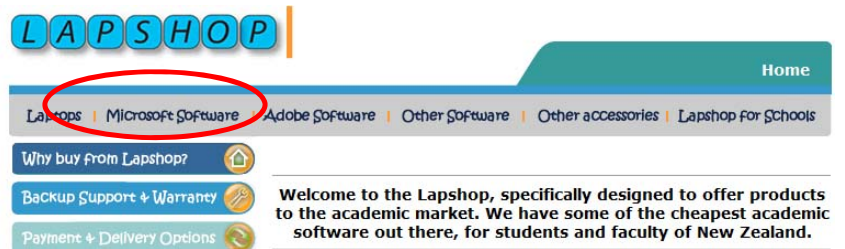


How to order the Microsoft Student Select Software from Lapshop.

Please find below a step by step process on how to purchase the Microsoft Student Select software on the Lapshop Website. Go to www.lapshop.co.nz

Click on the Microsoft Software tab



Click on the Microsoft Student
Select Software box



Student Select is a program which allows New Zealand selected school and tertiary students and staff members to buy genuine Microsoft software at discounted prices for their own use. Please note that these Microsoft Student Select software products are available to NZ school and tertiary students and staff ONLY. [Click here to see if your school or tertiary institution has signed up.](#) To view more information on the Student Select Program, please visit our [FAQ page](#)

Click the **Buy Here** button for either the Download or DVD version

On the next page, Click on **Add to Cart**

Microsoft Office Professional Plus 2010 (DOWNLOAD) | \$98.00

Includes: Word 2010, Excel 2010, PowerPoint 2010, Publisher 2010, OneNote 2010, Access 2010, Outlook 2010 with Business Contact Manager, Outlook 2010, InfoPath 2010, Communicator 2010

****NOTE: This is for a download copy of the software and you will not receive the media for it. The download size for this software is 640MB. CREDIT CARD ONLY Payments accepted for this software. This product allows for 2 downloads and 2 installations (For installation on 2 Computers or re-installation if it crashes)**

Buy Here

Microsoft Office Professional Plus 2010 (DVD) | \$108.00

Includes: Word 2010, Excel 2010, PowerPoint 2010, Publisher 2010, OneNote 2010, Access 2010, Outlook 2010 with Business Contact Manager, Outlook 2010, InfoPath 2010, Communicator 2010

****NOTE: Your Computer or Notebook MUST be able to read DVD's to install this software.**

Buy Here

You will then be taken through a registration/authorization process. Step 1 is pre-ticked for you (Agreeing to terms and conditions)

Step 2:
Choose your school

STEP 2:
Please choose the **Institution** (University or Polytech) or **School** (Primary, Intermediate or High School) that you are enrolled with on the drop down list:

Select your Institution

or

Select your School

Step 3: Please choose **one** of the following to prove your eligibility:

I have an institute/school student/staff email. When you choose this option a box will appear for you to enter in your school email address. Please Note: When choosing the student/staff email option, an automated email will be sent to the email address entered. You will not be able to complete payment for the items in your Cart until the link supplied in this email is clicked.

STEP 3:

Please choose one of the following to prove your eligibility:

- I have an institute/school student/staff email.
- I don't have an institute student/staff email, but I will upload my enrolment.

Student or Staff email address

Please note that an e-mail will be sent to this address.

OR

I don't have an institute student/staff email, but I will upload the proof of my enrolment. If you don't have student email address, you need to upload proof of your current enrolment in your school (Photo or scanned image of your student ID card, invoice for school fees, or confirmation letter of enrolment is acceptable) When you chose this option a box will appear with a 'Browse' button. Click on this browse button and choose the picture or image of this proof and click Open for it to upload.

STEP 3:

Please choose one of the following to prove your eligibility:

- I have an institute/school student/staff email.
- I don't have an institute student/staff email, but I will upload the proof of my enrolment.

Upload Student ID or Staff ID

Valid file format .jpg, .png, .doc, .docx or .pdf

Click **Continue**

Your Cart:

Your Cart: Check the items that you have in your cart are correct. If you want to purchase another Microsoft Student Select Product, click on 'Want another [student select](#) product' and follow the instructions from above again when adding each product.

Click **Checkout**

Your cart

Item 1

1 x Microsoft Office Professional Plus 2010 (DVD) - **Includes:** | **\$108.00**
Word 2010, Excel 2010, PowerPoint 2010, Publisher 2010, OneNote 2010, Access 2010, Outlook 2010 with Business Contact Manager, Outlook 2010, InfoPath 2010, Communicator 2010

****NOTE: Your Computer or Notebook MUST be able to read DVD's to install this software.**

Subtotal **\$108.00**
[delete](#)

Want another [student select](#) product?

\$108.00

 **Checkout**

Checkout:

Choose the option of how you would like to pay

(Please Note: Download orders can only be processed with credit card payment).

Click **Continue**

Checkout

Check your order is correct below.

Your order will be despatched within 3-4 days on accessories or software and 5-7 days on notebook computers (subject to availability). If your order is going to a rural delivery address, please allow for an extra 2-3 days for this to be delivered.

