



Memo

Date: April 30, 2018
To: Pastors and Parish Staff
From: Tom Hardy, Director, Office of Information Technology
Re: Software Discounts Through TechSoup

Does your parish need the essential Microsoft Office applications? TechSoup, a nonprofit international network of non-governmental organizations that provides technical support and technological tools to other nonprofits, is currently offering some great deals on software.

Get Word, Excel, PowerPoint, Outlook, OneNote and Publisher for a \$29 admin fee. View the catalog of donated Microsoft products available through TechSoup by [clicking here](#). You can request up to 50 of these donated licenses within a two-year period. Microsoft Office for Mac is also available.

Most of our parishes already have TechSoup accounts (many set up by our department during the Office365 migrations in previous years). You can easily open an account by submitting information such as a federal tax ID, contacts, etc. Though you will need to handle purchases at the parish level, our department wanted to inform you of these **optional** offerings case you're in need of upgrades and/or additional copies.

If you have any questions, please contact our help desk at support@archatl.com or 404-920-7450.