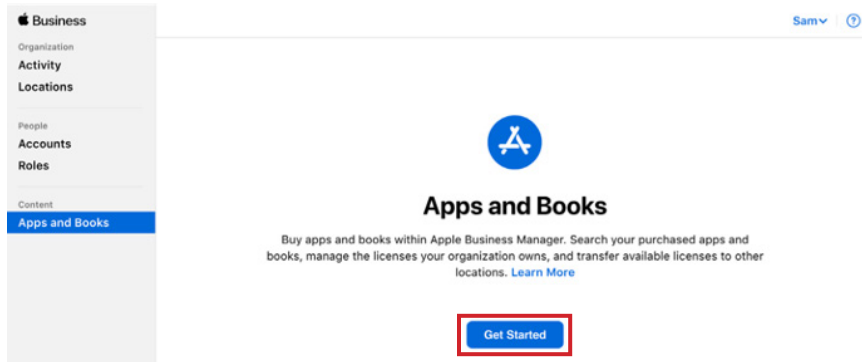


3. In the sidebar, click Apps and Books.

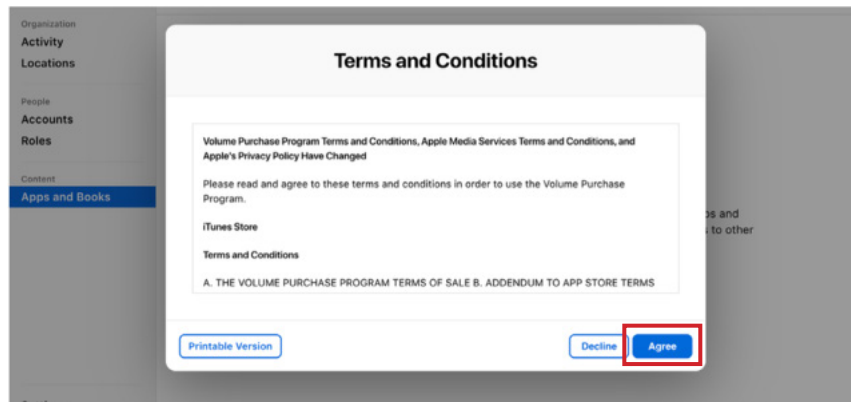




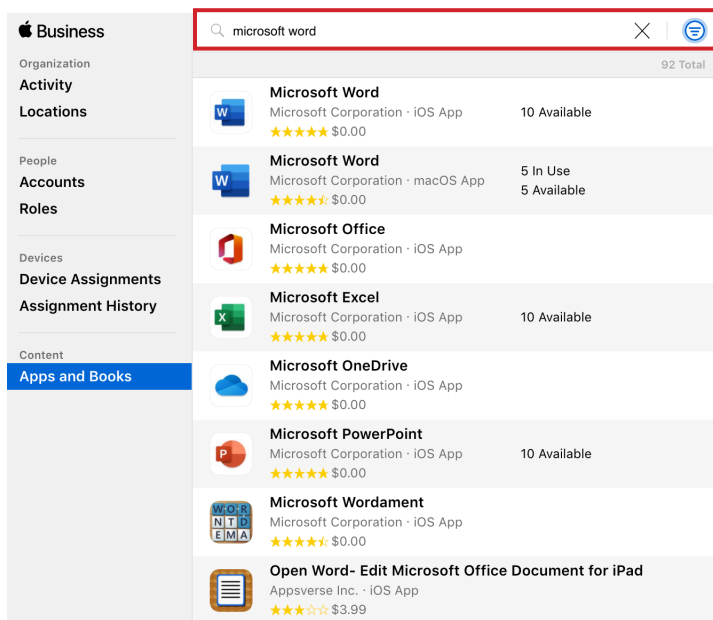
4. If this is your first time navigating here, you may need to click Get Started to begin purchasing apps.



5. (If necessary) Review the Terms and Conditions and click Agree.



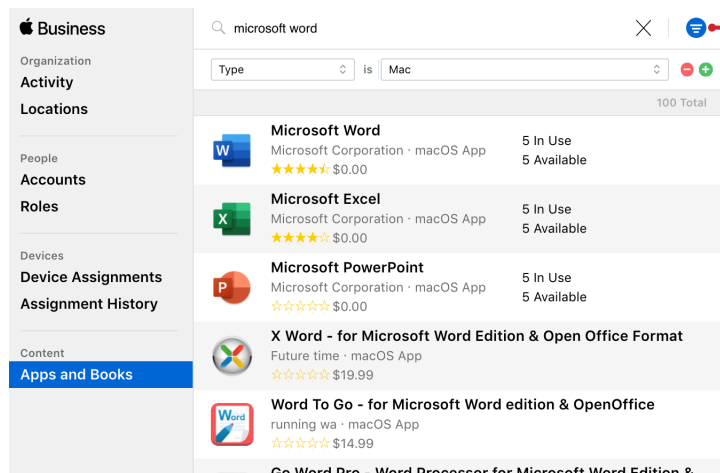
6. In the Search bar, enter "Microsoft Word" and press Return.



No apps or boo

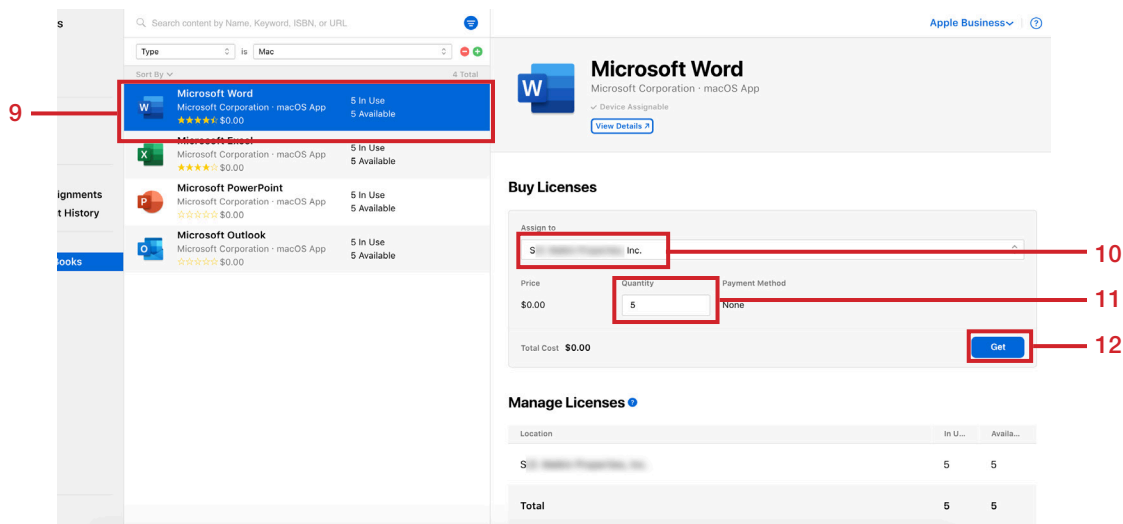


7. Next to the Search bar, click Filter (looks like three horizontal lines).
8. Click the Choose Type menu and choose Mac.



