

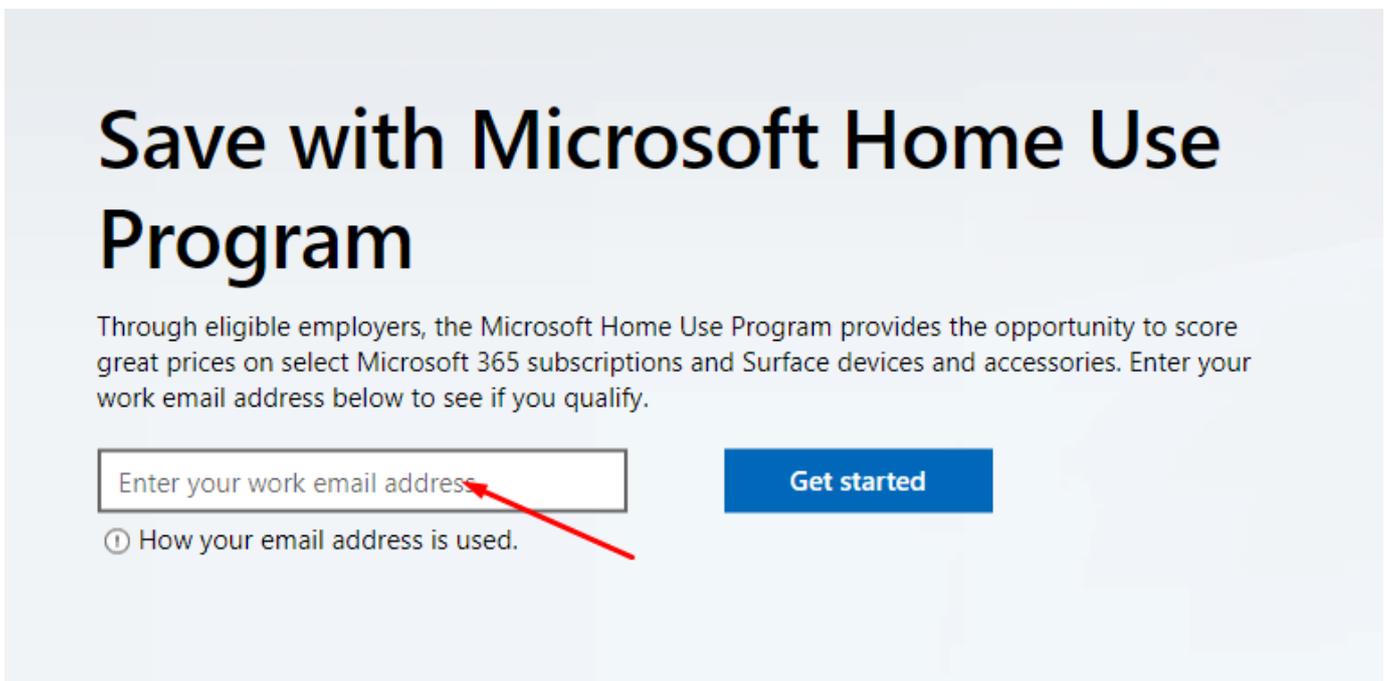
# Office 365

- [How to Get a Discounted Price on Office 365 Products](#)
- [How to Create a Personal Microsoft Account](#)

# How to Get a Discounted Price on Office 365 Products

This article will show how to get a discounted price on Office 365 products with your school email address.

1. Go to this link: <https://www.microsoft.com/en-us/home-use-program>
2. Enter your work email address in the box.



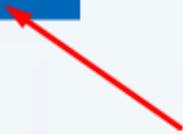
The screenshot shows a light blue background with the heading "Save with Microsoft Home Use Program" in large, bold, black text. Below the heading is a paragraph of text: "Through eligible employers, the Microsoft Home Use Program provides the opportunity to score great prices on select Microsoft 365 subscriptions and Surface devices and accessories. Enter your work email address below to see if you qualify." Below this text is a white input box with a thin black border containing the placeholder text "Enter your work email address". A red arrow points from the right side of the input box towards the "Get started" button. To the right of the input box is a blue button with the text "Get started" in white. Below the input box is a small information icon (a lowercase 'i' in a circle) followed by the text "How your email address is used."

