

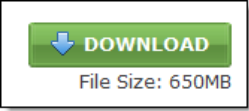



Program Details	Program Code	Program Confirmation
<p>LCISD is happy to extend the Microsoft Office Home Use Program (HUP) to our employees.</p> <p>This program allows employees to purchase Office 2010 for Windows or 2011 for Mac at a reduced price of \$9.95.</p> <p>This package includes Word, Excel, PowerPoint, Access, Publisher, Outlook, and others!</p>	<p>Before you begin you will need the LCISD Program Code.</p> <p>Visit: http://icafe.lcisd.org/ms-code</p> <p>Or Contact Your CITS</p> <p>Getting Started</p> <p>Visit http://hup.microsoft.com</p> <p>Enter your LCISD email address Enter the Program Code</p> 	<p>Once Microsoft verifies your email address and Program Code you will receive an email from "Microsoft Home Use Program" with a "Buy Now" link.</p> <p>Click this link to be taken to the HUP store.</p>  <p>Purchase Product</p> <p>Select a product (defaults to Office for Windows)</p> <ul style="list-style-type: none"> -Click "Begin Checkout" <i>This is a downloadable purchase. If you have a slower internet connection at home you may choose to add a mailed DVD copy for \$13.00.</i> -Click "Checkout" -Enter your payment information to complete transaction.
Download Software	Locate Product Key	Title
<p>After processing your payment you will have the opportunity to download your software.</p> <p>-Click the Download button</p> <p><i>If you added a mailed DVD to your order you can either begin your software download or wait to install once you receive your DVD in the mail</i></p>  <p>Select "Save" when prompted and save the software to your desktop (or other location.)</p> 	<p>When you confirm your payment you will receive another email from Microsoft HUP containing your receipt.</p> <p>This email also contains the software Product Key required for installation.</p> <p><i>You may highlight and copy this key for use later</i></p> <p>Launch Installer</p> <p>Navigate to the location where you saved the software (<i>usually your desktop</i>) and double click to launch</p> 	<p>The software installer will ask for your Product Key. Paste or type the key found in your email receipt. Follow the prompts to complete your install.</p>  <p>Support</p> <p><i>The purchase agreement is between the employee and Microsoft. No warranties or support are granted or implied from LCISD.</i></p>

