“Microsoft Office Professional Home Use Program”

What is the Microsoft Home Use Program (HUP)?

The Home Use Program is a benefit available to Microsoft volume licensing customers. Employees who use the licenses at work are eligible to purchase these Office applications for use on a home PC during the term of their employment. This temporary license expires with the employers Software Assurance coverage, or upon termination of employment with the covered customer.

Where can I find the FAQ link for the Home Use Program?


See below some of the FAQ questions that I thought you would want to know before you made the purchase?

1) How much does it cost to purchase a Home Use Program License for the latest version of Office Professional?
   The cost is $9.95.

2) What versions of Office Professional are available for download?
   Only the latest version. As of 3-27-2013 the version is Office Professional 2013.

3) Who provides technical support for my software?
   This service is provided by Microsoft. The District monitors the program but does not provide direct service to District employees. There are a number of Microsoft support resources available online or you may contact Microsoft Customer Support.

4) Will this software work on my older Windows XP operating system?
   NO
   This program only works on mac, windows 7 and above.

5) On how many computers can I install the software?
   2 computers, either 2 PCs or 2 Macs, specific to the software that was purchased.

6) Can I purchase 1 copy of Office Professional Plus 2013 and 1 copy of Mac 2011?
No. You can purchase only one license for either PC or Mac. You may, however, use the product key 2 times for 2 installations on different machines.

7) **What do I need to place an order?**

   a) Visit [www.microsofthup.com](http://www.microsofthup.com)
   b) select the “North and Central America” option.
   c) select the “United States” option below “North and Central America”
   d) enter your work e-mail address and program code. You will then be e-mailed a link to complete your purchase
   e) In order to place an HUP order, you must be an active employee of a company who has a valid Enterprise Agreement with Microsoft. You will need a valid work e-mail address, the company Program Code and an accepted form of payment.

   **Program Code- 8E28BC4040**

   f) The HUP purchase link is only valid for the employee and cannot be transferred.

8) **How many products can I purchase?**

    Eligible customers are allowed to purchase a single license of either Office Professional Plus 2013 or Office for Mac 2011.

9) **How can I order a Back-up DVD?**

    As long as the Software Assurance license is valid and you are still an employee of that company, you may include a Back-up DVD with your initial purchase or you may return to the HUP store at any time to purchase additional eligible products such as Language Packs and Back-up DVDs.

   1. Re-enter the HUP store via the “BUY NOW” link in your HUP e-mail.
   2. After clicking “BUY NOW”, click “Order History” found on the upper right hand side of the page.
   3. You will then see a summary of your order and have the option to order a Back-up DVD and Language Pack(s).

10) **Do I have to uninstall Office 2010 before installing Office Professional Plus 2013?**

    If you have a previous version of Microsoft Office 2010 from HUP, you are legally obligated to uninstall that version before installing Office 2013 from HUP as using only 1 licence is allowed. If you have acquired Office 2010 through another source, you are not required to uninstall Office 2010 in order to install Office 2013 products from HUP. Please note: Microsoft Office Outlook 2013 will overwrite previous versions when the 2013 version is installed.