

<https://www.homeport.navy.mil/management/microsoft-hup/>

Microsoft's Home Use Program (HUP) License Information

The Department of the Navy (DON), through its contract with HP for NMCI, is entitled to Microsoft's Home Use Program (HUP) as a volume license owner with Microsoft. The HUP allows government civilian and uniformed personnel currently on NMCI to obtain a licensed copy of Microsoft Office, Project or Visio desktop applications to install and use on a home computer, if the products are also currently installed on their NMCI computer. Contractors are ineligible to participate in the HUP program at this time.

NMCI users taking advantage of this offering must abide by the terms set forth by Microsoft's Home Use Rights End User License Agreement (EULA) and are personally responsible for paying the administrative costs for obtaining the software. The DON is not responsible for individual employee compliance with respect to the EULA.

For additional information regarding the Home Use Program and the Home Use EULA, visit the <http://www.microsoft.com/licensing/software-assurance/home-use-program.aspx> Web site.

For a list of HUP Frequently Asked Questions (FAQs) on the DON Chief Information Officer (CIO) website, go to <http://www.doncio.navy.mil/ContentView.aspx?id=849>. For additional information about HUP, go to <http://www.doncio.navy.mil/ContentView.aspx?id=849> and search "HUP."

NMCI users can order online at the Microsoft HUP Web site. In order to access this web site, you must use the unique program code provided below. Please retain this program code and do not distribute! The code is your key to these benefits, it is not transferable.

To order Microsoft Office for home use, follow the steps below:

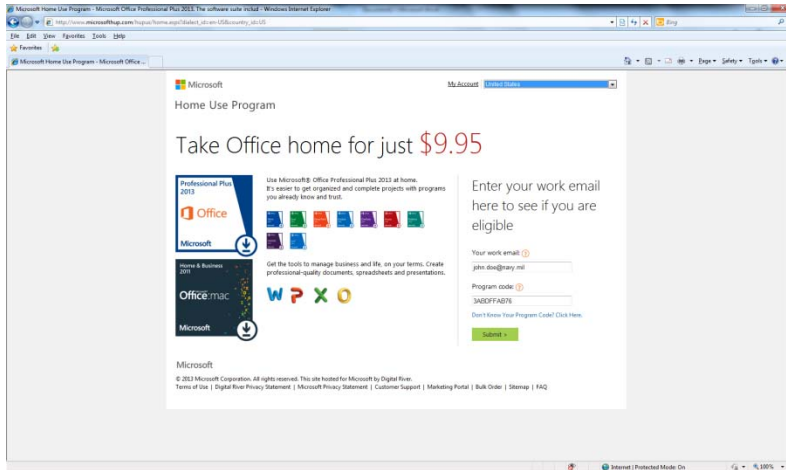
1. Go to the Microsoft Home Use Program Web site at http://www.microsoft.com/hupus/home.aspx?dialect_id=en-US&country_id=US
2. Enter your navy.mil, usmc.mil or pacom.mil e-mail address and the Program Code: **3ABDFFAB76**.
3. If you are eligible for the Microsoft Home Use Program, you will receive an e-mail at the address you submitted in Step 3. The email will include a link to the Microsoft ordering site.
USMC NMCI users only: If you do not get the email from Microsoft HUP hup.us@digitalriver.com, then your network is blocking it. You need to contact your local NMCI team to unlock this email. Ask them to add hup.us@digitalriver.com to the White List, then try again.
4. Forward the email from your navy.mil, usmc.mil or pacom.mil e-mail address to an email address that you can access from the home computer that you plan to install the software onto.
NOTE: You are not allowed to load the software onto your NMCI computer, you are only to load the software on your home computer.
5. From your home computer, select the "Buy Now" on the email that you forwarded to an email address accessible from your home computer. The link will take you to the Microsoft ordering site.
6. On the ordering site, select your desired Microsoft Office package and complete your purchase. There is no cost for the license. However, there is a nominal charge of \$9.95 plus local sales tax for an electronic download service, payable via a credit card, of each product ordered. Additionally, if you want backup media, that's an additional charge of \$13.99. The employee is responsible for paying that nominal charge per product.

The maximum quantity of product you can buy under this program is limited to one copy of each application per NMCI user.

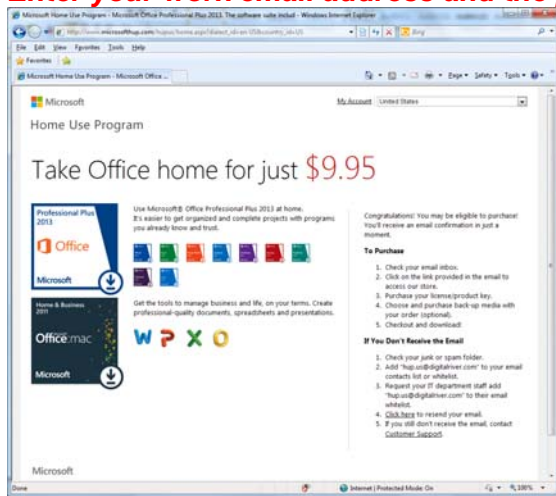
Please note that this program code is only valid for the duration of your Software Assurance coverage, under your Microsoft Volume Licensing Agreement. These coverage dates can also be viewed on the [Microsoft Volume Licensing Services](http://www.microsoft.com/volume-licensing) website.

Note: The eligible licenses the Department of the Navy has through the NMCI contract are not all inclusive as the ones listed on the Microsoft site.

http://www.microsoft.com/hupus/home.aspx?dialect_id=en-US&country_id=US



Enter your work email address and the program code



You will receive an email at the work address provided. DO NOT ATTEMPT TO LOAD THE SOFTWARE ON YOUR WORK MACHINE.

Forward the email to your personal email account so you can open the email at the personnel computer that you want to install Office on.