



## Microsoft® Home Use Program for Commonwealth of Virginia Employees

The Microsoft® Home Use Program is a benefit of the VITA/Northrop Grumman licensing program with Microsoft. It gives commonwealth employees a free license for specific Microsoft® applications for personal use for a nominal download fee of \$9.95. It is available to employees who work at the executive branch agencies that are included in the IT infrastructure transformation. Employees may install and use the software on one home computer. Read the questions and answers below for system requirements and details. To get started, go to <http://www.microsoftup.com/hupus/home.aspx>. You will need the program code (see your AITR) and a major credit card to pay the download fee.

### Questions and Answers

**Q. Am I eligible to participate in the Home Use Program?**

A: As long as you are employed by the commonwealth, you are eligible for this benefit. Should you leave commonwealth employment, you are no longer eligible and must uninstall the software from your home computer at that time. For more information about the terms and conditions of your Volume License, please visit the [Microsoft® Home Use Program Terms of Use Policy](#).

**Q. Is there any cost to participate in the Home Use Program?**

A: The license is free. However, there is a one-time fee of \$9.95 to download the installation package directly to your home computer. For an additional \$13.00, you may purchase a copy of the software on a DVD that will be shipped to your home. You are responsible for paying these fees and any applicable taxes.

**Q: Can I buy more than one copy or install the application on multiple computers?**

A: No. The Home Use Program entitles you to one license for the covered Microsoft software.

**Q: May I copy this program or give it to relatives or friends? Can I share the codes with them?**

A: No. You may not make additional copies of the software or give your copy to someone else. The program code is for employee use only.

**Q: What if I want the confirmation email to be sent to my personal email address?**

A: As you must register with your work email address, the confirmation email from Microsoft will be sent automatically to your work address. However, you can simply forward this email to your preferred address once you receive it.

**Q: What applications are available through the Home Use Program?**

A: You may download the software installed on your work computer. The products available include: Microsoft® Office Professional Plus 2013, Microsoft® Office Project Professional 2013 and Microsoft® Office for Mac 2011.





**Q: I have Office 2003 and/or 2007 on my work computer. Why is the software available for Office 2013?**

A: Microsoft determines which products are available through its Home Use Program and the products are not related directly to the software in use by the commonwealth. The Microsoft 2010 and 2011 products work with Windows XP SP2 and later operating systems, but an upgrade to Microsoft 2013 products requires Windows 7 or MAC OS X version 10.6 or later operating systems

**Q: What does my home computer need to run Office 2013?**

A: Microsoft provides minimum system requirements [here](#). These are considered minimum requirements; for optimum performance you likely will want more resources. Generally speaking, you will need a system with 3GB of free disk space, a DVD-ROM drive, and the Windows 7 or MAC OS X version 10.6 or higher operating system for the Windows version of Office. Office will install and run both 32 and 64-bit versions of the Windows operating system. You are responsible for meeting any Microsoft Office 2013 requirements; operating system or hardware upgrades are not covered by the Home Use Program.

**Q: What happens when Microsoft releases a newer version for home use?**

A: You may download and install it when it is available. You will have to pay the download fee again.

**Q: My work computer is PC-based. Why is Microsoft Office for Macs offered?**

A: Microsoft Office for Macs is available for commonwealth employees who have Macs at home and want to replicate software they use in the office on their home Mac.

**Q: I want to use Visio/Project at home, but it's not installed on my computer at work. Can I purchase Visio and/or Project through the home use program?**

A: No. You can only obtain for home use those Microsoft products listed and installed on your workplace computer.

**Q: I'm about to get a new computer at home. Is it possible for me to transfer my Home Use Program from my old computer to my new one? I still have the original installation DVD from Microsoft.**

A: Yes. You may reassign the license on your new computer. When you reassign the license, your new computer becomes the licensed device and you must uninstall the software from your old computer.

**Q: Who do I contact if I have trouble downloading the software or have problems with use of the software?**

A: Please contact Microsoft's Product Support by calling (800) 642-7676 or through the [Microsoft E-mail Support Form](#). **DO NOT CALL** the VITA Customer Care Center (VCCC); Home Use products are supported directly by Microsoft.

