



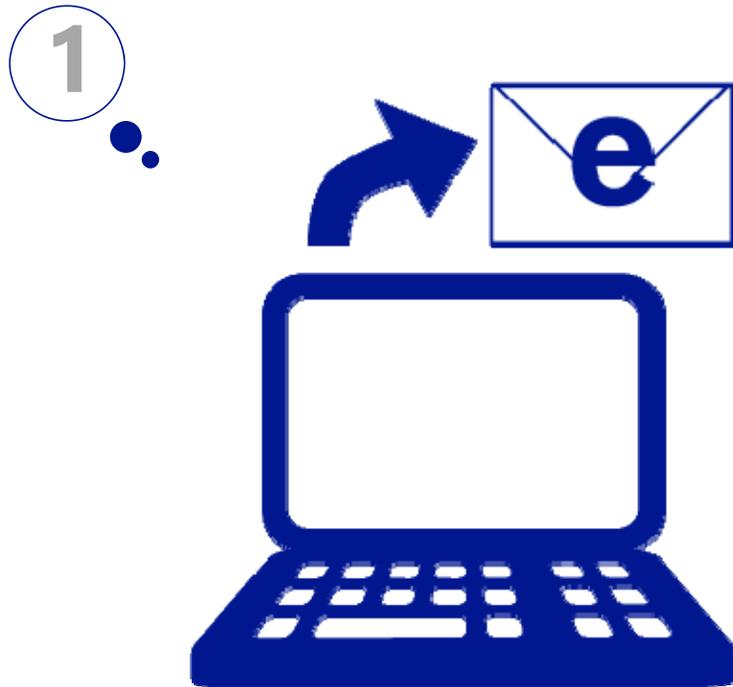
Home Use Program

Home Use Program

Presentación para empleados



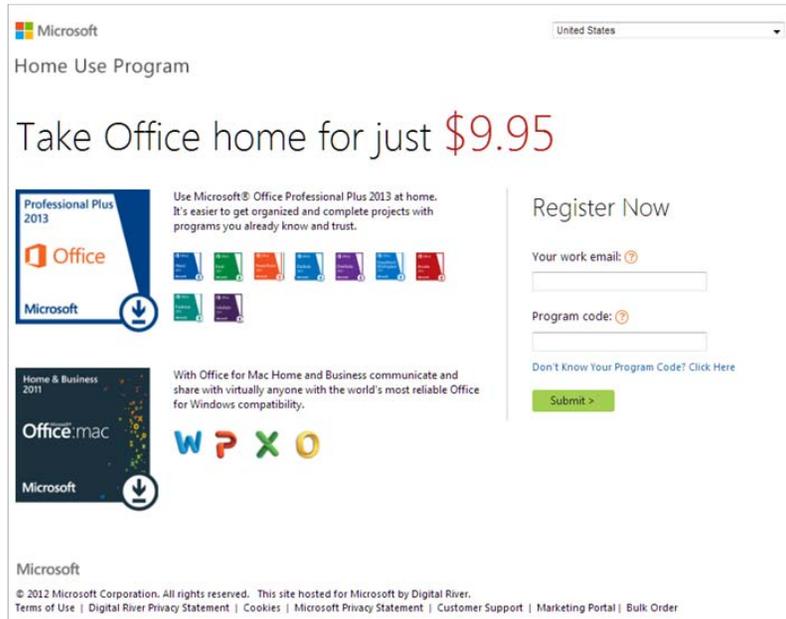
Paso a paso



Su Administrador de beneficios o representante de recursos humanos le proporcionará el código del programa HUB. También necesitará usar su dirección de correo electrónico **corporativa**.

Paso a paso

2



The screenshot shows the Microsoft Home Use Program website. At the top, it says "Microsoft Home Use Program" with a "United States" dropdown menu. The main headline reads "Take Office home for just \$9.95". Below this, there are two product options: "Professional Plus 2013" and "Office for Mac Home & Business 2011". To the right, there is a "Register Now" section with a form for "Your work email:" and "Program code:", a "Submit >" button, and a link for "Don't Know Your Program Code? Click Here".

www.microsofthup.com

Visite la **tienda de HUP** para efectuar la compra.



