

How do I obtain access to the Microsoft Home Use Program (HUP) software?

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General Information

This article will explain eligibility and how to obtain UBC Home Use Program (HUP) Microsoft Office 365 software. This software is provided at a 30% discount.

Eligibility

All active employees with a valid @ubc.ca email address or an address in a UBC subdomain (e.g. @xxx.ubc.ca) may obtain the self-procured HUP license.

Products

The following packages are available:

The image displays two side-by-side promotional cards for Microsoft Office 365 subscriptions. The left card is for 'Office 365 Home' and the right card is for 'Office 365 Personal'. Both cards feature a 'BEST VALUE' banner at the top. The Office 365 Home card shows a price of CAD \$76.30/year (down from CAD \$109.00) with a 5-star rating and a 'Buy now >' button. Below the price, it offers an alternative of 'or buy at CAD \$11.00/month >'. The Office 365 Personal card shows a price of CAD \$55.30/year (down from CAD \$79.00) with a 5-star rating and a 'Buy now >' button, with an alternative of 'or buy at CAD \$8.00/month >'. Both cards include a description: 'One solution for you and your family across all your devices. Includes premium Office applications for up to 6 users.' for Home and 'One solution for you across all your devices. Includes premium Office applications for 1 user.' for Personal. Under 'Office applications included', both list Word, Excel, PowerPoint, Outlook, Publisher (PC only), and Access (PC only). Under 'Services included', both list OneDrive and Skype.

The only difference between the two packages is that the Home version allows for 6 simultaneous users while the Personal version can only be used by 1 person at a time.

The steps to obtain the discounted Office 365 software are:

1. Sign up with your ubc.ca email address at microsoft.com/hup
2. Check your UBC email and click the link to validate that you are an active employee
3. You will need to sign in with an existing personal Microsoft account (or create a new one)
 1. Do not use your firstname.lastname@ubc.ca UBC provided Microsoft account. You are purchasing a personal copy of Office 365 and it should be purchased using your own personal (non-UBC provided) Microsoft account.
4. Select the subscription package you wish to pay for and finish the check-out process

Please Note: You are only using your @ubc.ca email address to validate that you're a UBC employee. In order to purchase a subscription, you will have to use your own personal Microsoft account. You can't use or create a Microsoft account with your @ubc.ca email address.

Posted by: Jill MacKenzie - Mon, Jun 8, 2015 at 3:33 PM. This article has been viewed 23581 times.

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