

# 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.

## 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

ⓘ How your email address is used.

3. Click "Get Started".

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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

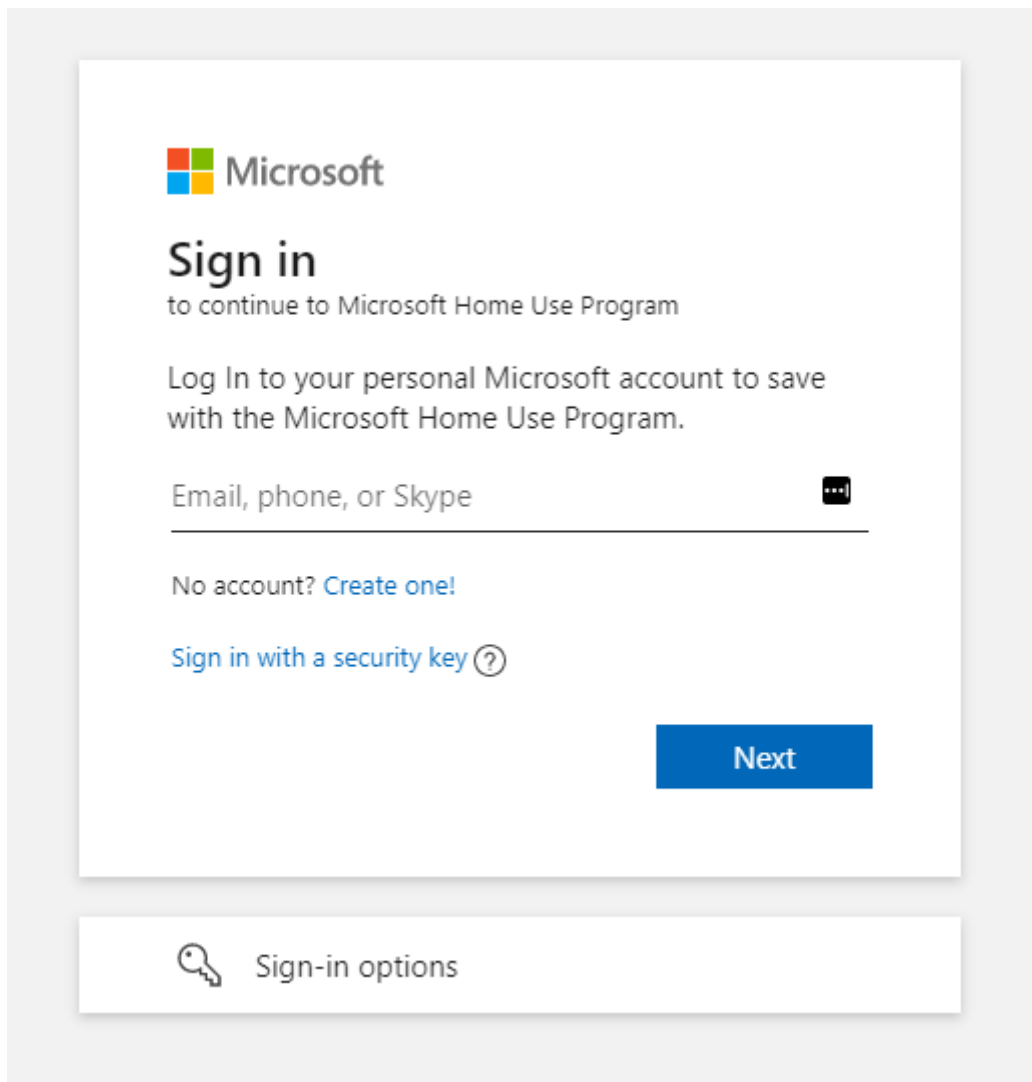
As an employee of [calschools.org](https://calschools.org), you're eligible for the Microsoft Home Use Program. This program allows you to shop for select Microsoft products at discounted prices.