Preguntas Frecuentes

¿Dónde puedo encontrar los términos del programa?

- Pídaselos al Administrador de beneficios
- Vínculo de la página principal del sitio web de HUP
- Vínculo de la página Confirmación del pedido durante el proceso de compra

¿Me proporcionará el departamento de TI soporte técnico en el

Microsoft proporciona gratuitamente soporte técnico de software durante 90 días (a partir de la activación) para los empleados.

¿Puedo comprar Office 2013 o Mac 2011 si he comprado Office 2010 o Mac 2008?

Sí, los empleados tienen derechos de actualización, pero seguirán teniendo que pagar la cuota del programa de 9,95 USD. Los empleados pueden actualizar a Office 2013 u Office 2011 para Mac (*no a ambos*).

¿Por qué no puedo usar Office 2013 y Office 2011 para Mac?

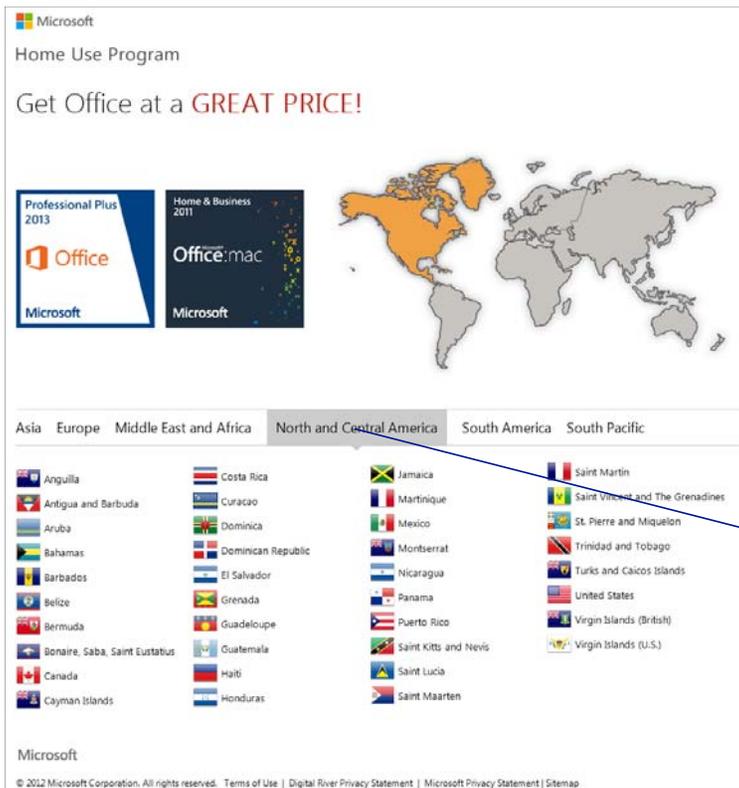
A través de los beneficios de SA de su empresa, los empleados que cumplan los requisitos pueden adquirir un producto de Office (Office Professional Plus 2013 u Office 2011 para Mac) para usarlo en sus equipos domésticos.

La experiencia de compra: pedidos individuales



Elija su país...

