How to place your order for Office 365 Personal or Family

As a Vanderbilt University Medical Center Employee, you have access to 30% off Office 365 Personal or Family products. Here’s how to get it.

1. **Sign Up**
   - Enter your @vumc.org email address
   - Click **Get Started**

2. **Confirm**
   - Microsoft will send an email to your @vumc.org email address
   - The email will contain a link for validating your eligibility in the program
   - Click the link to confirm

3. **Sign In**
   - Create a personal Microsoft account at [https://account.microsoft.com/account](https://account.microsoft.com/account).
   - If you do not have one already, use your personal email address to create the account.
   - Note that if you need to create or edit an existing personal Microsoft account, you may need to repeat the confirmation step.
   - Register for the program with your personal Microsoft account.

4. **Shop**
   - Place your order through the Microsoft Store.

Contact [software.store@vumc.org](mailto:software.store@vumc.org) if you have questions or need more information.