Click here to filter only macOS

9. In the search results list, select Microsoft Word.
10. Click the "Assign to" menu and choose your location.
11. In the Quantity field, enter a number. This guide uses 5 licenses as an example.
12. Click Get.





- After Apple processes the order, confirm that the number of available app licenses is displayed next to the app name.

The screenshot shows the 'Apps and Books' section of the Apple Business Manager interface. The left sidebar contains navigation options: Organization, Activity, Locations, People, Accounts, Roles, Devices, Device Assignments, Assignment History, Content, and Apps and Books (highlighted). The main content area displays a list of apps with search and sort options. The search bar contains 'Search content by Name, Keyword, ISBN, or URL'. The sort dropdown is set to 'Sort By'. The total number of items is '8 Total'. The list includes:

App Name	Platform	In Use	Available
Microsoft Word	macOS App	5 In Use	10 Available
Microsoft Excel	macOS App	5 In Use	5 Available
Microsoft PowerPoint	macOS App	5 In Use	5 Available
Microsoft Word	iOS App	10 Available	
Microsoft PowerPoint	iOS App	10 Available	
Microsoft Excel	iOS App	10 Available	
Microsoft Outlook	iOS App	10 Available	
Microsoft Outlook	macOS App	5 In Use	

- Repeat steps 5-9 for the remaining Microsoft 365 apps (Excel, Powerpoint, Outlook).
- After Apple processes your orders, confirm that the Apps and Books section displays all of the Microsoft 365 apps with the number of available licenses for each app.

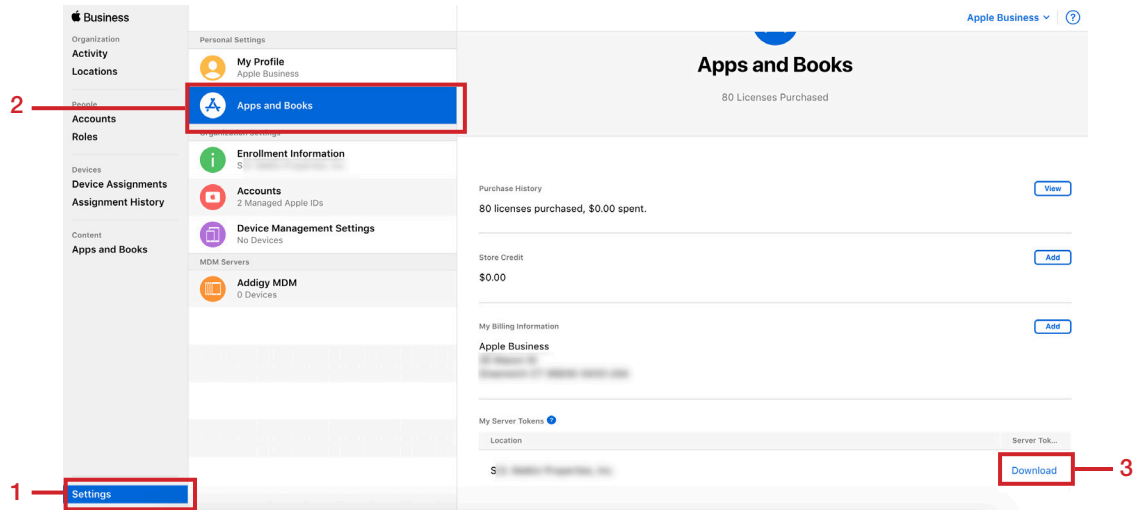
The screenshot shows the 'Apps and Books' section of the Apple Business Manager interface with filters applied. The left sidebar is the same as in the previous screenshot. The main content area shows search filters: 'Type' and 'is Mac'. The total number of items is '4 Total'. The list includes:

App Name	Platform	In Use	Available
Microsoft Word	macOS App	5 In Use	10 Available
Microsoft Excel	macOS App	5 In Use	10 Available
Microsoft PowerPoint	macOS App	5 In Use	10 Available
Microsoft Outlook	macOS App	5 In Use	5 Available

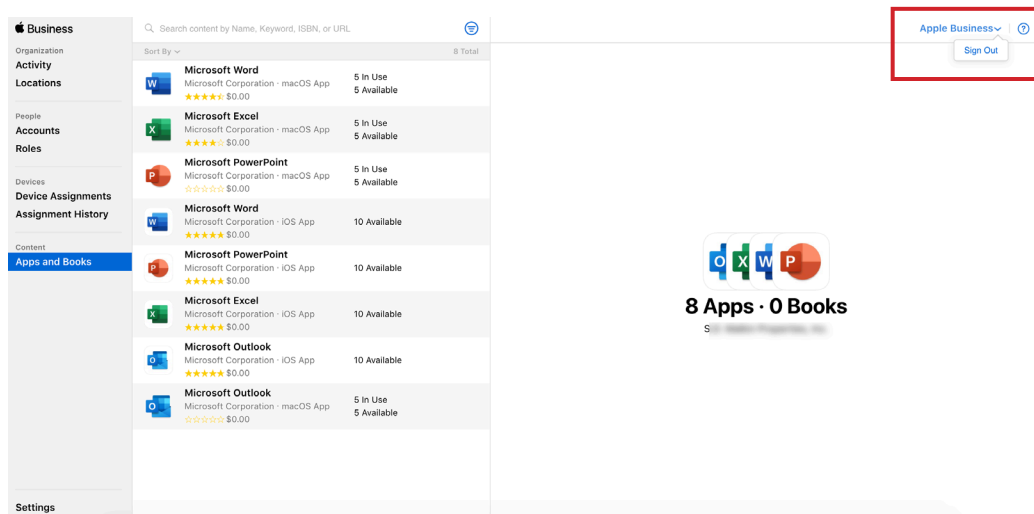


## Section 2: Connect Apps and Books with Addigy Policy

1. While still logged in at business.apple.com, in the lower-left corner, click Settings.
2. In the second column, under Personal Settings, click Apps and Books.
3. In the My Server Tokens section, next to your location, click Download. If your browser asks for permission to allow downloads from "vpp-app.itunes.apple.com," click Allow. By default, your browser downloads this file to your Downloads folder.