1



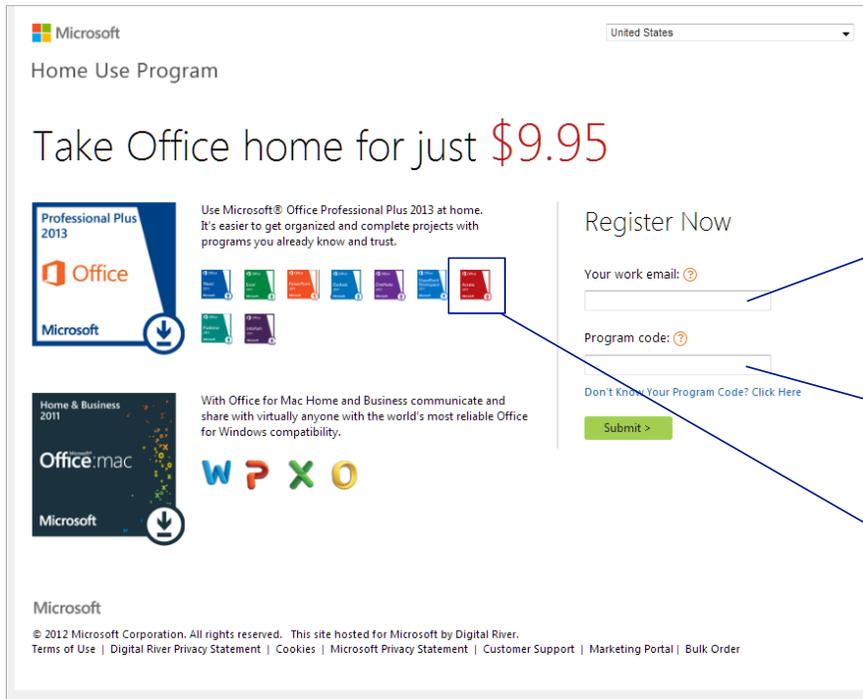
The screenshot shows the Microsoft Home Use Program website. At the top, it says "Microsoft Home Use Program" and "Get Office at a GREAT PRICE!". Below this, there are images for "Office Professional Plus 2013" and "Office Home & Business 2011". A world map highlights North and Central America. Below the map is a navigation menu with tabs for "Asia", "Europe", "Middle East and Africa", "North and Central America", "South America", and "South Pacific". The "North and Central America" tab is selected, and a list of countries with their flags is displayed. A blue arrow points from the text "Seleccione su país en el menú de la pestaña" to the "North and Central America" tab.

Asia	Europe	Middle East and Africa	North and Central America	South America	South Pacific
			Jamaica		Saint Martin
Anguilla	Costa Rica		Martinique		Saint Vincent and The Grenadines
Antigua and Barbuda	Curacao		Mexico		St. Pierre and Miquelon
Aruba	Dominica		Montserrat		Trinidad and Tobago
Bahamas	Dominican Republic		Nicaragua		Turks and Caicos Islands
Barbados	El Salvador		Panama		United States
Belize	Grenada		Puerto Rico		Virgin Islands (British)
Bermuda	Guadeloupe		Saint Kitts and Nevis		Virgin Islands (U.S.)
Bonaire, Saba, Saint Eustatius	Guatemala		Saint Lucia		
Canada	Haiti		Saint Maarten		
Cayman Islands	Honduras				

Seleccione su país en el menú de la pestaña

Consulte los detalles del producto e inicie sesión para realizar la compra...

2



Microsoft Home Use Program

United States

Take Office home for just **\$9.95**

Professional Plus 2013
Use Microsoft® Office Professional Plus 2013 at home. It's easier to get organized and complete projects with programs you already know and trust.

Office

Microsoft

Home & Business 2011
With Office for Mac Home and Business communicate and share with virtually anyone with the world's most reliable Office for Windows compatibility.

Office:mac

Microsoft

Register Now

Your work email: ?

Program code: ?

Don't know Your Program Code? [Click Here](#)

Submit >

Microsoft

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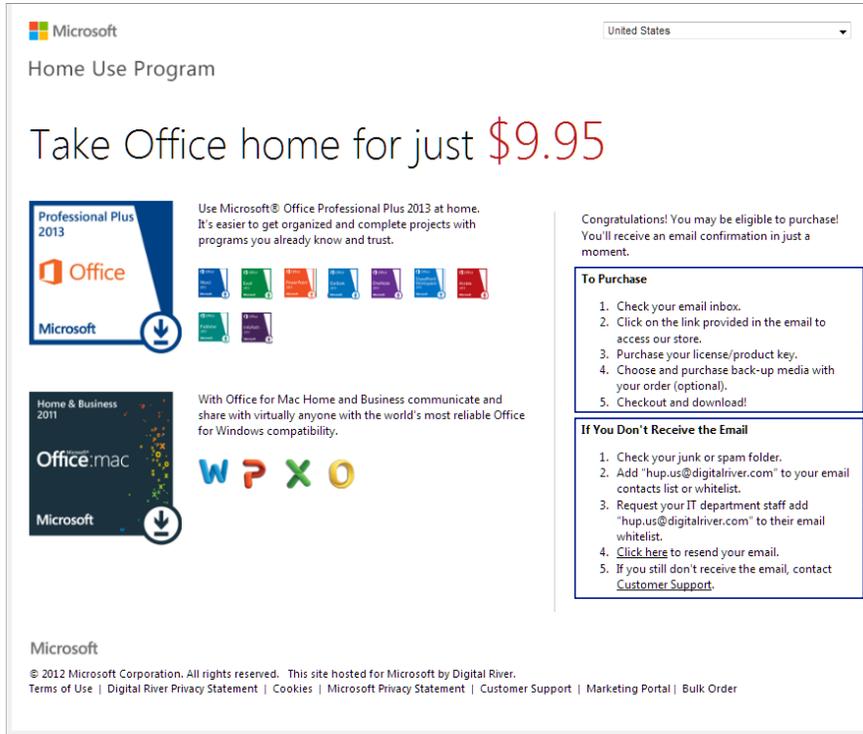
Escriba la dirección de correo electrónico del trabajo