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 image shows a Microsoft sign-in interface. At the top is the Microsoft logo. Below it, the text "Sign in" is prominently displayed, followed by "to continue to Microsoft Home Use Program". A message states: "Log In to your personal Microsoft account to save with the Microsoft Home Use Program." There is a text input field labeled "Email, phone, or Skype" with a password toggle icon on the right. Below the input field, there are two links: "No account? Create one!" and "Sign in with a security key" with a help icon. A blue "Next" button is positioned to the right of the input field. At the bottom, there is a section titled "Sign-in options" with a key icon.

Microsoft


## Sign in

to continue to Microsoft Home Use Program


Log In to your personal Microsoft account to save with the Microsoft Home Use Program.

Email, phone, or Skype 

No account? [Create one!](#)

[Sign in with a security key](#) 

[Next](#)

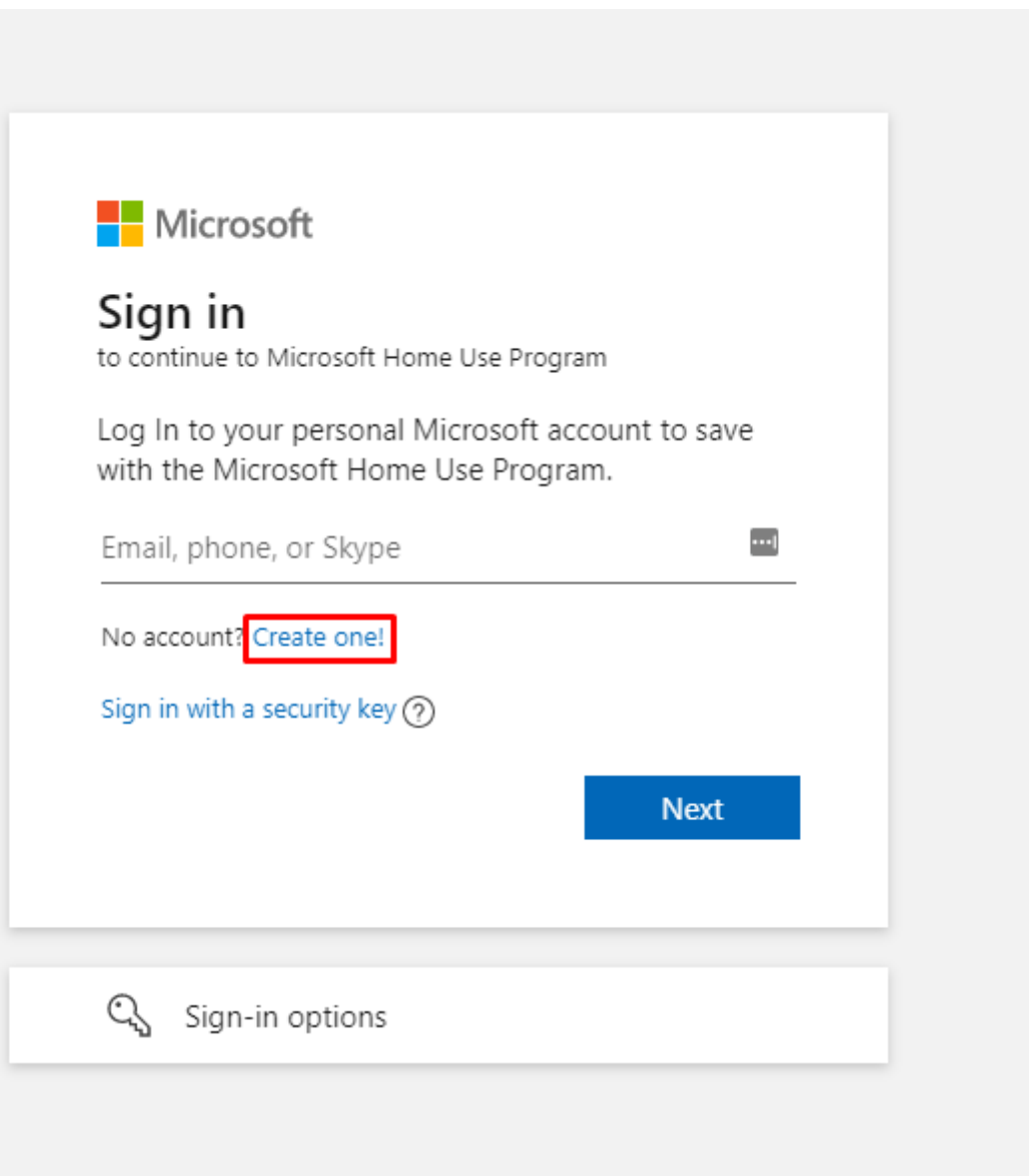
