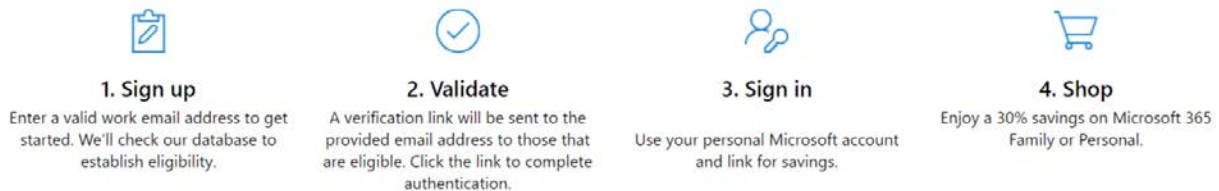


Microsoft Office

Microsoft is now offering a new and improved Home Use Program (HUP) for State of Delaware Government customers! Besides the 30% discount on Microsoft 365, significant changes to HUP include 1) employees can take the benefit with them, even if they leave employment at Delaware; 2) up to 6 family members can also enjoy the benefits; and 3) there is a dedicated HUP team to answer any questions.

Microsoft Home Use Program (HUP)

The Microsoft Home Use Program allows employees at eligible state & local government agencies to buy an annual subscription of Microsoft 365 Family or Microsoft 365 Personal at a discount for use on personal devices. [Microsoft Home Use Program Guide](#)



Check if You're Eligible and Sign Up

- **Step 1:** Confirm eligibility. Go to the [HUP sign up page](#). Enter your state email address and click **Get Started**. Be patient, it may seem as if that click did nothing – but the system will check your eligibility and within a couple minutes an email will be sent to the state email you have entered. **Tip:** Email sender will be **Account No Reply** and email subject is “Check out this special discount, just for you”.
- **Step 2:** Follow the steps in the email you received. You will be prompted to sign in with your **PERSONAL** Microsoft account. If you don't have one, click **Create one** and follow the steps on screen. Once that is concluded, the Home Use Program benefit will be attached to that account.
- **Step 3:** Sign in with your Microsoft email. After signing in, you will access the Home Use Program offers page. You will be able to see the discount applied to the price for the Office 365 offers displayed at the top of the page. Scrolling down this page there is a section for **Other Office products**. When clicking **Learn more >**, you will see a product description page and the discounted price.
- **Step 4:** Use your 30% discount to purchase Microsoft 365 Personal or Family! Once you decide which product to purchase click on Buy Now to add the product to the cart. Then open the cart and click Checkout. Next you will add a payment method (credit or debit card, bank account or paypal2). Once you've added, review your order then click **Place order** to confirm. A receipt will be sent to your account email (displayed on screen).

Redeeming and Managing Account

If you purchased an Office 365 Home or Personal, your subscription will be automatically added to the Microsoft account you purchased with. You will receive an email associated with your personal Microsoft account with the receipt and links to install, manage subscription and view order details. [Manage Your Subscription](#). In this portal, you will be able to install, share with your family (if you chose Office 365 Home subscription) and manage your payment & billing. If you have purchased one of the other Office products, after your purchase you will be given a product key. That key will also be emailed to your *personal* Microsoft account.

IMPORTANT: Write down which Microsoft account you used for signing up. You can attach the Home Use Program benefit to only one Microsoft account. In case you forgot which account you used, check among your personal emails addresses for an email message titled “Welcome to the Microsoft Home Use Program”.

Microsoft is committed to serving State & Local Government agencies. Should you have any questions about how the HUP can benefit the State, please contact:

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