Especifique el código del programa

Dé la vuelta a la imagen para ver los detalles de la aplicación

Recupere el mensaje de correo electrónico de confirmación*...

3



The screenshot shows the Microsoft Home Use Program website. At the top, it says "Microsoft Home Use Program" and "United States". The main headline is "Take Office home for just \$9.95". Below this, there are two product offers:

- Professional Plus 2013:** "Use Microsoft® Office Professional Plus 2013 at home. It's easier to get organized and complete projects with programs you already know and trust." It shows icons for Word, Excel, PowerPoint, Outlook, OneDrive, and Lync.
- Home & Business 2011:** "With Office for Mac Home and Business communicate and share with virtually anyone with the world's most reliable Office for Windows compatibility." It shows the Office for Mac logo and icons for Word, PowerPoint, Excel, and Outlook.

On the right side, there are two boxes with instructions:

Congratulations! You may be eligible to purchase! You'll receive an email confirmation in just a moment.

To Purchase

1. Check your email inbox.
2. Click on the link provided in the email to access our store.
3. Purchase your license/product key.
4. Choose and purchase back-up media with your order (optional).
5. Checkout and download!

If You Don't Receive the Email

1. Check your junk or spam folder.
2. Add "hup.us@digitalriver.com" to your email contacts list or whitelist.
3. Request your IT department staff add "hup.us@digitalriver.com" to their email whitelist.
4. [Click here](#) to resend your email.
5. If you still don't receive the email, contact [Customer Support](#).

At the bottom, it says "Microsoft © 2012 Microsoft Corporation. All rights reserved. This site hosted for Microsoft by Digital River. Terms of Use | Digital River Privacy Statement | Cookies | Microsoft Privacy Statement | Customer Support | Marketing Portal | Bulk Order".

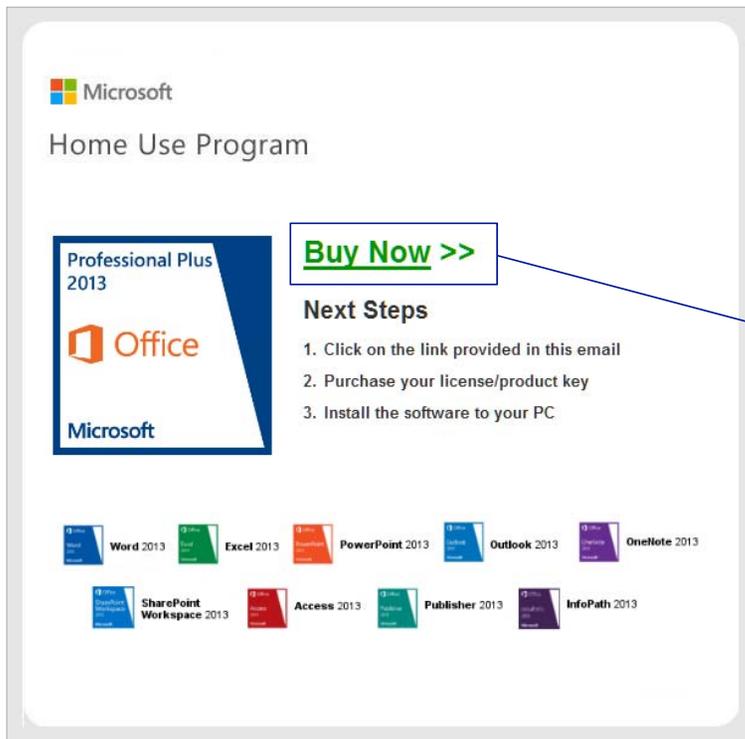
Siguientes pasos para realizar la compra

