

Microsoft Office – Home Use Program

We are pleased to announce the launch of a New Microsoft Office 2016 software offer for home use.

As part of Devon County Council's Microsoft agreement, DCC employees who have access to Microsoft Office at work, can now access a **special discounted offer to purchase Microsoft Office at home** for their own personal use. This is called Home Use Program (HUP).

For a substantially discounted price of £9.95 you will be able to choose to purchase one copy of either:

Office Professional Plus 2016

Or

Office Home and Business 2016 for Mac.

How do I qualify

To be eligible you must:

- be an existing DCC employee
(who does not work directly with or in a school¹)
- have a DCC email address
(ending in @devon.gov.uk or @devon.gcsx.gov.uk)
- have access to Microsoft Office (Outlook, Word, Excel etc) at work

¹ Schools benefit from Microsoft Academic Licensing which is heavily discounted. Microsoft do not offer access to the Home Use Program with this license.

Terms of use

This offer is intended for your personal use only. In accordance with Devon's [Personal Information Security Policy](#) you must not work with DCC information on a personal device.

The software will be available to you until either Devon County Council terminates its Software Assurance with Microsoft or you leave the employment of the County Council. It is your responsibility to discontinue use of the software if you leave the County Council. The Home Use Program extends only to the qualified employee and must not be sold or given away.

Microsoft Software Licence Terms are between the employee and Microsoft.

The offer allows **one installation of software on one device**.

The software is available on a first come, first served basis.

How do I buy?

Visit [HUP Employee Site](#) to purchase your personal copy of Office 2016 software for £9.95.

You will be prompted to enter your work email

And

Program Code, which is 084B1A3E48

You will receive an email to go to the shopping store where you can add the software and checkout. The software is available and can be downloaded instantly. You can choose to purchase for an extra cost back-up media, delivery will take 2-3 weeks.

You can re-install the software again (in the case your device crashes) by accessing your [Order History](#).

When does the software run out?

There is no specific expiry date on the software licence. It will end when either the County Council's Software Assurance with Microsoft terminates or when the employee leaves the organisation.

What if I want to upgrade when a newer version is available?

Eligible employees are allowed to purchase the latest version of Microsoft Office software available. Simply return to the [HUP Employee Site](#), select the software and complete the purchase. Employees will need to uninstall the previous software, then install the new software.

How do I get support?

This is a direct arrangement between yourself and Microsoft, therefore support is only available through Microsoft.

Additional information and support is available at https://www.microsofthup.com/hupuk/contactus.aspx?culture=en-US&country_id=GB

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