3. Click "Get Started".

# Save with Microsoft Home Use Program

Through eligible employers, the Microsoft Home Use Program provides the opportunity to score great prices on select Microsoft 365 subscriptions and Surface devices and accessories. Enter your work email address below to see if you qualify.

**Get started**



① How your email address is used.

4. You will get a message to check your email.

Thanks! Check your work email to confirm eligibility.



5. You will get an email confirming you are eligible. Click on the link.



## Shop for select Microsoft products and services at discounted prices

As an employee of [calschools.org](https://calschools.org), you're eligible for the Microsoft Home Use Program. This program allows you to shop for select Microsoft products at discounted prices.

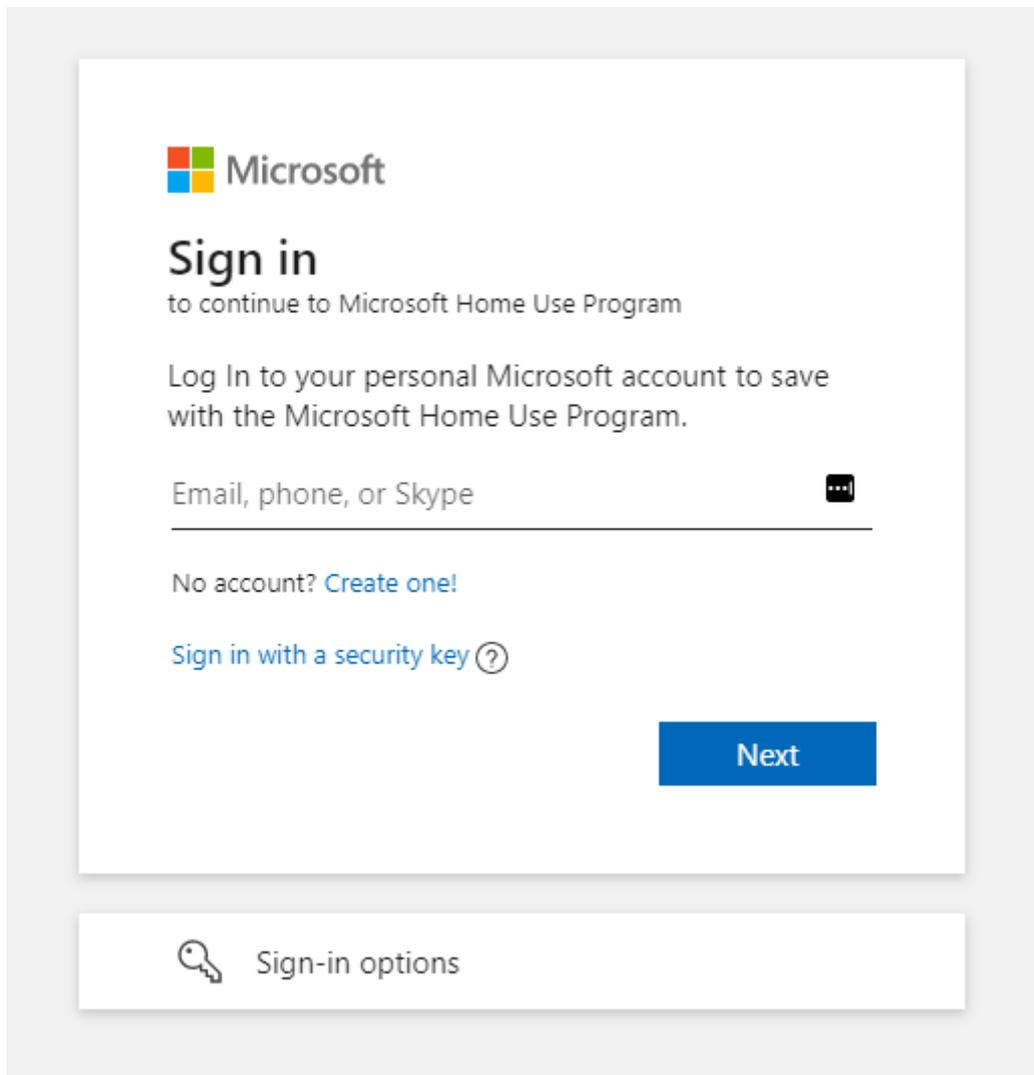
Sign in with your personal Microsoft account to shop for a product. Please don't forward the sign-in link—it was generated only for you and can be associated with only one Microsoft account.