*O pruebe este procedimiento si no ha recibido el correo electrónico

Vaya directamente a la tienda en línea desde el mensaje de correo electrónico...



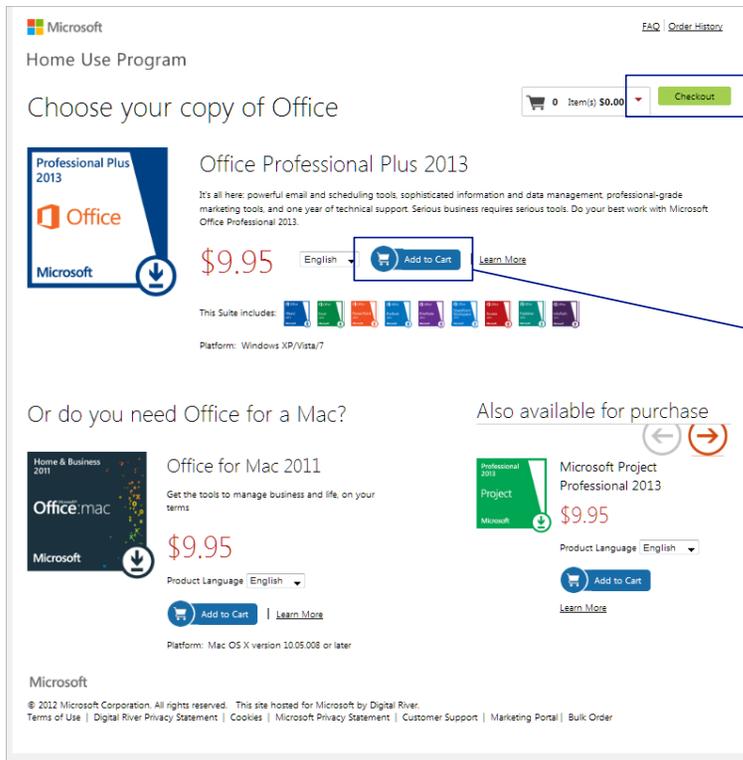
4



Haga clic en Buy Now (Comprar ahora)

Elija lo que desee comprar...