**Q: I'm ready; how do I get my Home Use Program software?**

A: From your home computer, go to <http://www.microsofthup.com/hupus/home.aspx> and follow the process shown below.



## How to purchase the Home Use Program

**Step 1** -- Go to Microsoft® Office Home Use Program home page and type in your work e-mail address (agency e-mail) and program code and click “Submit.”



**Microsoft HOME USE PROGRAM**

How Do I Buy? | Am I Eligible? | Other Products

### Take Office Home!

For only **\$9.95**

We've got some great news!

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:**

Why do you need my work email address?

**Program code:**

I'm a returning visitor. I did not receive my email. Now what?

**SUBMIT >**

**What's Included:**

- Word 2010
- Excel 2010
- PowerPoint 2010
- Outlook 2010
- OneNote 2010
- SharePoint Workspace 2010
- Access
- Publisher
- InfoPath

**Step 2** -- Once eligibility to participate in the program is confirmed, an e-mail will be sent to you listing the software you are entitled to purchase. Click the “**Buy Now**” link in the e-mail to purchase.  
 NOTE: *Make sure you are using the computer you want to load the software on when you click the “Buy Now” link.*



**Microsoft HOME USE PROGRAM**

**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

Word 2010 | Excel 2010 | PowerPoint 2010 | Outlook 2010 | OneNote 2010  
 SharePoint Workspace 2010 | Access 2010 | Publisher 2010 | InfoPath 2010

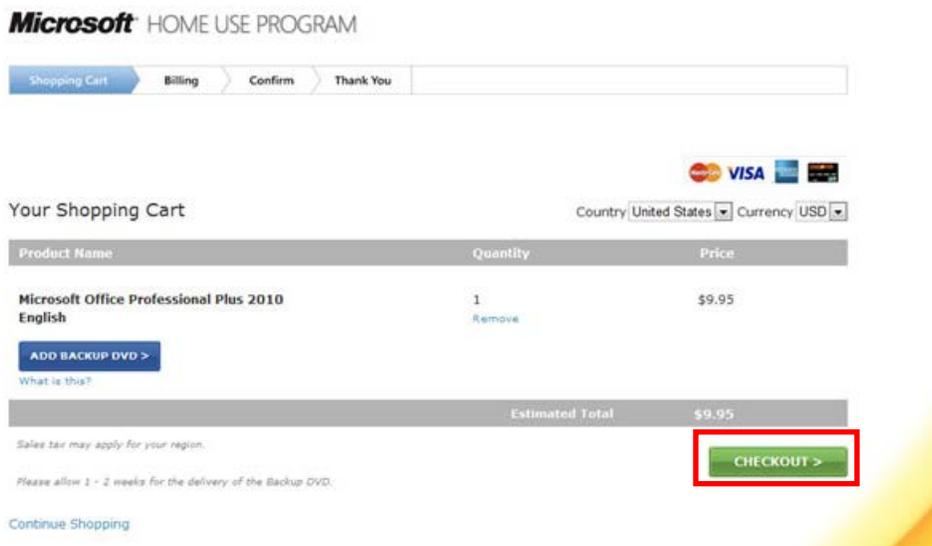
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**Step 3** -- Select the product by clicking “Add to Cart”



**Step 4** -- Select whether you want to order a DVD copy of the software for an additional cost. After making your selection click “Check Out.”



Product Name	Quantity	Price
Microsoft Office Professional Plus 2010 English	1 <a href="#">Remove</a>	\$9.95

Estimated Total: \$9.95

[CHECKOUT >](#)

Step 5 -- Enter your billing information and click "Continue."

### Microsoft HOME USE PROGRAM

Shopping Cart **Billing** Confirm Thank You

CONTINUE >

\*All fields in Bold are required

**First Name**  **Last Name**   
**Address**   
Address 2   
**City**  **State**  **Zip Code**   
**Country**   
**Billing Phone**

Microsoft Office account benefits can include informational communications about our services. You may unsubscribe at any time by following instructions in the communications that you receive.

I want information about other Microsoft Office products and services. Microsoft Office account benefits can include informational communication about our services. You may unsubscribe at any time by following instructions in the communications that you receive.

