



## MICROSOFT CAMPUS AGREEMENT

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The Microsoft Campus Agreement grants members of educational institutions the right to use various Microsoft products.

If you qualify for the home use program, you can purchase an electronic download thru the Microsoft Home Use Program website. Just follow these steps listed below:

**Step 1 – Visit the Microsoft ‘Home Use Program’ (HUP) website**

<http://hup.microsoft.com> <http://www.microsoft.com/hup/home.aspx?culture=en-US>

**Step 2 – Enter your @marshall.edu WORK e-mail address**

Note: you must use an @marshall.edu e-mail address to participate in this program

**Step 3 – Enter our Marshall University-specific ‘Program code’**

The Marshall University HUP Program code is: **31535E4097**

**Step 4 – Wait for your verification e-mail message and click on the ‘Buy Now’ link**

You should receive an e-mail from ‘Microsoft HUP’ ([hup.us@digitalriver.com](mailto:hup.us@digitalriver.com)). In the body of this e-mail will be your personalized link back to the Home Use web store.

*Note: If you do not receive this e-mail within a minute or two, check your spam or junk mail folder.*

**Step 5 – Click on the ‘Buy Now’ link in the e-mail received in step 4 (above)**

You will be brought back to the Microsoft HUP website where you can select the product(s) you wish to download and then complete your online purchase.

*Note: The download size can be quite large, so make sure you allow enough time to complete the download. After receiving the download, you should make a backup copy on a recordable DVD or external storage. Physical media is also available for purchase for an additional shipping and handling charge.*