Selected schools have chosen for delivery direct to them for pick up at the school. If your school has chosen this option, Lapshop or the school will be in contact when it is ready for pick up.

Item 1

1 x Microsoft Office Professional Plus 2010 (DVD) - **\$108.00**
Includes: Word 2010, Excel 2010, PowerPoint 2010, Publisher 2010, OneNote 2010, Access 2010, Outlook 2010 with Business Contact Manager, Outlook 2010, InfoPath 2010, Communicator 2010

****NOTE: Your Computer or Notebook MUST be able to read DVD's to install this software.**

Subtotal \$108.00

Delivery options

Deliver to me

For pickup orders: Lapshop will contact you when your order is ready to be picked up.

Freight: \$6.00

\$114.00

PAYMENT OPTIONS

There are 5 ways you can purchase your above items.

1. Online Complete your transaction online with your credit card.
2. Direct Credit Transfer the money into the Lapshop ASB bank account quoting a unique reference number.
3. Cheque Print your order and mail to Lapshop with a cheque.
4. Finance Complete your purchase and finance application online. [Click here for a Finance Calculator](#)

 Continue

If you have use your student email address for proof of eligibility in Step 6, you will receive the following message:

Thank you for your order. In order to confirm your identity and to complete the purchase process you need to locate the email message we have sent to your specified email address. Once you have clicked on the link in this email it will take you through to the payment area.

Please locate this email in your student or staff email address, open it and click on the link inside the email. This will open up the Lapshop website again with your order. Confirm how you would like to pay for it again and click 'Continue'

If you have uploaded the proof of eligibility, you will be taken straight to the 'Delivery Details Page'

Delivery Details and Payment

Fill in all the details on this page.

Click 'Continue'

Billing/Delivery details

You have chosen to pay by **Direct Credit**

Personal Details

Please fill out your details below.

*required

Staff/Student ID *	<input type="text"/>
Full name *	<input type="text"/>
Your Student Issued E-mail Address*	<input type="text"/>
<small>If you don't have a student email please enter an alternative contact email address</small>	
Optional other E-mail Address	<input type="text"/>
Are you a	<input checked="" type="radio"/> Student or <input type="radio"/> Staff member
Email me Lapshop specials	<input type="checkbox"/>
Home phone *	<input type="text"/>
Cell phone	<input type="text"/>
Tertiary/School Name *	<input type="text"/>
How did you hear about us? *	Select the way you hear about us <input type="button" value="v"/>
Delivery Details *	
Sorry, we cannot deliver to PO Box or International addresses. Courier package is signature required.	
Street Name and Number	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
Billing Details	
<input type="checkbox"/> My Billing details are the same as my delivery details above	
Street Name and Number	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
Extra info	
Extra info e.g. extra delivery details	<input type="text"/>

Payment:

- **Credit Card** – If you have chosen to pay by Credit Card you will be taken directly to the ASB Paymark Website to process the credit Card payment. Please follow the prompts on this page. When the payment is accepted please wait for it to take you back to the Lapshop webpage. Your order is now complete and confirmation will be emailed to you.
- **Direct Credit** – if you have chosen to pay by Direct Credit/Internet Banking your order is now complete and you will see on the page the details of your order and our bank account number and your reference number to use when making this payment. Your order is now complete and confirmation will be emailed to you.
- **Cheque** - if you have chosen to pay by Cheque your order is now complete and you will see on the page the details of your order and the details of where to send the cheque. Your order is now complete and confirmation will be emailed to you.

Download Software Orders

When you purchase a Microsoft Student Select Download Software you can start to download this software straight away. Please locate the confirmation of your order in your email. In this click on the 'Download Software link' which is looks like this:

1 x Microsoft Office Professional Plus 2010 (DOWNLOAD) - [View product](#) | [Download software](#) | \$98.00

Agreement Number: XXXXXXXX

Enrollment Number: XXXXXXXX

Subtotal \$98.00

This will open up a new Lapshop Webpage that looks like this:



When downloading the software it will automatically download it to the C:\Temp folder. **Please do not change this location as an error will occur if changed.**

Microsoft Office Professional Plus 2010

Product Key: XXXX-XXXX-XXXX-XXXX-XXXX (This Product Key Number will be specific to your purchase)

Microsoft Office Professional Plus 2010 32bit (English) - MVL EMEA/LATAM/NA/APAC - X16-32250

- [Microsoft Office Professional Plus 2010 32bit \(English\)](#)
- [Office Communicator 2007 R2 32-bit \(English\)](#)
- [Business Contact Manager 2010 32-bit \(English\)](#)

Microsoft Office Professional Plus 2010 64bit (English) - MVL EMEA/LATAM/NA/APAC - X16-32213

- [Microsoft Office Professional Plus 2010 64bit \(English\)](#)
- [Business Contact Manager 2010 64-bit \(English\)](#)

Click on the Links in this webpage to start downloading the software and follow the prompts.

When your order is received, Lapshop will email you further information and instructions on how to download the software.

DVD Software Orders

When you purchase a Microsoft Student Select Software on DVD, Lapshop will send this out via CourierPost Overnight courier once we have received your payment.

If you have any questions at all in regards the process, please call Lapshop directly on 0800 886 885.