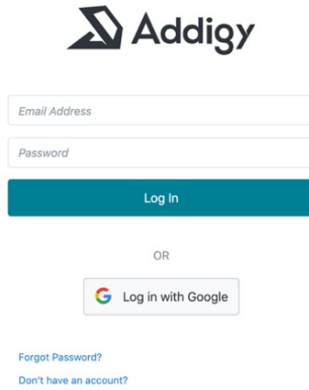
4. Sign Out of Apple Business Manager by clicking your name in the upper-right corner and choosing Sign Out.





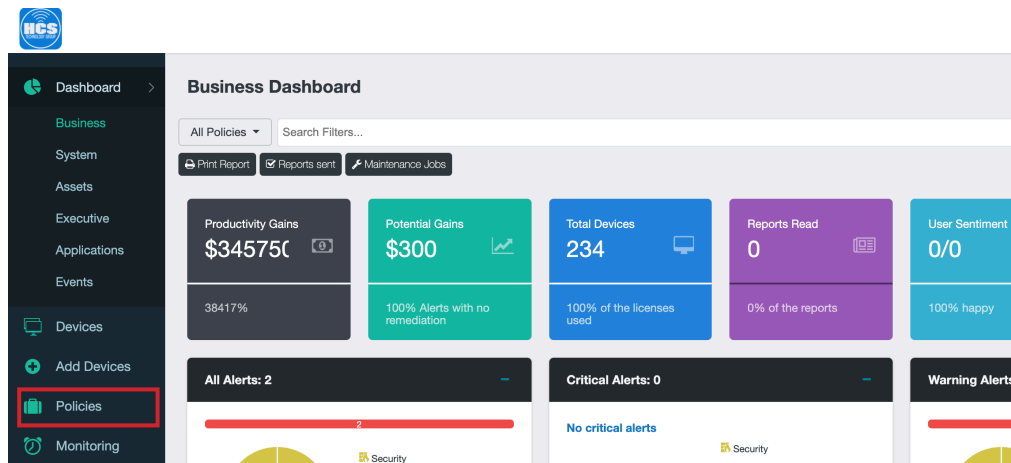


5. Open a new tab or window for <https://prod.addigy.com/login>.



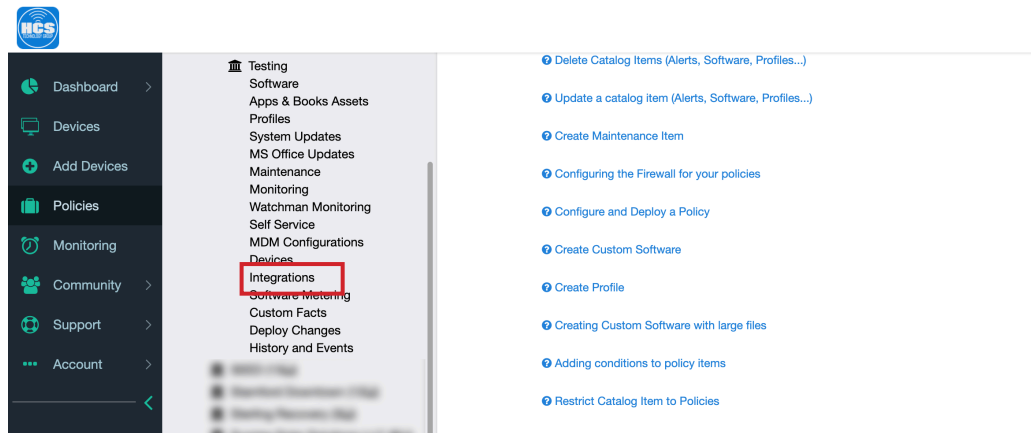
6. Use your Addigy administrator credentials to log in.

7. In the sidebar, click Policies.



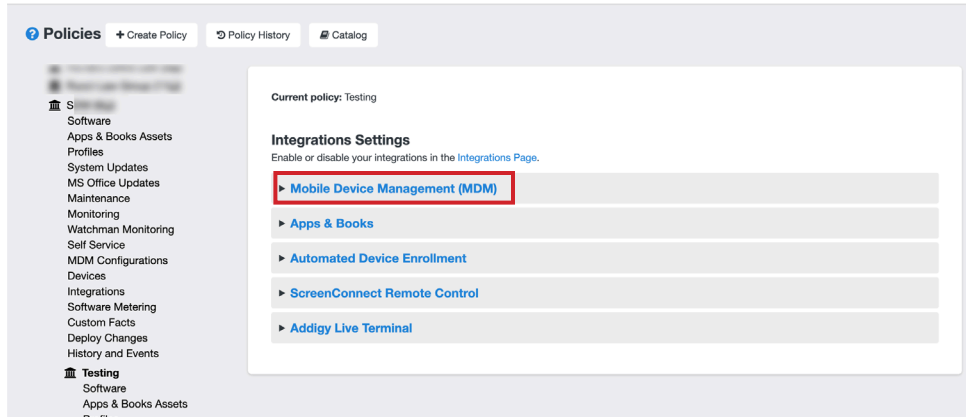
8. Navigate to your desired Policy.

