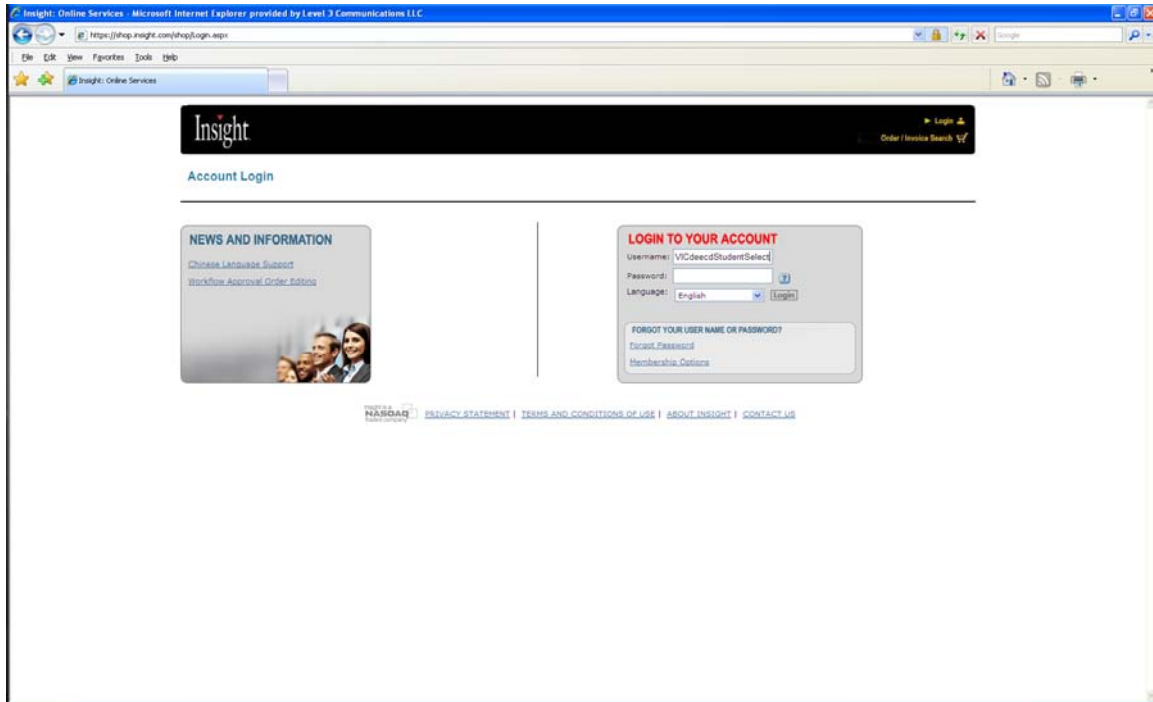


## Microsoft Software for Students - ordering instructions





Step 1 – Go to <https://shop.insight.com/shop/default1.asp> and enter the following login information

User Name: VICdeecdStudentSelect  
Password: Rx8r6E7D  
(password is case sensitive)

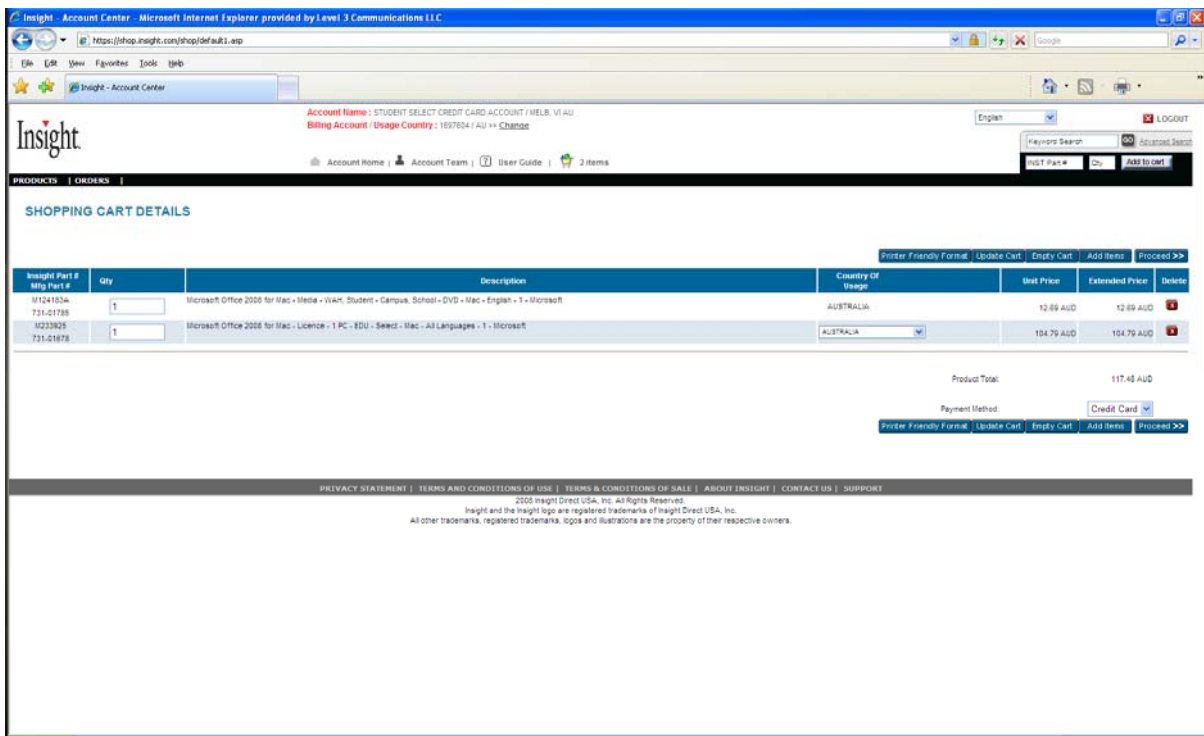


Step 2- Please read all of the information on the first page. This section has important information and will also explain how to proceed with your order.

