



Optionally you may subscribe to **CCCC 'Office Suite' Software Benefit Package**  
**\$3.00/month**

*Prorated when subscribing, then annually after that, \$36 added to your membership dues invoice*

**Microsoft 365 Business Standard Nonprofit** (we still call it the 'Office Suite') This is an exclusive member benefit for those who want the newest Microsoft Office desktop applications, previously and commonly known as the Office Suite Programs. The package includes OneDrive file storage and sharing, web conferencing with IM, audio, HD video, and other services. This is a **great deal!**

### **Office and Services applications included:**

**Word \* Excel \* PowerPoint \* OneNote \* Outlook**  
**\* Publisher (PC only) \* Access (PC only)**

The **latest version and future updates** are included in your continuing subscription.

*After installation of Office applications, pick and choose the other included services below that you wish to use:*

- 1 Terabyte of OneDrive file storage and sharing on five family devices
- Optimized Office experience on 5 devices authorized by the member
- Web versions of Word, Excel, and more
- Exchange email account--Business-class email, calendar, and contacts with a 50 GB inbox
- Personal SharePoint--Intranet site for your family and friends with customizable security settings
- Skype for Business
- Unlimited online meetings, IM, and audio, HD video, and web conferencing

### **Payment and Management details (Subject to minor modification by the Club)**

- Data created by the member will always be owned and controlled by the member. Should data be stored online, no member will have access to the data of another member. **Should the member decide to discontinue the program, a one-month notice is required, please.** This notice period permits the member time to download data stored in Office 365 OneDrive or SharePoint without additional cost to the member or the Club. This requirement is unnecessary when data is only stored on the member's personal computer, OneDrive, or a different backup location.
- Each member will be issued and use their Office 365 system account to manage installations. If desired or when necessary, a member's Club Office 365 account can be transitioned to a private Office 365 account paid for at the retail price by that individual.
- Dues plus the cost for the Benefit Package must be paid by December 25th of each year.
- The new member will be authorized to install the software as soon as possible upon payment.
- For members joining mid-year, the monthly rate of \$3 will be prorated to December 31st. Members joining mid-year will transition to the annual plan at the end of their first year.
- Once the software is installed, and if the cost of the Benefit Package is paid annually, the software will not need to be reinstalled and will remain seamlessly functional.
- Data created can always be read by other versions of Office or any other programs that can read Office files. There is no fear of transitioning "back" or adopting/installing additional software.
- Various Club "geeks" will provide support to members to assist with installation and support.
- **One known issue, Office 365 2016+ is incompatible with the installed versions of Office 2013. The Office 2013 version will have to be uninstalled.** It can be reinstalled when or if necessary.