9. Click Integrations.





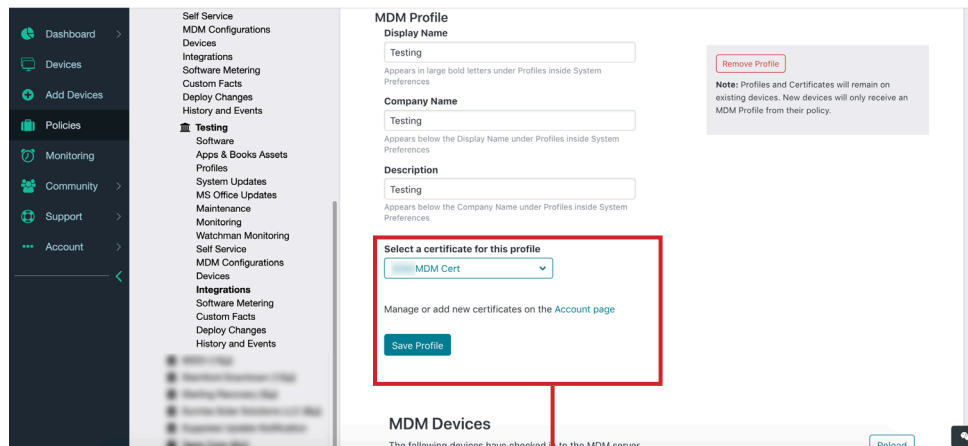
- Click Mobile Device Management (MDM) and fill out the appropriate details.  
NOTE: In order to import an Apps and Books token into an Addigy policy, the MDM integration must be configured first. MDM integration is beyond the scope of this guide.



- Click the “Select a certificate for this profile” menu, and choose the appropriate MDM certificate for this policy.

NOTE: MDM integrations require a push certificate from Apple. Creating push certificates is beyond the scope of this guide. Go to [Create a Managed Apple ID for APNS in Apple Business Manager/Apple School Manager](https://hconline.com/images/MAID_APNS_user.pdf) for more details.  
[https://hconline.com/images/MAID\\_APNS\\_user.pdf](https://hconline.com/images/MAID_APNS_user.pdf)

- Click Save Profile.



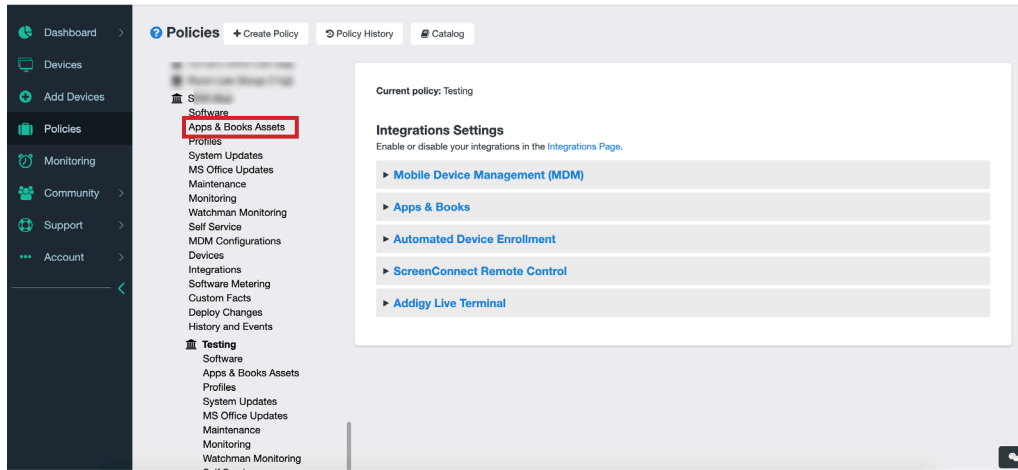
10 → **Select a certificate for this profile**  
MDM Cert

Manage or add new certificates on the [Account page](#)

11 → **Save Profile**



13. In the MDM section, click Apps & Books Assets.



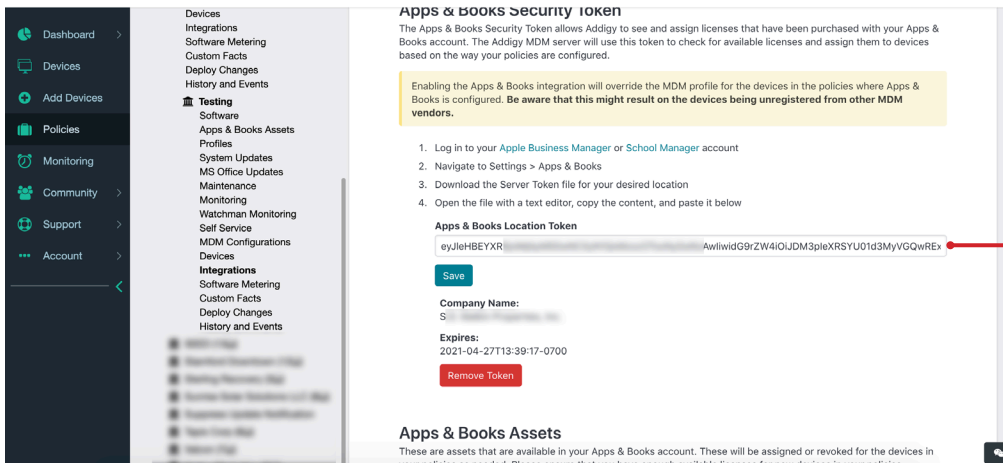
14. You will be prompted to copy the Apps & Books Token.

15. Open the saved token from Section 2-Step 3 in a text editor, such as TextEdit, to inspect the contents of the token.

```
eyJleHBeyXRlIjoimjAyMS0wNC0yN1QxMzozOToxNy0wNzAwIiwidG9rZW4iOiJDM3pleXRSYU01d3MyVGQwREx
```

16. Select the text of the token then press Command-C to copy the token text.

17. In the web browser, click the Apps & Books Location Token field, then press Command-V to paste the token text.



18. Click Save.





19. The Apps may take a few minutes to appear. Alternatively, you can click Scan Now to run a manual sync.

Enable or disable your integrations in the [Integrations Page](#).

Mobile Device Management (MDM)

Apps & Books

Save

Company Name: S

Expires: 2021-04-27T13:39:17-0700

Remove Token

**Apps & Books Assets**

These are assets that are available in your Apps & Books account. These will be assigned or revoked for the devices in your policies as needed. Please ensure that you have enough available licenses for new devices in your policies.

Last Sync: 2020-05-06T19:54:44.258Z Scan Now

Icon	Name	Kind	Version	Last Updated	Total	Assigned	Available	Retired
	Microsoft Word	mac-software	16.36	2020-04-27T20:48:10.036Z	10	5	5	0

20. Once the apps appear, navigate to Apps & Books Assets in the policy.

Dashboard > Policies > Create Policy > Policy History > Catalog

Current policy: Testing

**Apps & Books Assets**

These are the assets associated with the Apps & Books account linked to this policy. You can configure your Apps & Books account from the Integrations tab of this policy.

