



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/ • Sign in Click "Sign in" in the upper • right-hand corner Buy Office 365 > • 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: Apps 🛑 Install Office apps ConeDrive TB Teams SharePoint You can access the Office 365 web Class Notebook apps Explore all your apps You can access your Office 365 documents Documents + Recent Pinned Shared with me D No 0 To install Office onto your computer: Install Office apps Click on Install Office Apps in the • upper right-hand corner Office 2016 Click on Office 2016 from the Include Dutlook, OneDrive for Business, • Word, Excel, PowerPoint, OneNote, and more. dropdown menu Other install options Install a different language, the 64-bit version, \rightarrow or other apps available with your subscription.

| Click on Other install options: | |
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| If you want to install the 64-bit version If you want to deactivate a computer on which you previously installed Office | Install Office apps ∨ Include Office 2016 Include Dutlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more. Other install options Install a different language, the 64-bit version, or other apps available with your subscription. |
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* 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 <u>reduced</u> 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.