

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

- Visit the Microsoft Home Use Program page at <https://www.microsoft.com/en-us/home-use-program>
- 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>.
- 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 if you have questions or need more information.