- These licenses will be assigned to the devices as needed.
- Licenses will be revoked from the devices if the Apps & Books asset is removed from the policy.
- Removing a device from a policy does not revoke the licenses assigned to it. Currently these have to be released as needed from the Apps & Books section of the integrations tab in the policy.
- Devices will only received Apps & Books assets that support the type of device. In other words, assets of type "iOS App" will not be installed on MacOS devices or vice versa.

Action	Name	Status	Auto Update	K...	Total...	Availabl...	Assign
<span>Add Asset</span>	Microsoft Word	In Policy	<input type="checkbox"/>	Ma...	10	5	5
<span>Add Asset</span>	Microsoft Excel	In Policy	<input type="checkbox"/>	Ma...	10	5	5
<span>Add Asset</span>	Microsoft PowerPoint	In Policy	<input type="checkbox"/>	Ma...	10	5	5
<span>Add Asset</span>	Microsoft Word	Not in Policy	<input type="checkbox"/>	iO...	10	10	0
<span>Add Asset</span>	Microsoft PowerPoint	Not in Policy	<input type="checkbox"/>	iO...	10	10	0
<span>Add Asset</span>	Microsoft Excel	Not in Policy	<input type="checkbox"/>	iO...	10	10	0

21. Verify the apps you have acquired in Apple Business Manager are display.

**Apps & Books Assets**

These are the assets associated with the Apps & Books account linked to this policy. You can configure your Apps & Books account from the Integrations tab of this policy.

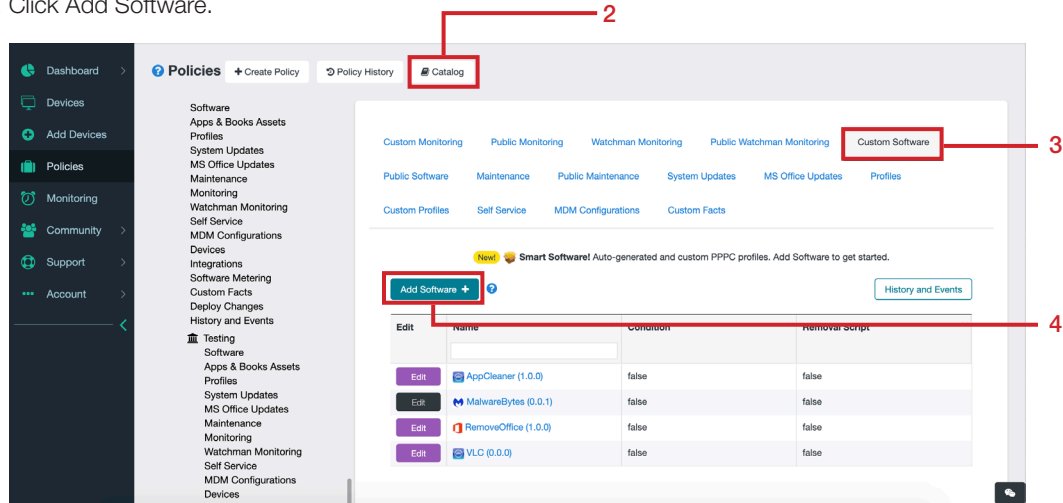
- These licenses will be assigned to the devices as needed.
- Licenses will be revoked from the devices if the Apps & Books asset is removed from the policy.
- Removing a device from a policy does not revoke the licenses assigned to it. Currently these have to be released as needed from the Apps & Books section of the integrations tab in the policy.
- Devices will only received Apps & Books assets that support the type of device. In other words, assets of type "iOS App" will not be installed on MacOS devices or vice versa.

Action	Name	Status	Auto Update	K...	Total...	Availabl...	Assign
<span>Add Asset</span>	Microsoft Word	Not in Policy	<input type="checkbox"/>	Ma...	10	5	5
<span>Add Asset</span>	Microsoft Excel	Not in Policy	<input type="checkbox"/>	Ma...	10	5	5
<span>Add Asset</span>	Microsoft PowerPoint	Not in Policy	<input type="checkbox"/>	Ma...	10	5	5
<span>Add Asset</span>	Microsoft Outlook	Not in Policy	<input type="checkbox"/>	Ma...	10	5	5



### Section 3: Upload Removal Tool

1. In a new web browser tab or window, download the Removal Tool from HCS website here:  
<https://hconline.com/images/pkg/RemoveOffice.zip>  
 NOTE: Tool is provided without warranty. Alternatively, you can use your own method for removal.”
2. In Addigy, navigate to the top of the page and click Catalog.
3. Click Custom Software.
4. Click Add Software.



5. Fill out the fields with the following:
  - A. Software Identifier: **Remove Office**
  - B. Version: **1.0.0**
  - C. Click Create.

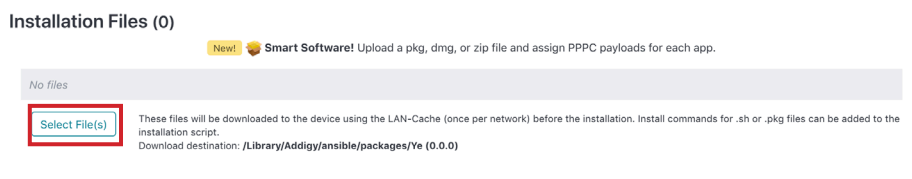
NOTE: The version number is a value of your choosing and has no bearing on deployment of the tool.