**Shipping Information**  [Click here to use Billing Address.](#)

If your shipping information differs from your bill to information, your order may be delayed for verification. Due to shipper restrictions, we cannot deliver to P.O. Boxes, APO/FPO, U.S. Territories or international addresses.

**Payment Method:**   
Credit Card Number:   
**Expiration Date:**  /

**Card Identification Number:**   
[What is a Card Identification Number?](#)  
**Name on Credit Card:**

CONTINUE >

**Step 6** -- Confirm your billing information and click **“Confirm.”**

**Microsoft** HOME USE PROGRAM

Shopping Cart   Billing   **Confirm**   Thank You

**Confirm Order**

<b>Billing Address</b>	<b>Shipping Address</b>
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX XXXXXX	XXXXXXXXXXXXXXXXXX XXXXXX
<a href="#">Edit</a>	<a href="#">Edit</a>

**Payment Method:**  
 VISA  
 1\*\*\*\*\*1234  
 Expiration Date: 12/2014

**Confirm Your Purchase**

<b>1 Microsoft Office Professional Plus 2010</b>	<b>\$9.95</b>
<b>1 Microsoft Office Professional Plus 2010 Backup DVD</b>	<b>\$13.00</b>
	Tax: \$0.00
	Shipping: \$0.00
	<b>Total Due: \$22.95</b>

**Acceptance of the Terms and Conditions is required for purchase**

I agree to the Digital River's [Terms and Conditions](#) and consent to Digital River sending my personal information to Microsoft Corporation. I understand that Microsoft will use my information in conformance with their Privacy Policy Statement. I further understand and agree that my personal information will be transferred to the Digital River and Microsoft groups in the United States or other countries that may have less protective data protection laws than the region in which I am situated (including the European Union).

**Microsoft Office Home Use Program Terms and Conditions**  
 Last Updated: 10/23/2008

Thank you for shopping at this Microsoft Corporation ("Microsoft") web site ("Site").

Your activities and acquisitions at the Site are governed by:  
 (a) the Microsoft Terms of Use (which terms are incorporated herein by this reference),  
 (b) the Microsoft and Digital River Privacy Statements,  
 (c) the **Microsoft® Home Use Program ("MSHUP") Terms & Conditions** which are set forth below, and  
 (d) the conditions, notices and consents that are provided or obtained in connection with the Site (collectively, "Agreement"). As used in the Agreement, "you" are an individual acting on your own behalf, or "you" are an agent of a

[EDIT ORDER](#)

**CONFIRM >**

**Step 7** -- Click "**Download.**" The file will be saved as an executable file (.exe file) on your desktop. The screen will provide you with a key to unlock it and install the application(s).

Thank you! 

Take a moment to print this page for your files.

Order Information	
Order Date	4/10/2011 6:14 PM PST
Order Number	ABC123456789
Order Total	\$22.95

**Payment Method:**  
Discover  
**Credit Card Number:** 1\*\*\*\*\*1234  
Expiration Date: 9/2014  
The charges will appear on your credit card as "DR. \*Microsoft Office"  
You will be sent an email with your order detail at the email address you provided.

Product	
	<b>Microsoft Office Professional Plus 2010</b> Microsoft Office Product Key (FPP) XXXXX-XXXXX-XXXXX-XXXXX-XXXXX
<a href="#">Business Contact Manager 2010 (368MB)</a> <a href="#">Microsoft Lync 2010 (54MB)</a>	
	<b>Microsoft Office Professional Plus 2010 Backup DVD</b>

[Click here to take our Customer Survey](#)

**How to Download**

1. Turn off your pop-up blocker and firewall.
2. Click the "Download" button.
3. Save the file to your Desktop without changing the file name.
4. After your download is completed, double-click on the file to install your file.
5. Activate your software by entering the product key provided with your download.

**More About Downloading**

1. Please download this software at home, **not at work.** Either:  
**A.** Forward the confirmation email to your personal email account.  
**OR**  
**B.** From home, click on the link in the original email you received to login and click on "Order History" on the product page.
2. How long will it take? Check your download time.
3. We suggest you copy your software to an external hard drive or DVD, just in case you need to reinstall in the future. Would you like to buy a backup DVD? [Buy one here.](#)

[Download](#)  
File Size: 650MB

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