 Sign-in options

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

# How to Create a Personal Microsoft Account

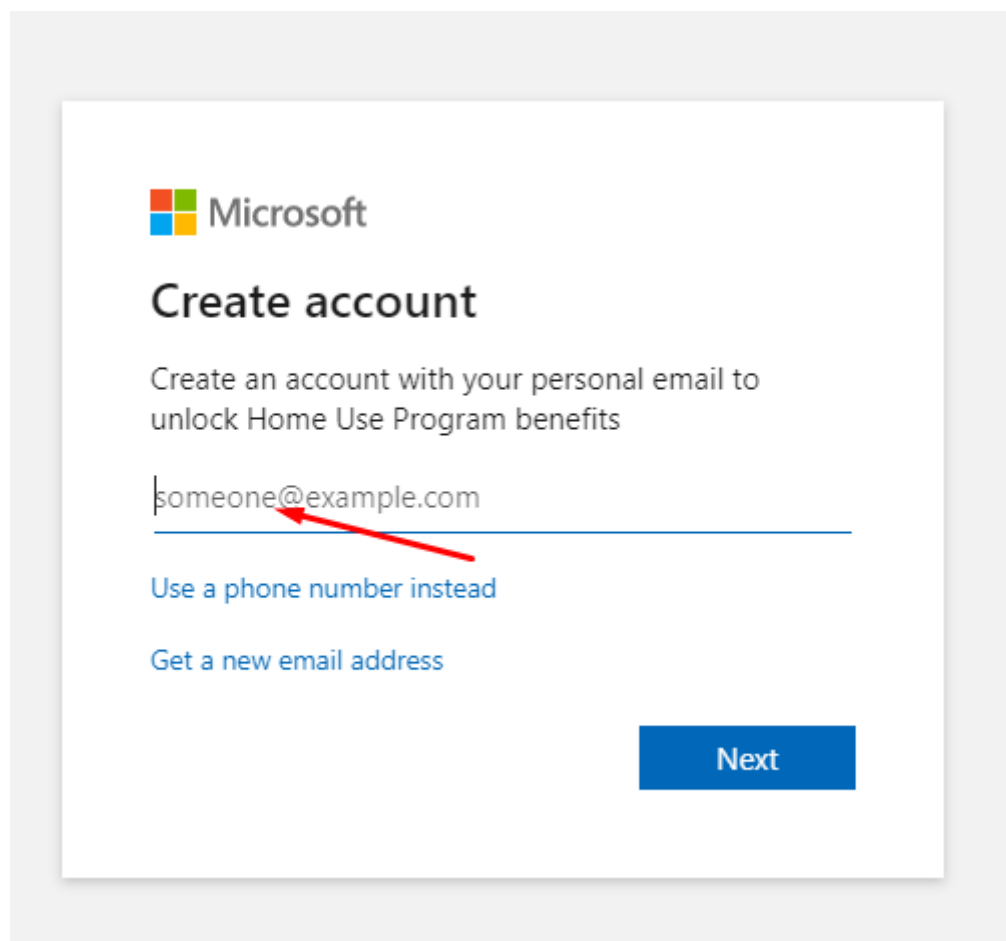
This article will show how to create a personal Microsoft account.

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



The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it, the text "Sign in" is followed by "to continue to Microsoft Home Use Program". A message states: "Log In to your personal Microsoft account to save with the Microsoft Home Use Program." There is a text input field labeled "Email, phone, or Skype" with a dropdown arrow on the right. Below the input field, the text "No account?" is followed by a blue link "Create one!" which is highlighted with a red rectangle. Below this is a blue link "Sign in with a security key" with a question mark icon. A blue "Next" button is positioned to the right of the "Create one!" link. At the bottom, there is a white box containing a key icon and the text "Sign-in options".