**Create Software Package** ✕

Software Identifier

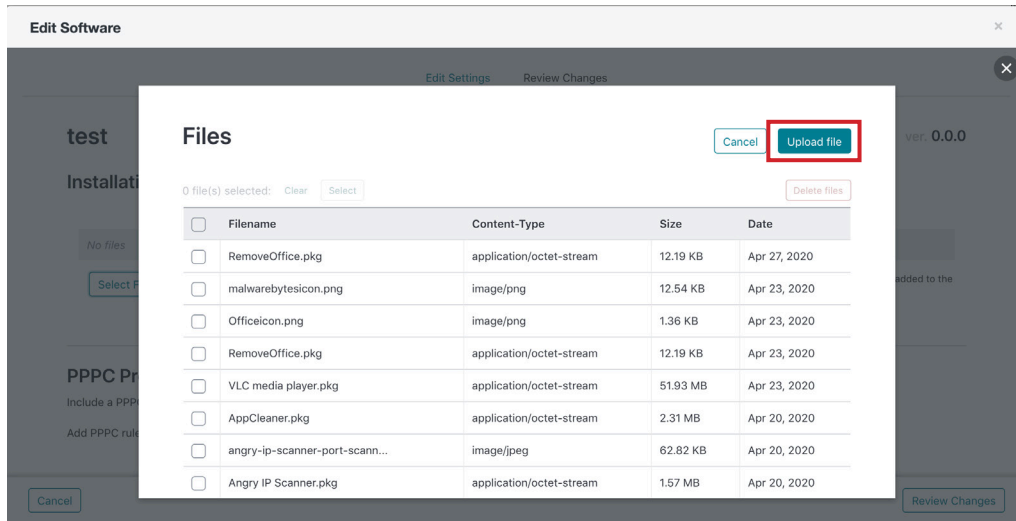
Version  .  .

6. Click Select File(s).

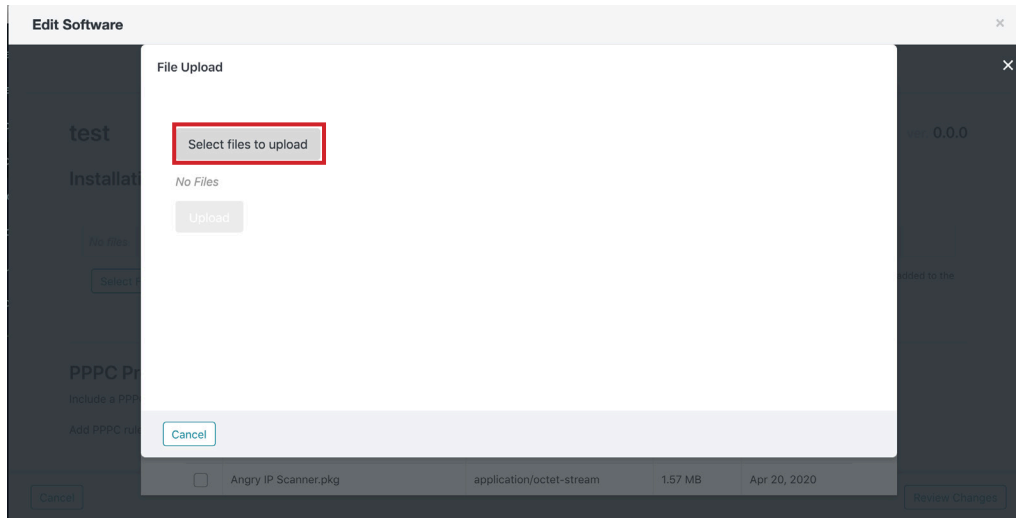




7. Click Upload File. Navigate to the file and choose it.



8. Click "Select files to upload."



9. Navigate to your the location of the RemoveOffice.pkg and select it.

10. Click Upload.

Select files to upload

RemoveOffice.pkg - 12.2KB

Upload



11. Select the checkbox next to RemoveOffice.pkg.

<input type="checkbox"/>	Filename	Content-Type	Size	Date
<input checked="" type="checkbox"/>	RemoveOffice.pkg	application/octet-stream	12.19 KB	Apr 27, 2020
<input type="checkbox"/>	malwarebytesicon.png	image/png	12.54 KB	Apr 23, 2020
<input type="checkbox"/>	Officeicon.png	image/png	1.36 KB	Apr 23, 2020
<input type="checkbox"/>	RemoveOffice.pkg	application/octet-stream	12.19 KB	Apr 23, 2020
<input type="checkbox"/>	VLC media player.pkg	application/octet-stream	51.93 MB	Apr 23, 2020
<input type="checkbox"/>	AppCleaner.pkg	application/octet-stream	2.31 MB	Apr 20, 2020
<input type="checkbox"/>	angry-ip-scanner-port-scann...	image/jpeg	62.82 KB	Apr 20, 2020
<input type="checkbox"/>	Angry IP Scanner.pkg	application/octet-stream	1.57 MB	Apr 20, 2020

12. Click Select.

1 file(s) selected: [Clear](#) [Select](#)

13. In the "Add installation script" section, click Add. This will provide the package with a script of instructions for how to process the file once deployed.

**Installation Files (1)**

New! 🧠 Smart Software! Upload a pkg, dmg, or zip file and assign PPPC payloads for each app.

Filename	Download	Add installation script	Remove
RemoveOffice.pkg	<a href="#">↓</a>	<a href="#">Add</a>	<a href="#">🗑️</a>

[Select File\(s\)](#) These files will be downloaded to the device using the LAN-Cache (once per network) before the installation. Install commands for .sh or .pkg files can be added to the installation script.  
Download destination: /Library/Addigy/ansible/packages/Remove office test (0.0.0)

14. Click "Save and Review."



15. Scroll to the bottom and click "Confirm Changes."





16. Confirm that RemoveOffice is displayed in the catalog.

A screenshot of the Addigy software catalog interface. The left sidebar shows a navigation menu with categories like Dashboard, Devices, Policies, Monitoring, and Account. The main content area is titled 'Custom Software' and displays a table of software items. The table has columns for 'Name', 'Condition', and 'Removal Script'. The item 'RemoveOffice (1.0.0)' is highlighted with a red box. Below the table, there is a 'History and Events' button.

Edit	Name	Condition	Removal Script
<a href="#">Edit</a>	AppCleaner (1.0.0)	false	false
<a href="#">Edit</a>	MalwareBytes (0.0.11)	false	false
<a href="#">Edit</a>	<b>RemoveOffice (1.0.0)</b>	false	false
<a href="#">Edit</a>	VLC (0.0.0)	false	false





## Section 4: Deploy Removal Tool

1. Navigate to Software in the Policy.

The screenshot shows the Addigy management console. On the left, a navigation menu lists various sections. The 'Policies' section is expanded, and 'Software' is highlighted with a red box. The main area displays a list of installed applications with columns for 'Add App', 'Name', 'Status', 'Versions', 'Rating', and 'Action'.

