

## Microsoft Home Use Program

Microsoft offers a Home Use Program (HUP) that allows employees to get the latest version of Microsoft Office Professional Plus on their home computer through a low-cost download. This program will include Word, Excel, PowerPoint, Outlook, OneNote, Access, Publisher, InfoPath, and Lync.

### HUP Eligibility

In order to place an order for HUP, you must:

- Be an active employee of UW Colleges or UW Extension.
- Have a valid UW Colleges or UW-Extension email address.
- Know the company's Program Code.
- Use an accepted form of payment.

Please also note:

- Eligible customers are allowed to purchase ONE license of either Office Professional Plus or Office for Mac.
- The functionality of the products available matches those of retail versions and provide all the benefits you would receive if you bought it at the store.
- Your right to use this software is tied to UW Colleges & Extension's continued Software Assurance coverage and your continued employment with UW Colleges or UW-Extension. Your IT staff will notify you if the Software Assurance coverage expires.

### Access the Microsoft HUP Web Site

1. Go to <http://hup.microsoft.com/> and select the country to which you want your order to be shipped and the language for viewing the ordering site.



The screenshot displays the Microsoft Home Use Program website interface. On the left, there are two product images: 'Office Professional Plus 2013' and 'Office:mac'. To the right is a world map with North America highlighted in orange. Below the map is a navigation bar with tabs for 'Asia', 'Europe', 'Middle East and Africa', 'North and Central America' (which is selected), 'South America', and 'South Pacific'. Under the 'North and Central America' tab, a list of countries is shown, each with its flag and name. The countries listed are: Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, Bermuda, Bonaire, Saba, Saint Eustatius, Canada, Cayman Islands, Costa Rica, Curacao, Dominica, Dominican Republic, El Salvador, Grenada, Guadeloupe, Guatemala, Haiti, Honduras, Jamaica, Martinique, Mexico, Montserrat, Nicaragua, Panama, Puerto Rico, Saint Barthelemy, Saint Kitts and Nevis, Saint Lucia, Sint Maarten, Saint Martin, Saint Vincent and The Grenadines, St. Pierre and Miquelon, Trinidad and Tobago, Turks and Caicos Islands, United States, United States Minor Outlying Islands, Virgin Islands (British), and Virgin Islands (U.S.). At the bottom of the page, there is a Microsoft logo, a copyright notice for 2014, and a list of links including Terms of Use, Digital River Privacy Statement, Digital River Cookies, Microsoft Privacy and Cookies Statement, Customer Support, FAQ, Marketing Portal, Bulk Order, and Sitemap.

2. Enter your UW Colleges or UW Extension e-mail address and the program code, then click on the green **SUBMIT** button.
  - The program code for Extension is 58208E84E8.
  - The program code for Colleges is 49BF9E95F4.
  - Employees that use @uwex.uwc.edu in their email address **MUST** use @uwex.edu on this page.

**NOTE:** This code is for the sole use of Colleges and Extension. You may not share this number with anyone.

Microsoft My Account | United States  
Important! Select your country of residency

Home Use Program

## Take Office home for just \$9.95

**Professional Plus 2013**  
Office  
Microsoft

Use Microsoft® Office Professional Plus 2013 at home. It's easier to get organized and complete projects with programs you already know and trust.

Enter your work email here to see if you are eligible

Your work email:

Program code:

[Don't Know Your Program Code? Click Here.](#)

[Submit >](#)

Microsoft

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3. An email from Microsoft HUP will be sent to your Colleges or Extension inbox. Click on the **BUY NOW** link in the email from to purchase your license/product key.

Microsoft

Home Use Program

**Professional Plus 2013**  
Office  
Microsoft

Buy Now >>

**Next Steps**

1. Click on the link provided in this email
2. Purchase your license/product key
3. Download the software to your PC

Transactional or Mandatory email

Microsoft respects your privacy. Review our online [Privacy Statement](#).

Microsoft Corporation  
 One Microsoft Way  
 Redmond, WA, USA 98052

- When the order page comes up, choose your copy of Office and add to cart.

The screenshot shows the Microsoft Office Professional Plus 2013 product page. At the top, there is a Microsoft logo and a 'My Account' link. Below that, it says 'Home Use Program'. The main heading is 'Choose your copy of Office'. A shopping cart icon shows '0 Item(s) \$0.00' and a green 'Checkout' button. The product image for Office Professional Plus 2013 is on the left, with a 'Learn More' link. To the right, the product name 'Office Professional Plus 2013' is displayed, followed by a description: 'Microsoft Office Professional Plus 2013 provides anywhere access to your familiar Office applications, email, calendar, HD video conferencing, and most up-to-date documents, across your devices – from PCs to smartphones to tablets.' The price is '\$9.95' with a language dropdown set to 'English' and an 'Add to Cart' button. Below the price, it says 'Compatible only with Windows 7 Windows 8' and a note '\*Does not run on Windows XP or Vista'. A row of icons represents the included software: Word, Excel, PowerPoint, Outlook, OneNote, Lync, and Access. Below this, there is a section 'Or do you need Office for a Mac?' with a product image for Office for Mac 2011. The text says 'Office for Mac 2011' and 'Get the tools to manage business and life, on your terms'. The price is '\$9.95' with a 'Product Language' dropdown set to 'English' and an 'Add to Cart' button. Below that, it says 'Platform: Mac OS X version 10.05.008 or later'. At the bottom, there is a Microsoft logo and copyright information: '© 2013 Microsoft Corporation. All rights reserved. This site hosted for Microsoft by Digital River. Terms of Use | Digital River Privacy Statement | Microsoft Privacy Statement | Customer Support | Marketing Portal | Bulk Order | Sitemap | FAQ'.

- Click on **Checkout**.

The screenshot shows the Microsoft Office Professional Plus 2013 checkout page. At the top, there is a Microsoft logo and 'Home Use Program'. Below that, it says 'Shopping Cart → Billing → Confirm → Thank You'. The main heading is 'Your Shopping Cart'. A green 'Checkout' button is at the top right. The product details are shown in a box: 'Country: United States', 'Currency: USD', 'Microsoft Office Professional Plus 2013', 'English', 'Quantity: 1', and 'Works with: Windows'. The price is '\$9.95'. There is a 'Get a Backup DVD for \$13.99' offer with an 'Add Backup DVD' button. Below the product details, it says 'Sales tax may apply for your region.' and 'For estimated DVD shipping times, click here.' The 'Estimated Total: \$9.95' is shown. At the bottom of the product details box, there are 'Continue Shopping' and 'Checkout' buttons. To the right of the product details, there is a section 'You may also like' with a language selection section titled 'Office in your own language'. It says 'Create and edit in multiple languages, change your office user interface language settings and access localized help for \$9.95.' There is a language dropdown set to 'Arabic' and an 'Add Language Pack' button. Below this, there are logos for payment methods: VISA, MasterCard, AMEX, Discover, and PayPal. At the bottom, there are logos for security and support: Verizon Cybertrust Security, CERTIFIED ENTERPRISE, and Digital River. At the bottom of the page, there is a Microsoft logo and copyright information: 'Microsoft Terms of Use | Privacy Statement | Customer Support | Sitemap'.

- Enter your Billing and Payment information.
- Click on the green **Confirm your order** button.
- You will be provided information from Microsoft on how to download the software.