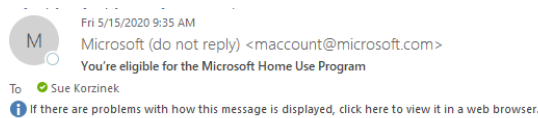


Microsoft Office 365 Discounts for GVSU faculty and staff

Microsoft is providing a 'work from home' option for GVSU faculty and staff to purchase a discounted version of Microsoft Office 365 using a personal Microsoft account. You may not use your @gvsu.edu account to qualify for this discount. If you do not have a personal Microsoft account, you may create one during the process.

Again, you may take advantage of this offer only by using a PERSONAL Microsoft account.

1. Go to this link to start the process <https://www.microsoft.com/en-us/home-use-program/eligibility-check>
2. An email will be sent with instructions on how to proceed. Sample email below:



Email sent from outside of GVSU. Use caution when clicking on links/attachments.



Congrats!

Hello Sue Korzinek,

Congratulations! As an employee of Grand Valley State University, you're eligible for the Microsoft Home Use Program which gives you access to exciting offers across Microsoft products.

Step 1: Click the button below "Login with personal account". If you are not able to access, follow the additional sign-in tips.

Step 2: Once you click the button, you will be taken to Sign in/Sign up page. Use your **PERSONAL** Microsoft account to sign in.

Step 3: Once signed in, you can access the Home Use Program benefits

Here is a link to access your special offers from Microsoft. You can return to your account at any time, from any computer by clicking on the link below and signing in with your personal Microsoft account.

Login with Personal Account

3. To continue, you must login with your Personal Microsoft account or create one. If you misplace the email above, the link to continue to sign up is <https://www.microsoft.com/en-us/store/b/office-home-use-program?rtc=1&lc=1033>
4. Once you login, you will see two different options, shown below. You can purchase a family package to use the software on 6 different computers or you may purchase a personal use license.

Option 1: Family License

30% off

Microsoft 365 Family (Formerly Office 365 Home)

~~\$99.99~~ \$69.99 / year

- Share with your family—up to 6 people
- 6 TB OneDrive cloud storage to back up files and photos (1 TB per person)
- Premium versions of Word, Excel, PowerPoint, and Outlook
- Works on Windows, macOS, iOS, and Android¹

[Buy now >](#)

[Or buy at \\$9.99 / month >](#)

Option 2: Personal License

30% off

Microsoft 365 Personal (Formerly Office 365 Personal)

~~\$69.99~~ \$48.99 / year

- For one person
- 1 TB OneDrive cloud storage to back up files and photos
- Premium versions of Word, Excel, PowerPoint, and Outlook
- Works on Windows, macOS, iOS, and Android¹

[Buy now >](#)

[Or buy at \\$6.99 / month >](#)

Other services included:

Premium Office apps and services included



Word



Excel



PowerPoint



Outlook



OneDrive



Publisher
(PC only)



Access
(PC only)



Skype