Step 3 - For each product that you would like to order, please click “add to cart” on the order line. For each product ordered one license must be ordered with each copy of the media. Orders for more than one copy of the media without the corresponding number of licenses will result in the order being rejected. For example if you ordered Expression Web 2.0, you would need to select both the media and license to receive the product. (see screenshot below)

Manufacturer	Product Description	Price	Add to Cart
MICROSOFT	 Microsoft Expression Web - ( v. 2.0 ) - licence - 1 workstation - EDU - Select - Win - All Languages - 1 - Microsoft	66.98 AUD	
MICROSOFT	 Microsoft Expression Web - ( v. 2.0 ) - media - WAM Student - Campus, School - DVD - Win - English - 1 - Microsoft	12.89 AUD	

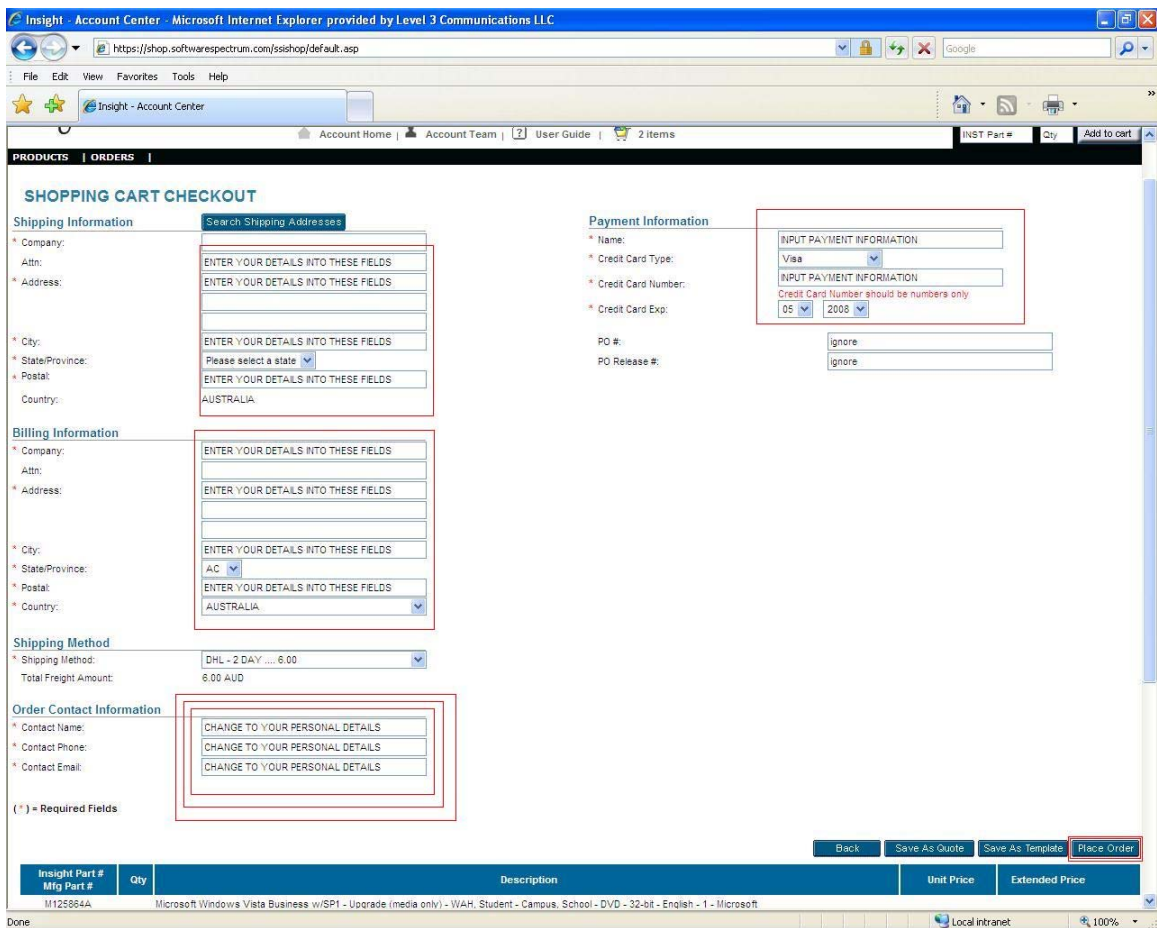
Step 4 - The shopping cart screen shows details of what has been included in your order, please click proceed if you are happy with what you have selected.



Step 5 - This is the most important step of the entire process. It is essential that the details here are completed correctly and completely:

1. In both the sections labeled shipping/billing information, please enter your personal details.
2. **In the order contact information section located at the bottom left hand corner of the screen, it is essential that you remove the information that is currently there and replace it with your own personal details. Failure to do this will result in your order being rejected.**
3. **The final step in this process is to enter your payment details. Please enter your credit card information in the top right hand corner.**

**Once you have confirmed that your details are correct, click the "place order" button located at the bottom right hand corner of the screen. Your order will be dispatched ASAP.**



Please allow 7-10 working days for delivery

**All** enquiries should be directed by email to [workathomevic@insight.com](mailto:workathomevic@insight.com)

Orders can be paid for via credit card **only** (American Express is not accepted)

**What is included with Office Enterprise 2007?** – 2007 versions of Word, Excel, PowerPoint, Access, Outlook, One Note and Groove

Windows Vista business is the **only** version of Windows available for Student select orders. Office SharePoint Designer is the new version of FrontPage.

Insight 2008