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

A screenshot of the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the heading "Create account" is displayed. Underneath the heading is the text "Create an account with your personal email to unlock Home Use Program benefits". A text input field contains the email address "someone@example.com". A red arrow points to the email address. Below the input field are two links: "Use a phone number instead" and "Get a new email address". At the bottom right is a blue button labeled "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?

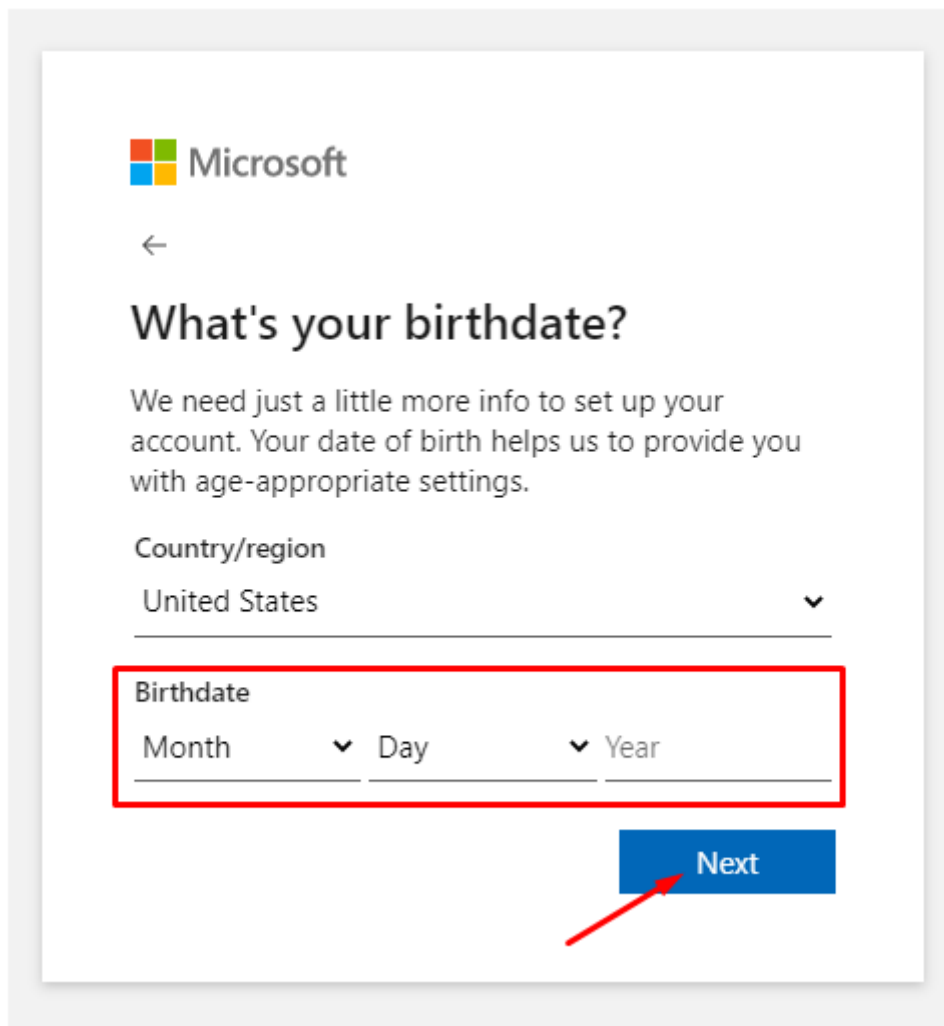
We need just a little more info to set up your account.

First name

Last name

Next

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



The image shows a Microsoft account creation page. 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." Below this is a "Country/region" dropdown menu with "United States" selected. Below that is a "Birthdate" section, which is highlighted with a red rectangle. This section contains three dropdown menus: "Month", "Day", and "Year". Below the "Birthdate" section is a blue "Next" button. A red arrow points to the "Next" button.

Microsoft

←

## What's your birthdate?

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.

Country/region

United States ▼

Birthdate

Month ▼ Day ▼ Year

Next

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!