

## MICROSOFT HOME USE PROGRAM

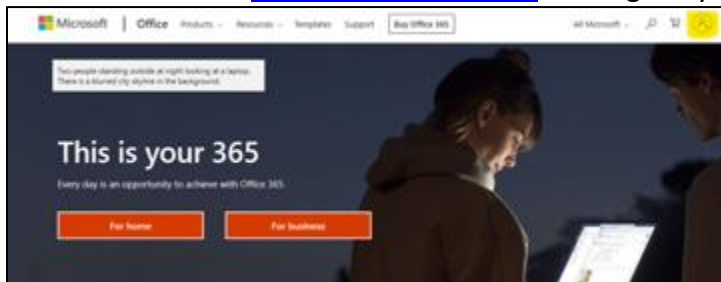
With the current licensing plan which BCSD subscribes to, employees are authorized to install Microsoft Office on a home/personal computer. There are 2 options to choose from:

1. **Free** on a home/personal computer while employed. Be aware, this version of office will be disabled if/when an individual is no longer an employed by BCSD.
2. **Discounted 30%** from list price. You will maintain O365 if/when you leave BCSD.

If you want to take advantage of either option, below are the directions/links that you can follow on your personal computer.

### OPTION 1: Free while employed by BCSD:

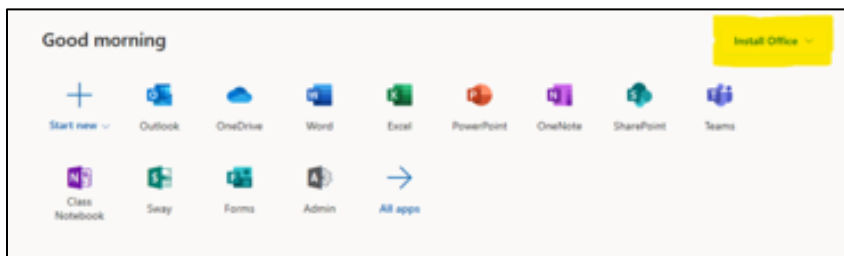
1. Got to website <https://office365.com> and log in by selecting the icon on the top right.



2. When logging in, use your 'username'@beaufort.k12.sc.us  
Example: 0123johns@beaufort.k12.sc.us



3. Select "install Office"



### OPTION 2: 30% off:

<https://www.microsoft.com/en-us/home-use-program>