Add App	Name	Status	Versions	Rating	Action
Add App	Synology Cloud Stati...	Not in Policy		★★★★★	OM
Add App	Pathfinder (8.5.4)	Not in Policy		★★★★★	OM
Add App	Microsoft Edge (81.0...	Not in Policy	10 versions	★★★★★	Add
Add App	Brave Private Browse...	Not in Policy		★★★★★	Chit
Add App	LastPass (4.47.0)	Not in Policy	5 versions	★★★★★	Add
Add App	Box Drive (2.13.518)	Not in Policy	3 versions	★★★★★	Add
Add App	Visual Studio Code (1...	Not in Policy	6 versions	★★★★★	Add
Add App	Spotify (1.1.25.559)	Not in Policy		★★★★★	Mac
Add App	Cisco Webex Meetin...	Not in Policy	6 versions	★★★★★	Add
Add App	GitHub Atom (1.45.0)	Not in Policy		★★★★★	Add
Add App	Zoom Client for Meet...	Not in Policy	2 versions	★★★★★	Chit
Add App	CrashPlanSB (1.0.0)	Not in Policy	0 versions	★★★★★	Fog
Add App	Adobe CC Desktop A...	Not in Policy		★★★★★	For
Add App	Microsoft PowerPoint...	Not in Policy	2 versions	★★★★★	Add
Add App	VMware Fusion (11.5.3)	Not in Policy	2 versions	★★★★★	Add
Add App	zoom (4.6.11)	Not in Policy		★★★★★	Grat
Add App	MacOSLucicGrande (...)	Not in Policy		★★★★★	Brig

2. Scroll to the bottom section labeled Your Software.

The screenshot shows the 'Your Software' section of the Addigy interface. A table lists installed applications. The 'RemoveOffice (1.0.0)' application is highlighted with a red box. Below the table, there is a section titled 'Your Software' with a 'Deploy on Schedule' toggle and a table with columns for 'Action', 'Upgrade', 'Name', 'Status', 'Self Service', and 'Catalog'.

Action	Upgrade ...	Name	Status	Self Service ...	Catalog
Add App	-	AppCleaner (1.0.0)	Not in Policy	<input type="checkbox"/>	<a href="#">View in catalog</a>
Add App	-	MalwareBytes (0.0.1)	Not in Policy	<input type="checkbox"/>	<a href="#">View in catalog</a>
Add App	-	RemoveOffice (1.0.0)	In Policy	<input type="checkbox"/>	<a href="#">View in catalog</a>
Add App	-	VLC (0.0.0)	Not in Policy	<input type="checkbox"/>	<a href="#">View in catalog</a>

3. Click Add App next to the Remove Office app.

This is a close-up view of the 'Your Software' table. The 'Add App' button for the 'RemoveOffice (1.0.0)' application is highlighted with a red box.

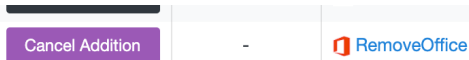
Action	Upgrade ...	Name	Status	Self Service ...	Catalog
Add App	-	AppCleaner (1.0.0)	Not in Policy	<input type="checkbox"/>	<a href="#">View in catalog</a>
Add App	-	MalwareBytes (0.0.1)	Not in Policy	<input type="checkbox"/>	<a href="#">View in catalog</a>
Add App	-	RemoveOffice (1.0.0)	Not in Policy	<input type="checkbox"/>	<a href="#">View in catalog</a>
Add App	-	VLC (0.0.0)	Not in Policy	<input type="checkbox"/>	<a href="#">View in catalog</a>



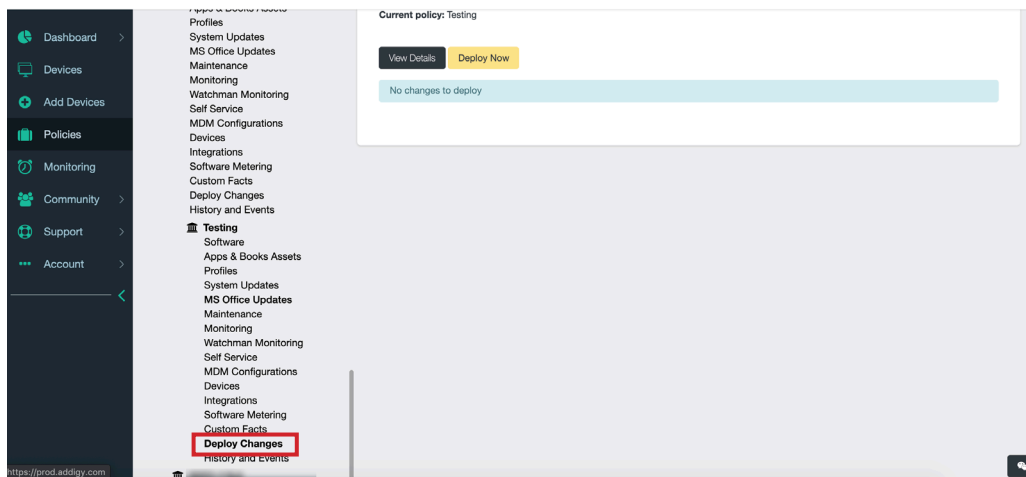
4. Click Add button next to the version number.

Version 1.0.0 **Add**

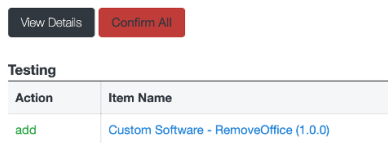
5. The button will change to Cancel Addition.



6. Click on Deploy Changes in the Policy.



7. Click Confirm All. (Red Button)



8. Click Deploy Now. (Yellow Button)





9. Click Deploy.

Are you sure that you want to deploy policy 'Testing'?

