

Microsoft Office Home User Program

Software: Microsoft Office

Platform: Mac/PC

Overview

Faculty and staff are now eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer. The latest versions of Microsoft Office are available for Faculty and Staff to buy and use at home for only \$9.95.

Process

Before you begin, you will need to retrieve the program code which enables you to download the software. The link to the program code may be found at: http://www.lclark.edu/information_technology/client_services/supported_software/office/.

Click on the program code link to navigate to a webdisk page where you will be prompted to enter your L&C login and password. The program code will download as a rich text file.

1. Navigate to www.microsofthup.com and select United States from the drop-down menu.
2. On the next screen, enter your L&C email and program code and press **Submit**.
3. An email will be sent to you with the purchase link. Click the "[Buy Now >>](#)" link in the email.
4. From the purchase page, you must choose whether you wish to purchase the PC or Mac version. To purchase the PC version, simply click the **ADD TO CART** button in the top right corner. To purchase the Mac version, click the **Learn More** link in the bottom left and click **ADD TO CART** button which appears in the new window. When you have chosen your version, click **BEGIN CHECKOUT** button to continue.
5. From the Shopping Cart page, the software as well as a backup DVD copy of the software will be added to the price. The software will be available via electronic download, so the DVD purchase is entirely optional. To opt out of the DVD purchase, click **REMOVE** under the DVD quantity. Click **CHECKOUT** to enter your payment information and complete your purchase.
6. Your software will be available via electronic download after processing of your payment.