5



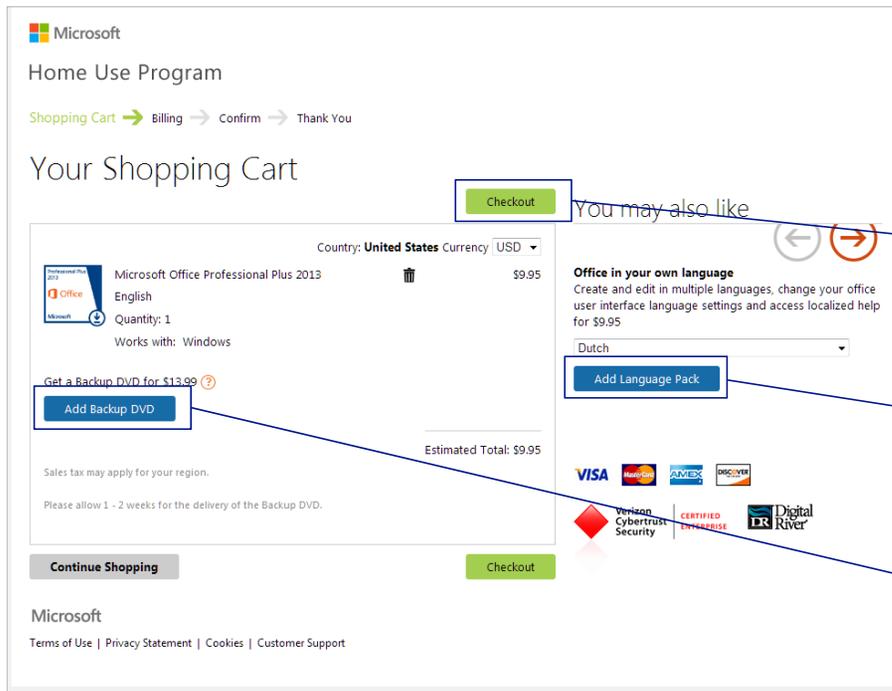
The screenshot shows the Microsoft Home Use Program website. At the top, there is a navigation bar with the Microsoft logo, 'Home Use Program', and links for 'FAQ' and 'Order History'. Below this, a shopping cart icon shows '0 item(s) \$0.00' and a green 'Checkout' button. The main content area is titled 'Choose your copy of Office'. It features a large product card for 'Office Professional Plus 2013' with a price of '\$9.95' and an 'Add to Cart' button. Below this card, it lists included applications and the platform 'Windows XP/Vista/7'. To the right, there is a section 'Also available for purchase' with a left arrow and a right arrow. It displays 'Microsoft Project Professional 2013' for '\$9.95' with an 'Add to Cart' button. At the bottom, there is a section for 'Office for Mac 2011' with a price of '\$9.95' and an 'Add to Cart' button. The footer contains the Microsoft logo and copyright information: '© 2012 Microsoft Corporation. All rights reserved. This site hosted for Microsoft by Digital River. Terms of Use | Digital River Privacy Statement | Cookies | Microsoft Privacy Statement | Customer Support | Marketing Portal | Bulk Order'.

Haga clic en **Checkout (Pagar)** cuando esté listo para pagar

Haga clic en **Add to Cart (Agregar al carro)** para realizar la compra

Agregue artículos opcionales y continúe con el pago...

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Microsoft
Home Use Program

Shopping Cart → Billing → Confirm → Thank You

Your Shopping Cart

Country: **United States** Currency: **USD**

	Microsoft Office Professional Plus 2013	\$9.95
	English	
	Quantity: 1	
	Works with: Windows	

Estimated Total: \$9.95

Add Backup DVD (optional)

Add Language Pack (optional)

Checkout

Haga clic en **Checkout (Pagar)** cuando esté listo para continuar

Agregue un paquete de idioma

<<opcional>>

Agregue un DVD de copia de seguridad

<<opcional>>

Proporcione la información de pago y pase por caja...

7

Personal Email (Recommended)

To have a copy of your order confirmation sent to your personal email address enter it here.

I want information about other Microsoft Office products and services. Microsoft Office account benefits can include informational communication about our services. You may unsubscribe at any time by following instructions in the communications that you receive.

Shipping Information

If your Shipping information differs from your Bill To Information, please use the following radio button to enter Shipping information.

Same as billing address
 Ship to another address

If your shipping information differs from your bill to information, your order may be delayed for verification. Due to shipper restrictions, we cannot deliver to P.O. Boxes, APO/FPO, U.S. Territories or international addresses.

Payment Information

Payment Method*

Visa    

Credit Card Number* Name on Credit Card* Expiration Date*

 1 / 2012

(No dashes- XXXXXXXXXXXXXXXXXXXX)

Security Code*



What is a Card Identification Number?

One more step to go! (Your card will not be charged yet)

