

Microsoft Office for Home Use

Effective: May 13, 2019

County College of Morris continues to be eligible for the Microsoft Home Use Program as one of our Software Assurance (SA) benefits. In addition to the existing HUP offers, CCM employees will now also be eligible for a **NEW HOME USE PROGRAM OFFER**, which launched on April 9, 2019: **30% discount on Office 365 Home or Personal** annual subscriptions. Office 365 is an annual subscription that includes premium versions of the Office apps across all your devices, monthly exclusive feature updates, and 1TB of cloud storage per user.

Frequently Asked Questions

1. **What Microsoft Home Use Program offers are currently available for my organization?**

As an SA or From SA customer, your company is eligible for the following HUP offers:

- 30% discount on Office 365 Home or Office 365 Personal annual subscription
- Office Professional Plus 2019 and Office Home and Business for Mac 2019 for \$14.99 **(available until June 30, 2019)**
- Visio Professional 2019 for \$14.99
- Project Professional 2019 for \$14.99

2. **How do I make all the Home Use Program offers available to my employees?**

- **Office Professional Plus 2019, Office Home and Business for Mac 2019, Visio Professional 2019 and, Project Professional 2019 offers**
 - **Until May 13, 2019:** The current process will be available for you to manage these offers through the Volume Licensing Service Center (VLSC) and your employees can continue to claim these offers on www.microsofthup.com.
 - **Starting May 13, 2019:** You will have to transition the management of these offers from VLSC to the Microsoft Store for Business (MSfB) following the steps covered in question 3 below.

It is highly recommended that you start the process of setting up your account in MSfB right away to seamlessly transition to the new platform by May 13, 2019.

- **Office 365 Home or Office 365 Personal annual subscription offer**

This offer cannot be managed through VLSC and is only available through MSfB. Please follow the instructions covered in question 3 below to set up this benefit in MSfB.

3. **How do I set up my Home Use Program benefits in MSfB?**

We have created a guide with instructions and screenshots on the migration process. To access the guide, visit [Home Use Program](#) and download the 'Microsoft Home Use Program – A guide for Software Assurance Customers' document. Please refer to the FAQ in the guide for any questions on the process.

Still have questions?

Admin Support Resources

1. Start here: [Home Use Program Overview](#): We constantly update this page to address all your questions. Check out the 'Microsoft Home Use Program – A guide for Software Assurance Customers' guide on this page.

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2. For questions or issues in the Microsoft Store for Business, contact: [Store for Business Admin support](#) (Please also see the FAQ page for admins within MSfB)
3. For questions or issues with eligibility, licensing agreements, or other issues with the VLSC site, contact [Volume Licensing Support](#).

Employee Support Resources

1. If your employees purchased products on the Microsoft Store, they can view their order history using the Microsoft account at <https://account.microsoft.com/services/>
2. If they purchased on www.microsofthup.com (now retired) and can no longer reach that site, then please ask them to review the FAQs on www.microsoft.com/homeuseprogram to find a link for how to request their order history.
3. HUP employee FAQ: https://aka.ms/hup_faq

Employee Support: <https://support.microsoft.com/>