East Allen County Schools is pleased to announce that faculty and staff members are now eligible to purchase a copy of Microsoft Office 2013 for use on your personal computer and laptop (two installs) at the deeply discounted price of $9.95. The suite includes Word, Excel, PowerPoint, Access, Publisher, OneNote, Outlook, and InfoPath. Details of the Microsoft Home Use program are shown below. A purchased copy is licensed for a single user: 1 license / 2 installs.

THIS IS FOR HOME USE ONLY. THE EAST ALLEN TECHNOLOGY DEPARTMENT WILL BE INSTALLING OFFICE 2010 ON ALL EAST ALLEN OWNED COMPUTERS.

If you would like to learn at your own convenience or pace, there are excellent online free training videos for Office 2013 at:

*Microsoft Home Use Program Now Available

You are now eligible to participate in Microsoft’s Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer.

Under the Home Use Program, you and our other employees who are users of qualifying applications at work (e.g. Office Enterprise) may acquire a licensed copy of the corresponding Home Use Program software (e.g. Office Enterprise) to install and use on a home computer. You may continue using HUP software while you are under our employment and as long as the corresponding software you use at work has active Software Assurance coverage.

Please note that some product and language versions may not be available at the time you place an order. For up-to-date information on the availability of Home Use Program software, please visit http://microsoft.com/licensing.

To access the Microsoft Home Use Program Web site:

2. Select the country (United States) to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your East Allen e-mail address and insert the following program code D720AE93C5.
   **Note: This program code is assigned to our organization for our sole use in accessing this site. You may not share this number with anyone outside our organization.**
4. Click Submit and you will receive an e-mail with a link to Buy Now.
5. When you follow the Buy Now link you will need to add a copy of Office to your cart and checkout. The $9.95 is ONLY for a license, you will be given a link to download the software. If you want a DVD copy of the software you will need to add a Backup DVD to your shopping cart at an additional cost.
6. Place your order online and you will be provided with a link to download the software and your Product Key. If you ordered an optional backup DVD it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, S&H costs.

We trust you will enjoy this benefit and look forward to your participation.
Sincerely yours,

EACS Technology Department

Windows System Requirements:

<table>
<thead>
<tr>
<th>Computer and processor</th>
<th>1 gigahertz (GHz) or faster x86- or x64-bit processor with SSE2 instruction set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memory</td>
<td>1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)</td>
</tr>
<tr>
<td>Hard disk</td>
<td>3.0 gigabytes (GB) available</td>
</tr>
<tr>
<td>Drive</td>
<td>CD-ROM or DVD drive (if using Backup Copy install)</td>
</tr>
<tr>
<td>Display</td>
<td>Graphics hardware acceleration requires a DirectX10 graphics card and a 1024 x 576 or higher resolution monitor</td>
</tr>
</tbody>
</table>

Office 2013 32-bit products are supported on the following Windows operating systems:
- Windows 7 (32-bit or 64-bit)
- Windows 8 (32-bit or 64-bit)
- Windows 8.1 (32-bit or 64-bit)
- Windows Server 2008 R2 (64-bit)*
- Windows Server 2012 (64-bit)**

Office 2013 64-bit products are only supported on the following Windows operating systems:
- Windows 7 (64-bit)
- Windows 8 (64-bit)
- Windows 8.1 (64-bit)
- Windows Server 2008 R2 (64-bit)*
- Windows Server 2012 (64-bit)**

*Windows Server 2008 R2 is available only in 64-bit architecture
**Windows Server 2012 is available only in 64-bit architecture

Mac System Requirements:

<table>
<thead>
<tr>
<th>Computer and processor</th>
<th>A Mac computer with an Intel processor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memory</td>
<td>1 GB of RAM recommended; 2–4 GB RAM preferred</td>
</tr>
<tr>
<td>Hard disk</td>
<td>2.5 GB of available hard disk space</td>
</tr>
<tr>
<td>Drive</td>
<td>CD-ROM or DVD drive (if backup copy)</td>
</tr>
<tr>
<td>Display</td>
<td>1024x768 or higher resolution monitor</td>
</tr>
<tr>
<td>Operating system</td>
<td>Mac OS X version 10.5.8 or later.</td>
</tr>
</tbody>
</table>