**Sign in and shop >**



6. Enter your personal Microsoft account information.

Note: If you don't have a personal Microsoft account, click "Create One" and then follow the directions [here](#).



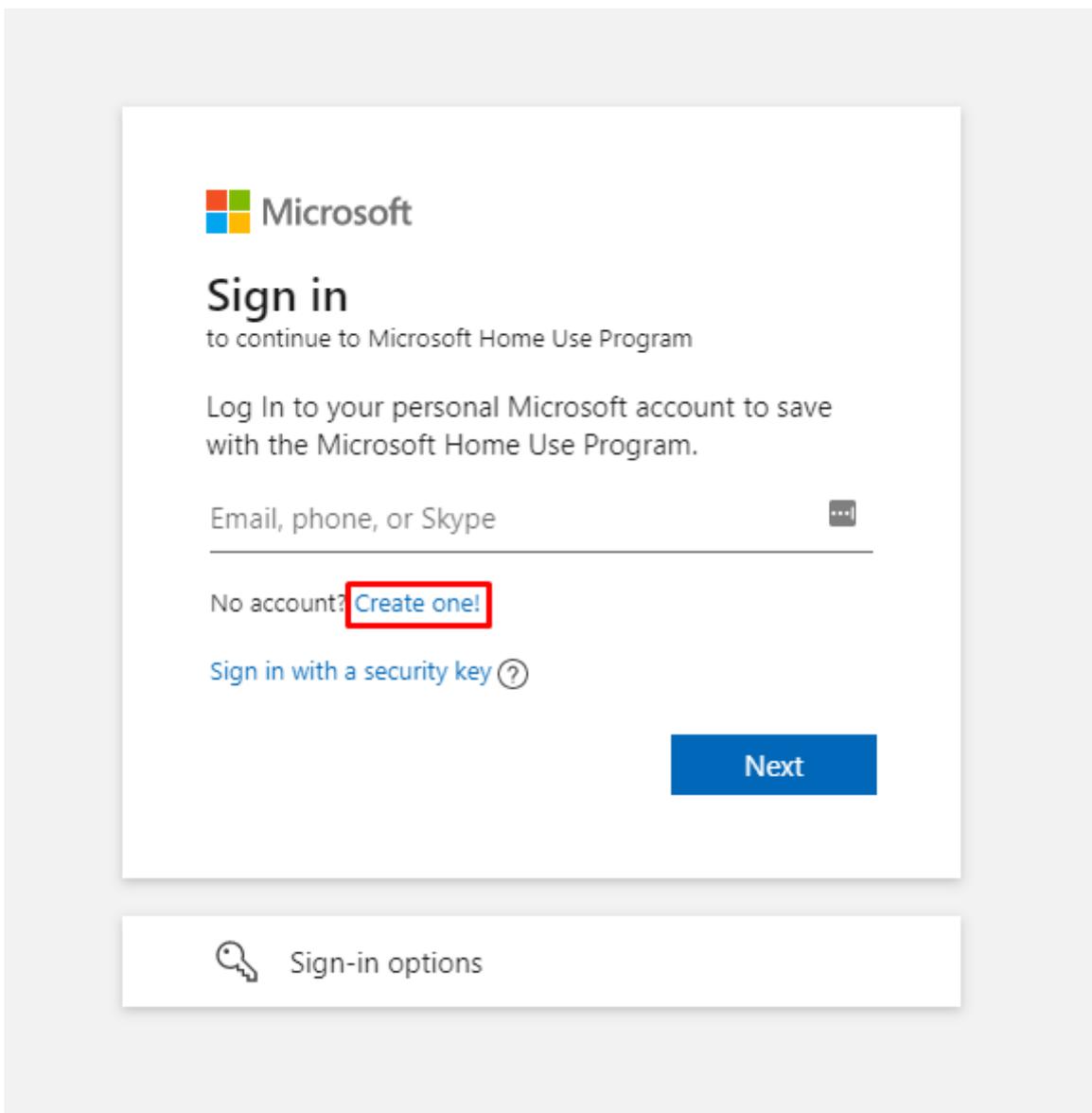
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text reads "Sign in" in a large font, followed by "to continue to Microsoft Home Use Program" in a smaller font. A message states: "Log In to your personal Microsoft account to save with the Microsoft Home Use Program." Below this is a text input field labeled "Email, phone, or Skype" with a password visibility icon (three dots) to its right. Underneath the input field, there are two links: "No account? [Create one!](#)" and "[Sign in with a security key](#) ⓘ". A blue "Next" button is positioned to the right of the input field. At the bottom of the main content area, there is a white box containing a key icon and the text "Sign-in options".

