Microsoft Home User Programme

If you are an NHS employee, you are eligible to participate in the Home Use Programme. It enables eligible employees of the NHS to get a licensed copy of most Microsoft Office desktop applications to install and use on a home computer as part of the benefits entitlement to staff in the Microsoft Enterprise Agreement.

As of March 2007, as an NHS employee, you are now entitled to order a copy of Office 2007 as part of this agreement. Please go to the link at www.microsoft.com/uk/nhs/licensing/home-user-program/default.mspx for more information.

Some commonly asked questions:

1. Why do I need an nhs.uk / nhs.net address – can I not use my personal email address?

Your NHS email address provides both the NHS Contracting party; NHS Connecting for Health and Microsoft the necessary authentication that demonstrates you are an eligible user.

2. What software can I order?

This Programme is designed to provide you with a copy of Office 2007, 2003 or Office XP for your own use.

3. How much does it cost?

The software license itself is free, however there is a fee charged to cover packaging and handling costs, of approximately £18.

4. How are version upgrades handled under HUP?

Purchases under HUP are limited to a single copy of each version per email address. As such, employees who purchased the HUP media for Office XP or Office 2003 can now also purchase Office 2007. This does not give employees the right to run both versions – the right to use the earlier version ends when employees then use the newer version.

5. How many copies can I order? / I have already ordered a copy and require another or updated copy.

You are entitled to order one copy of Office for your use. No further orders can be made.