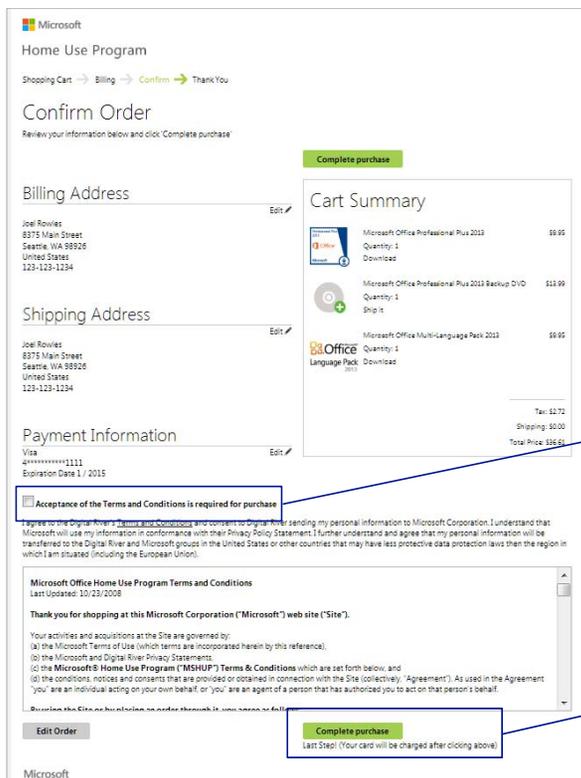
Microsoft
Terms of Use | Privacy Statement | Customer Support | Sitemap

Especifique aquí su dirección de correo electrónico para recibir una confirmación

Haga clic en **Confirm your order (Confirmar pedido)** cuando haya completado el formulario

Confirme su pedido y complete la compra...

8



Microsoft Home Use Program

Shopping Cart → Billing → Confirm → Thank You

Confirm Order

Review your information below and click 'Complete purchase'

Complete purchase

Billing Address [Edit](#)

Joel Rovles
8375 Main Street
Seattle, WA 98126
United States
123-123-1234

Shipping Address [Edit](#)

Joel Rovles
8375 Main Street
Seattle, WA 98126
United States
123-123-1234

Payment Information [Edit](#)

Visa
**** *1111
Expiration Date 1 / 2015

Acceptance of the Terms and Conditions is required for purchase

I agree to the Digital River's Terms and Conditions and consent to Digital River sending my personal information to Microsoft Corporation. I understand that Microsoft will use my information in conformance with their Privacy Policy Statement. I further understand and agree that my personal information will be transferred to the Digital River and Microsoft groups in the United States or other countries that may have less protective data protection laws than the region in which I am situated (including the European Union).

Microsoft Office Home Use Program Terms and Conditions
Last Updated: 10/29/2008

Thank you for shopping at this Microsoft Corporation ("Microsoft") web site ("Site").

Your activities and acquisitions at the Site are governed by:

- (a) the Microsoft Terms of Use (which terms are incorporated herein by this reference);
- (b) the Microsoft and Digital River Privacy Statements;
- (c) the Microsoft Home Use Program ("MSHUP") Terms & Conditions which are set forth below; and
- (d) the conditions, notices and consents that are provided or obtained in connection with the Site (collectively, "Agreement").

As used in the Agreement, "you" are an individual acting on your own behalf or "you" are an agent of a person that has authorized you to act on that person's behalf.

[Buyer's Use of the Site as an agent for another person is prohibited.](#)

[Edit Order](#) [Complete purchase](#)
Last Step! (Your card will be charged after clicking above)

Microsoft

Acepte los términos y condiciones

Haga clic en Complete Purchase (Completar la compra) para completar el pedido

Descargue su nuevo software.

9

 **Microsoft**

Home Use Program Receipt

Dear Joel Rowles,

Thank you for your order. Your Order Confirmation number is: **882001848**. Your product key to activate your software can be found below. Please retain this information for your records.

Please download this software on your home PC by forwarding this email to your personal email account, and clicking the 'download link' from a home PC.

Product	Product Key	Download Link	Price
Microsoft Office Professional Plus 2013	5CC4F-60F54-53479-CA50D-B376D	Office Professional Plus English	\$ 9.95
Microsoft Office Professional Plus 2013 Backup DVD			\$ 13.99
Microsoft Office Multi-Language Pack 2013		Office Language Pack German	\$ 9.95

Subtotal: \$ 33.89
Shipping: \$ 0.00
Tax: \$ 2.72
Total: \$ 36.61

Need to re-download your software or access your order details? Simply go to the [Account Management Console](#) at any time.

For customer support, please [click here](#).

Sincerely,
Microsoft Home Use Program

Vínculo de descarga

Clave del producto
**Debe especificar la clave del producto para poder descargar el nuevo software

Muchas gracias