7. Once you login, you will be able to shop for Office 365 products with a discount.

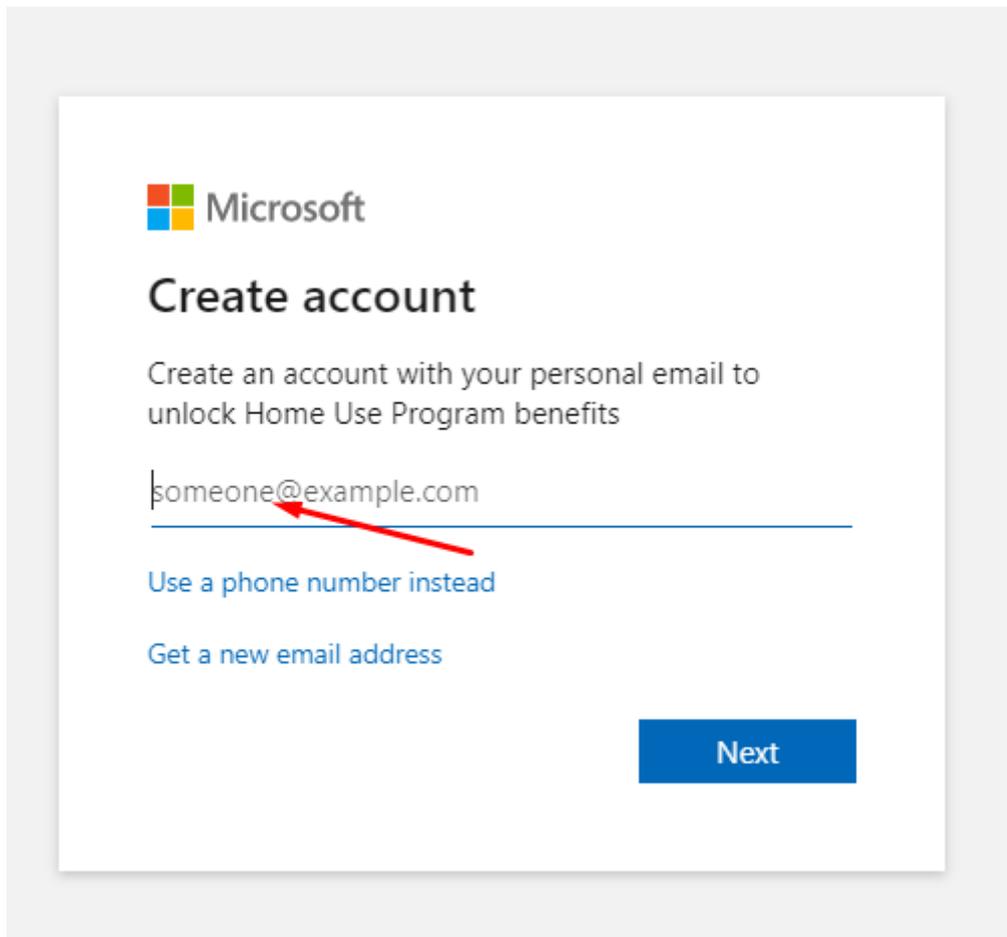
# How to Create a Personal Microsoft Account

This article will show how to create a personal Microsoft account.

1. Go to this [link](#).
2. Click "Create one".



3. Enter a personal email address. Then, click "Next".



 Microsoft

## Create account

Create an account with your personal email to unlock Home Use Program benefits

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

[Next](#)

4. Create a password. Then, click "Next".



## Create a password

Enter the password you would like to use with your account.

