

# Customer Service Notification

## Microsoft Home Use Program (HUP)

USDA government employees are entitled to use Microsoft Office software on their home computer as part of the Microsoft Home Use Program (HUP).

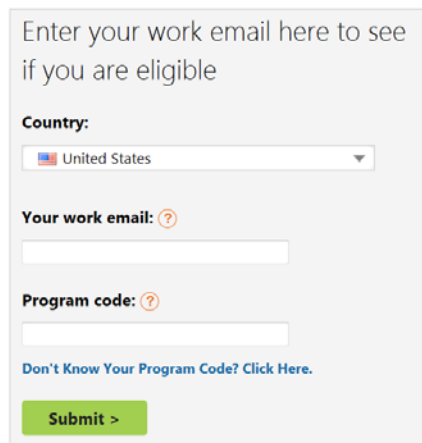
Through the Home Use Program, employees can purchase and download the following software packages for \$9.95 each.

- Office Professional Plus 2013
  - Microsoft Visio Professional 2013
- (The above applications require Windows 7/8 or Server 2008 R2/2012)**
- Office for Mac 2011

To make a purchase, click on the following Link:

<http://www.microsoft.com/hupus/home.aspx?culture=en-US>

Next, complete the form:



Enter your work email here to see if you are eligible

**Country:**

**Your work email:** [?](#)

**Program code:** [?](#)

[Don't Know Your Program Code? Click Here.](#)

The program code is not needed, simply click on the line “[Don't Know Your Program Code? Click Here](#)”. You will be prompted for your work email and you will be sent a link to the “Buy Now” screen.



## Home Use Program

Professional Plus 2013

Office

Microsoft

Buy Now >

**Next Steps**

1. Click on the "Buy Now" button provided in this email
2. Purchase your license/product key
3. Download the software to your personal computer or device

Office Professional Plus 2013

Visio Professional 2013

Language Pack 2013

Project Professional 2013

Microsoft respects your privacy. Review our online [Privacy Statement](#)

Microsoft Corporation  
One Microsoft Way  
Redmond, WA, USA 98052

Forward the message you receive from “*Microsoft HUP hup.us@digitalriver.com*”, titled “*Microsoft HUP: Shopper account information, activation required*“, to your personal email.

From your computer, log into your personal email, open the message you forwarded above and click on the “[Buy Now >](#)” link. Follow the instructions on the screen to purchase and download your software.

## HUP FAQs

### **What is the Home Use Program?**

The Home Use Program is a benefit of Software Assurance, one of Microsoft's Volume Licensing programs. It provides a simple way for government agencies to enable employees to work at home with the same Microsoft products they use at work.

### **Can multiple copies of the same product be purchased?**

Employees can only purchase one copy of Office Professional Plus 2013 or Office for Mac 2011. A single copy of Microsoft Visio Professional 2013 may also be purchased. When a new version is released a new copy may be purchased.

### **Why should my organization take advantage of this benefit?**

When employees use the same Microsoft Office software at home that they use at the office, it can help boost employee productivity and skills and enhance job satisfaction, helping you to maximize the return on your software investment.

### **What software/applications are available?**

Qualified employees who are licensed at work can obtain a licensed copy of select Microsoft software:

- Office Professional Plus 2013
- Microsoft Visio Professional 2013
- Office for Mac 2011

### **What is the cost of the Home Use Program software?**

Customers pay \$9.95 for the license and download of each product available. Physical backup media is available for an additional \$13.99 (includes shipping; not available for Language Packs). Prices may vary outside the United States.

## **Microsoft Home Use Program Policy**

The use and deployment of the Microsoft Software Assurance (SA) Home Use Program (HUP) benefit is subject to the terms and conditions of USDA's Microsoft Volume License Agreement (MVLA), the Product Use Rights (PUR) and the applicable eligibility criteria set forth in the Microsoft Product List and the MVLS web site.

Upon separation from USDA employment, employees shall promptly uninstall all HUP software from their home system(s).


Should the USDA at some point choose to withdraw from the Microsoft Software Assurance program, all employees with HUP software shall be advised to uninstall all HUP software from their home system(s).

Employees must understand that their continued use of HUP software is based on: 1) USDA retention of SA licensing with Microsoft and 2) their continued employment with the USDA.

USDA is not responsible for providing support to the employee for installation of software purchased through the HUP.

**Note: Taxes (sales/income) do not apply to HUP software, since the software remains the property of the U.S. Government.**

### **Point of Contact:**

If you have any questions on this material, please contact your local TSD staff. You can find the contact information for your support staff by double-clicking the  icon in your system tray (lower right corner on the tool bar, by the time).

### **Customer Service Notification Expiration Date:**

This notification expires on: December 2, 2016