

Microsoft Home Use Program

Since the licensing change with Microsoft have taken affect, employees classified as **part-time**, **temp/occasional**, and **adjunct faculty** are no longer licensed for desktop versions of Microsoft office. That being said, they are still able to use the web versions of these applications by going to o365.letu.edu

If this access is not sufficient for their needs, Microsoft does have the [Microsoft Home Use Program](#). Following this link and entering the LETU email address should generate an email with a link that will allow employees to subscribe to a personal Microsoft 365 service that will allow installation of desktop versions of Office applications. Below is an example of the email generated, please note that it will require subscription using a personal email address. **Do not use your LETU email address for this as this subscription will continue when employment at LETU is ended.**

Congratulations! As an employee of LeTourneau University, you're eligible for the Microsoft Home Use Program which gives you access to exciting offers across Microsoft products.

Step 1: Click the button below "Login with personal account". If you are not able to access, follow the additional sign-in tips.

Step 2: Once you click the button, you will be taken to Sign in/Sign up page. Use your PERSONAL Microsoft account to sign in.

Step 3: Once signed in, you can access the Home Use Program benefits

Here is a link to access your special offers from Microsoft. You can return to your account at any time, from any computer by clicking on the link below and signing in with your personal Microsoft account.

Login with Personal Account

When you click the link you'll need to login/set-up a personal Microsoft account and once that's complete you'll be taken to a page with the following option which will show the personal subscription with the discount applied.

Microsoft 365 Personal

~~\$69.99~~
\$48.99 / year
★★★★★

[Buy now >](#)

[or buy at \\$6.99 / month >](#)

Office 365 is now Microsoft 365. New name, more benefits, same price.

One convenient subscription that includes premium productivity apps, 1 TB of cloud storage, and advanced security for all your devices.

Completing the steps for either of the subscription models (yearly/monthly) should allow you to install Office applications licensed to you personally.