Show password

Next

5. Enter your name. Then, click "Next".



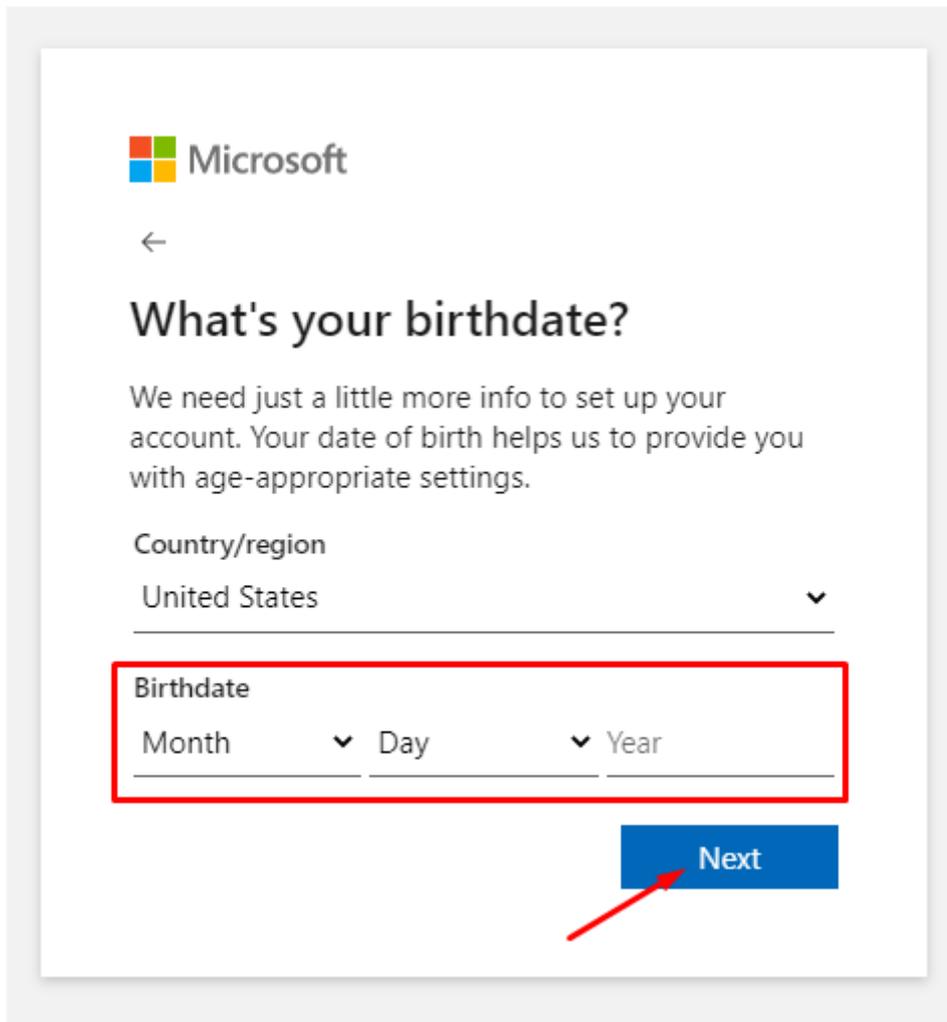
## What's your name?

We need just a little more info to set up your account.

Next

6. Enter your birthday. Then, click "Next".



The image shows a Microsoft account creation screen. At the top left is the Microsoft logo. Below it is a back arrow. The main heading is "What's your birthdate?". Below the heading is a paragraph: "We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings." There is a "Country/region" dropdown menu with "United States" selected. Below that is a "Birthdate" section, which is highlighted with a red box. This section contains three dropdown menus: "Month", "Day", and "Year". Below the birthdate section is a blue "Next" button, which is pointed to by a red arrow.

7. A code will be emailed to the email of the account you are trying to create. Enter the code, then click "Next".



← brittany.mosti@gmail.com

## Verify email

Enter the code we sent to

[REDACTED] If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

8. Solve the puzzle to confirm you are a human.

9. You have successfully created your personal Microsoft account!