MS Home Use Program (HUP) - Direct Purchase from MicroSoft

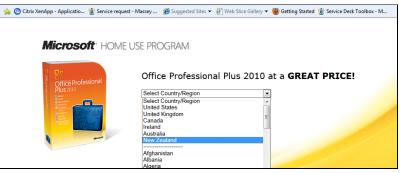
Office Pro Plus 2010 for Windows, Office for Mac 2011, Project Pro 2010 and Visio Premium 2010 are available for purchase from the HUP web site. Payment must be via credit card. Initially, Office details display – the actual products available do not display until you reach the Buy Now stage (step 7. below).

Other products e.g. Windows 7 Ultimate 32 bit or 64 bit must be purchased from ITS via the Work at Home (WAH) program – where the department pays via internal charging. Office, Project and Visio are also available via WAH.

Note: The HUP pages can take a few moments to load. Please be patient. If the page does not load properly, please try a different web browser (Internet Explorer, FireFox, etc.).

ITS is unable to assist with Home Use Program issues that may be experienced. Support information is provided on the HUP web site.

- 1. Go to the Microsoft Home Use program page <u>http://www.microsofthup.com/</u>
- 2. The Home Use Program page appears. Select New Zealand from the drop down list.



3. Wait until the screen below appears:

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Office Professional Plus state	How Do I Buy? Am I Eligible? Other Products Take Office Home! For only 10.00 We've got some great news! Now you can use Microsoftly Office Professional Plus 2010 at home.
What's Included:	Now you can use Microsoft® Office Professional Plus 2010 at home. It's easier to get organized and complete projects with programs you already know and trust. Enter your work email address and find out if you qualify to purchase: Your work email: ?
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- 4. Enter your Massey email address and enter **8DABE3409F** as the Program code. Click Submit.
- 5. An email is sent to your Massey email address with instructions on how to purchase the product displays.

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What's Included:	To Purchase 1. Check your email inbox. 2. Click on the link provided in the email to access our store. 3. Purchase your licence/product key.	If You Don't Receive the Email 1. Check your junk or spam folder. 2. Add 'hup.nz@digitalriver.com' to your email contacts list or whitelist. 3. Request your IT department staff		
Word Excel PowerPoint 2010 2010	 Choose and purchase back-up media with your order (optional). Checkout and download! 	add "hup.nz@digitalriver.com" to their email whitelist. 4. Click here to resend your email. 5. If you still don't receive the email, contact Customer Support.		
Outlook OneNote SharePoint 2010 2010 Workspace 2010				

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6. Open the email in your mailbox:



7. Select BUY NOW – The Shopping Cart window appears.



8. Select the product required; add this to the Cart if purchasing multiple items, or Begin Checkout if you are ready to complete the purchase.

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9. Add other options if required e.g. Backup DVD or Language Pack (there are additional charges for these), then CHECKOUT.

10. Complete the Billing form and the remaining screens and click on any further prompts (e.g. CONTINUE, Accept the Licence).

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To have a copy of your order confirmation sent to your personal email address enter it here.		
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- 11. Once the purchase is confirmed you will be sent the download instructions to the email address(es) specified.
- 12. Download the software to your HOME computer –you should also receive a copy at your personal (home) email address if specified above.
- 13. If you have any problems with downloading, installing or using the application, please check the Customer Support section of the HUP site the link appears at Step 3. above (Customer Support) and is included in the Microsoft HUP Order Confirmation email sent to you.

ITS is unable to assist with any issues experienced with HUP products.

Heading: Microsoft Home Use Program Now Available

You 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.

Under the Home Use Program, you and our other employees who are users of qualifying applications at work (e.g. Office Enterprise) may acquire a licensed copy of the corresponding Home Use Program software (e.g. Office Enterprise) to install and use on a home computer. You may continue using HUP software while you are under our employment and as long as the corresponding software you use at work has active Software Assurance coverage.

Please note that some product and language versions may not be available at the time you place an order. For up-todate information on the availability of Home Use Program software, please visit <u>http://microsoft.com/licensing</u>. **To access the Microsoft Home Use Program Web site:**

1. Go to http://hup.microsoft.com/.

2. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.

3. Enter your corporate e-mail address and insert the following program code <Insert Program Code>.

Note: This program code is assigned to our organization for our sole use in accessing this site. You may not share this number with anyone outside our organization.

4. Place your order online, and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping, and handling costs.

We trust you will enjoy this benefit and look forward to your participation.

Sincerely yours,