**Best practices to personalize Office using Appsense EM personalization manager**

The Microsoft Office suite is made up of a number of executable and it is important that you include all of these applications to ensure this suite works correctly. If you could please group the following applications (where applicable):

excel.exe (Microsoft Excel)

outlook.exe (Microsoft Outlook)

powerpnt.exe (Microsoft PowerPoint)

mspub.exe (Microsoft Publisher)

winword.exe (Microsoft Word)

Registry:

 The following registry items should be configured for the Microsoft Office group

Include:

HKCU\Software\Microsoft\Office

HKCU\Software\Microsoft\Shared

HKCU\Software\Microsoft\Shared Tools

Exclude:

HKCU\Software

HKCU\Software\Microsoft\Office\14.0\Word\Resiliency\DocumentRecovery

HKCU\Software\Microsoft\Office\14.0\Outlook\Resiliency\DocumentRecovery

HKCU\Software\Microsoft\Office\14.0\Excel\Resiliency\DocumentRecovery

HKCU\Software\Microsoft\Office\14.0\PowerPoint\Resiliency\DocumentRecovery

HKCU\Software\Microsoft\Office\14.0\Access\Resiliency\DocumentRecovery

File System:

The following folders should be configured for the Microsoft Office application group:

Include:

{CSIDL\_APPDATA}\Microsoft\Excel

{CSIDL\_APPDATA}\Microsoft\Office

{CSIDL\_APPDATA}\Microsoft\OIS

{CSIDL\_APPDATA}\Microsoft\Outlook

{CSIDL\_APPDATA}\Microsoft\PowerPoint

{CSIDL\_APPDATA}\Microsoft\Proof

{CSIDL\_APPDATA}\Microsoft\Signatures

{CSIDL\_APPDATA}\Microsoft\UProof

{CSIDL\_APPDATA}\Microsoft\Word

Exclude:

{CSIDL\_APPDATA}

Session Data / Desktop Settings:

You should also configure the following registry keys under Session Data or Desktop Settings, depending on which version of AppSense Personalization Server you are using.

Note: If you use Desktop Settings you need to manually create Global Exclusions for these keys.

 HKCU\Software\Microsoft\Windows NT\CurrentVersion\Windows Messaging Subsystem

HKCU\Software\Microsoft\Exchange