Cancel

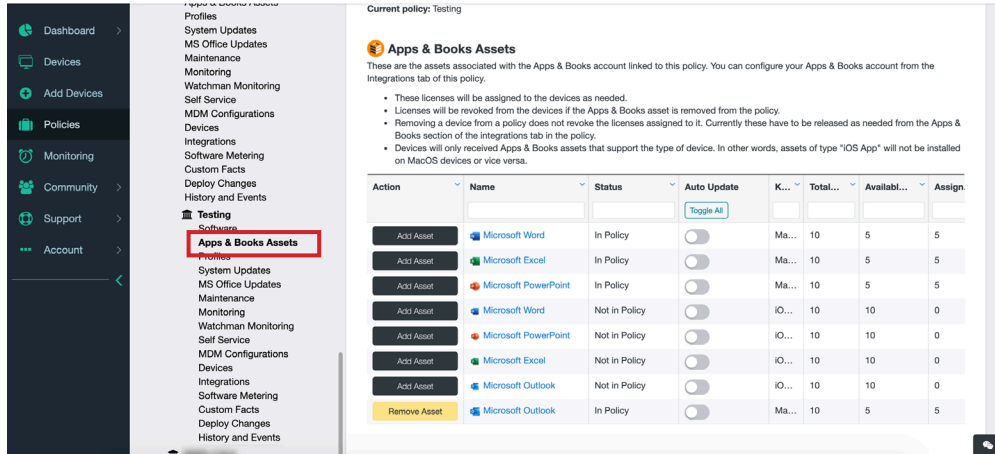
Deploy

10. After a few minutes the Microsoft 365 apps will be removed from the Applications folder of the computers in the policy.

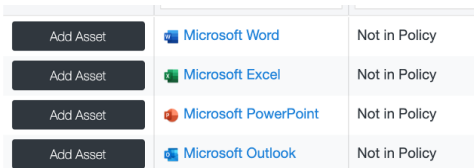


## Section 5: Deploy Microsoft 365 – App Store Versions

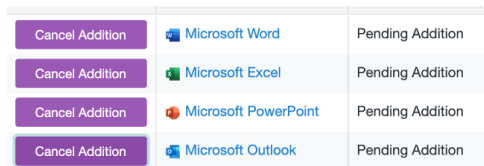
1. Navigate back to Apps and Books Assets in the Policy.



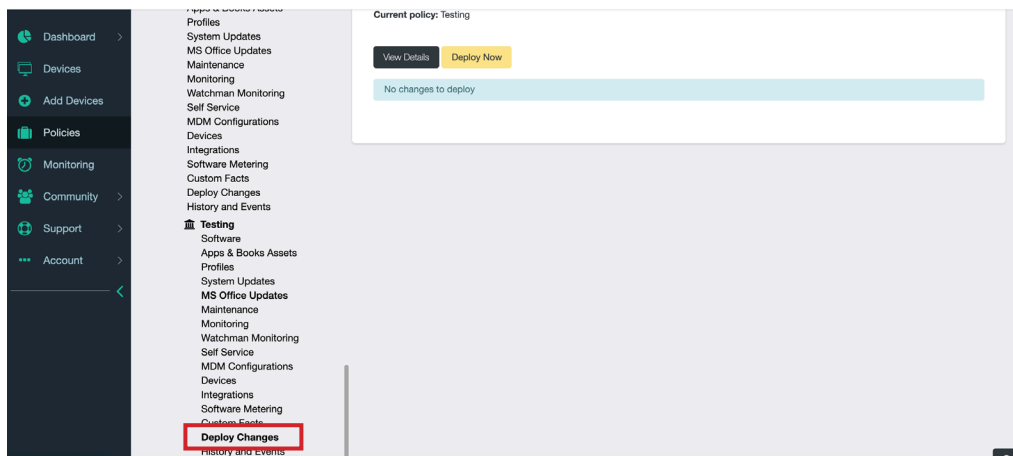
2. Click Add Asset next to each of the Microsoft 365 apps.



3. The button will change to Cancel Addition.



4. Click on Deploy Changes.





5. Click Confirm All. (Red Button)

View Details **Confirm All**

**Testing**

Action	Item Name
add	Custom Software - RemoveOffice (1.0.0)

6. Click Deploy Now. (Yellow Button)

View Details **Deploy Now**

7. Click Deploy.

Are you sure that you want to deploy policy 'Testing'?

Cancel **Deploy**

- 8. The Microsoft 365 apps will install in the Applications Folder.  
NOTE: The speed of this deployment can depend on multiple factors.
- 9. Click the View Details to observe the progress of the deployment.

**Policy Activity**

**Software**

- Public Software - Malwarebytes Breach Remediation (2.7.3.1)  
Success 13 / 18 | Pending 5 / 18
- Public Software - Block Install Catalina (10.15.0.3)  
Success 13 / 18 | Pending 5 / 18

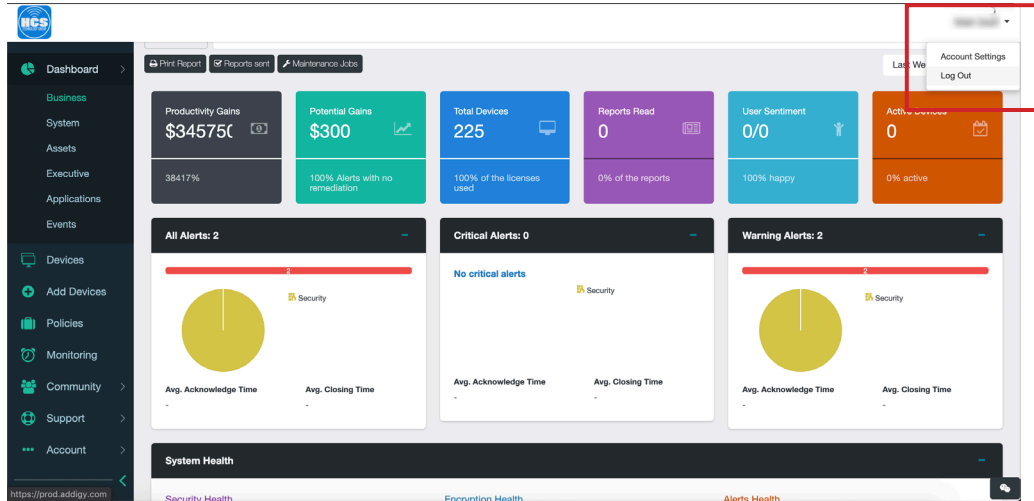
**MS Office Updates**

- Disable MS Office Auto Update  
Success 13 / 18 | Pending 5 / 18

Cancel



10. Once the apps have successfully deployed, you can click the username in the upper right to Log Out



This Completes the Guide.

If you'd like help implementing the solution in this white paper, we are ready to help; contact us at [info@hconline.com](mailto:info@hconline.com) or (866) 518-9672.

If you have corrections please send them to [info@hconline.com](mailto:info@hconline.com).

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