

Our new Microsoft Office contract allows you to download and install Office 2010 on your home computer through Microsoft's Home Use Program(HUP), for a small fee of \$9.95.

To purchase the software from Microsoft:

1. Go to <http://hup.microsoft.com/>
2. Select the country (United States is the first entry in the drop down box)
3. Enter your SWSD e-mail address *Note: Only a valid swsd.k12.pa.us will work – all other email addresses will not work.*
4. Enter the Program Code: B002F0B012 *Note: This program code is only for SWSD employees – please do not share this number with anyone outside SWSD. Also, those are zeros in the code, not the letter O.*
5. Click **SUMBIT**.
6. An email will be sent to you with a link to start the purchase. Click on the **BUY NOW** link in the email and it will take you back to Microsoft's HUP site.
7. Select your language – English should be the default.
8. Click on the **Add to Cart** button. (MAC users can select Office for MAC here.)
9. If you wish to have the software DVD sent to your house, for an additional \$12.00 you can select that option in this window, and it will be shipped to your home address.
10. When you are ready, click on the **CHECKOUT** button to begin the actual purchase. In the next window you will enter your address and credit card information. Then click **CONTINUE** to complete the purchase.
11. The last screen will confirm your order and a confirmation email will be sent to you. That email will contain a link to download the software to your computer. There will also be the License Key. It is important to save this number. During installation you will need to enter this number before the install will begin.
12. Once the software is downloaded to your home computer, you can double click on the file to start the installation process. During the installation process you will be presented with options to make along the way. If you accept the screens default options and change nothing, you will be okay. One of the first screens will ask for the License Key – so be sure to have that ready.

I hope you are able to take advantage of this offer.

Thanks!

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