

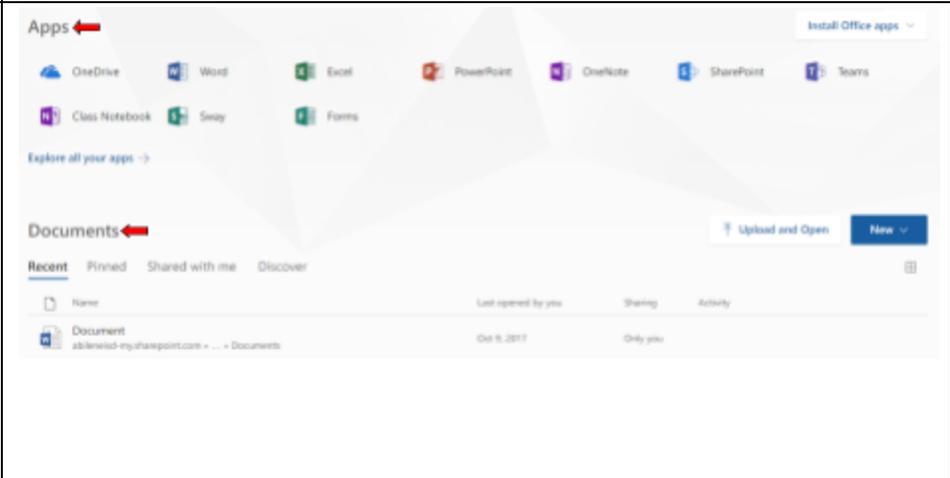
# Microsoft Home Use Program

The Microsoft Home Use Program allows users with a **valid** AISD email account to install Microsoft Office on **5 personal computers**. If a user leaves the district, the HUP subscription is terminated.

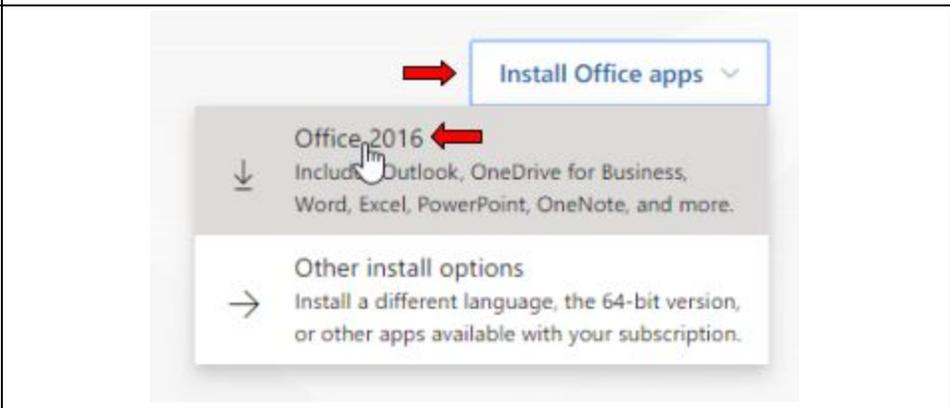
- Go to <https://www.office.com/>
- Click "Sign in" in the upper right-hand corner
- Use your district credentials (*the same email and password you use to check email or log into a district computer*)



- Once you have logged in:
- You can access the Office 365 web apps
  - You can access your Office 365 documents

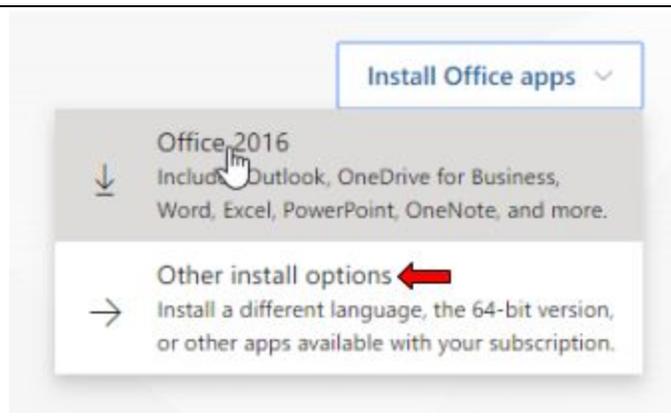


- To install Office onto your computer:
- Click on Install Office Apps in the upper right-hand corner
  - Click on Office 2016 from the dropdown menu



Click on Other install options:

- If you want to install the 64-bit version
- If you want to deactivate a computer on which you previously installed Office



\* As part of the installation process, Office 365 ProPlus communicates with the Office Licensing Service and the Activation and Validation Service to obtain and activate a product key. Each day, or each time the user logs on to their computer, the computer connects to the Activation and Validation Service to verify the license status and extend the product key. As long as the computer can connect to the Internet at least once every 30 days, Office remains fully functional. If the computer goes offline for more than 30 days, Office enters [reduced functionality mode](#) until the next time a connection can be made. To get Office fully functional again, usually a user can simply connect to the Internet and let the Activation and Validation Service reactivate the installation.