How to Get Started
Updated February 9, 2001

Why You Should Read This

If you recently signed a Campus Agreement with Microsoft and have questions about what to do next, this is the place to find answers. From receiving and distributing your software to record keeping, you'll find a wealth of helpful information in this How to Get Started Guide. (Content applicable to customers in the United States.)

General Program Information

Microsoft Campus Agreement 2.0 is an annual licensing program specially created to address the unique needs of higher education institutions. Campus Agreement is based on the concept of counting Full Time Equivalents (FTEs) instead of machines. Campus Agreement gives higher education institutions the rights to run the licensed software for a 12-month period, and licenses all upgrades and downgrades of the software throughout the term of the agreement.

Campus Agreement includes the following platform of products:

- Microsoft Office Standard/Professional Editions
- Microsoft Office Macintosh Edition
- Microsoft Windows® Upgrades
- Microsoft BackOffice® Server Client Access License (CAL)
- Microsoft FrontPage®
- Microsoft Visual Studio® 6.0 Professional Edition
- Microsoft Office 2000 Step by Step Interactive by Microsoft Press®

Campus Agreement 2.0 lets you bring your campus technology up to speed without breaking your budget. Because Campus Agreement 2.0 counts people, not machines, your institution does not have to track every single computer purchase or lease. All you have to do is report the number of people by FTE once per year for full compliance. Your FTE-based counting gives your users the right to run Campus Agreement software on all institution-owned or leased PCs. (Eligible leased PC's must be acquired for long-term ownership intents.) This simplified reporting allows faculty and staff to keep one copy of the software in their office, plus one at home or on a laptop for institution-related work use. Non-knowledge workers such as maintenance, groundskeepers, cafeteria and mailroom personnel may be excluded from the FTE calculation.

Use Rights Overview

Your Microsoft Campus Agreement contains many terms and conditions of which you should be aware. Many of the rights documented in the agreement provide great benefits to your institution. Some of the rights of your agreement that will be of most interest to you are explained below:

- **Work at Home Use Rights –** Microsoft has granted Work at Home Use Rights to educators using the Campus Agreement platform of products on their campus workstation. Educators have the right to use a second copy of the product on a home computer if they are the primary users of the workstation on campus. Non-knowledge

workers such as maintenance, groundskeepers, cafeteria and mailroom, etc. are excluded from Work at Home Use Rights if they were not included in your Full-Time Equivalent calculation when you signed your Campus Agreement. See http://www.microsoft.com/education/pricing/workhome.htm for complete details.

IMPORTANT NOTE: Users are not licensed to use the software at home for personal purposes.

Your agreement grants, "Faculty and staff the right to run one copy of the Software, for **school-related** activities, on either a laptop or desktop that they own or lease." The faculty and staff that you include in your FTE count can use the entire platform of software for schoolwork at home.

This right is one that you, the institution, can decide to extend to your users. By extending this right, you are obligated in the agreement to, "use reasonable efforts to make your Users aware of the terms and conditions upon which they are allowed to run the Software.

To this end, you must notify all Users that (a) you have entered into this agreement with us, (b) they are only licensed to run the Software during the term of this agreement; (c) if you don't renew this agreement or exercise the buyout option or otherwise purchase perpetual licenses for the Software, then the Software licensed under this agreement must be deleted and removed from all computers at the time that this agreement expires or is terminated and you must periodically publish in your school-wide publication and applicable web sites either the then current License Agreement or a reference to the location (either physical or on a computer network) where the License Agreement can be reviewed. In addition, you will provide all reasonable cooperation to us to investigate and remedy any unauthorized reproduction of the Software made available for access or use to your Users."

- **Foreign Language Rights –** Your agreement grants you the option, "during the term of this agreement to run the Software in any available language." This includes the right to run the Multi-Language version of Office and its corresponding features, such as a global interface and multi-language proofing tools. For more information on the multi-language pack please see http://www.microsoft.com/Office/evaluation/mlpkqa.htm Media for all of the software products covered in your Campus Agreement can be ordered in the English language, localized languages or multi-language versions where available.

- **Upgrade/Downgrade Rights –** Your agreement grants you the option, "during the term of this agreement to run the most current version, or any previous version of the Software." During the term of your agreement when new versions of the software release, you have the automatic right to deploy those upgrades. You also have the right to run any previous version of the software as needed. These upgrade and downgrade rights also apply to the individual components of the software. For example, customers who wish to use Office 97 rather than Office 2000 will find that Office 97 did not include Microsoft Publisher. However, because you are entitled to downgrade rights of the component products you have the right to also use Publisher 98 as well as Office 97. Another example of component upgrade rights applies when Campus Agreement customers wish to have their users access a Windows 2000 server. Their users are licensed with a BackOffice CAL, but until the BackOffice suite is revised to include new component versions, Campus Agreement customers may utilize the newest version of the components that have upgraded.

Product System Requirements

Office 2000 System Requirements:
Below are the minimum requirements your computer needs to meet to be able to run Office 2000. For more information on Office system requirements, please visit http://www.microsoft.com/Office/sysreq.htm

- Personal computer with Pentium 75-MHz or higher
- Microsoft Windows® 95 or later operating system, Microsoft Windows NT® Workstation operating system

version 4.0 Service Pack 3 or later

- **For Windows 95 or Windows 98:**
  16 megabytes (MB) of RAM for the operating system, plus an additional 4 MB of RAM for each application running simultaneously
  8 MB required for Outlook® or Access
- **For Windows NT Workstation or Windows 2000 Professional**
  32 MB of RAM for the operating system, plus an additional 4 MB of RAM for each application running simultaneously

Below are the numbers for **default installation** for Office 2000. Your hard-disk usage will vary depending on configuration. Choices made during custom installation may require more or less hard-disk space.

Disc 1: 217 MB
Word
Excel
Outlook
PowerPoint
Access

Disc 2: 174 MB
Publisher
Small Business Tools

Additional Items or Services Required to Use Certain Features in Office 2000:
- 9,600-baud modem; 14,400- or higher-baud modem recommended
- Multimedia computer required to access sound and other multimedia effects
- Microsoft Exchange client or Outlook required to run Office E-mail
- 8 MB of additional memory required to run Office E-mail
- Some Internet functionality may require Internet access and payment of a separate fee to a service provider

Microsoft Office 98 for the Macintosh System Requirements:
Below are the minimum system requirements for running Microsoft Office 98 for the Macintosh. For more information, please visit http://www.microsoft.com/mac/default.asp?RLD=277

- Any PowerPC processor-based, Mac OS-compatible system (clock speed of at least 120 MHz recommended).
  NOTE: Although a clock speed of 120MHz is recommended, there is no minimum clock speed requirement for Office 98
- Apple Macintosh operating system version 7.5 or later (System 7.5.5 or later recommended)
- 16 megabytes (MB) of random access memory (RAM) to run programs individually; more memory is required to run programs simultaneously (32 MB recommended)
- 49-120 MB of available hard-disk space; approximately 90 MB for an Easy Install, depending on your configuration
- CD-ROM drive (or connection to a Local Area Network if you are installing Office over a network)
- Monitor or display supporting 16 grays or 256 colors, with 640 x 400 or higher resolution.

Microsoft Office 2001 for the Macintosh System Requirements:
Below are the minimum system requirements for running Microsoft Office 2001 for the Macintosh. For more information, please visit http://www.microsoft.com/mac/default.asp?RLD=277

- Any PowerPC processor-based, Mac OS-compatible system (clock speed of at least 120 MHz recommended)
- Apple Mac OS System 8.1 or later (System 8.5 or later recommended)
- 32MB of RAM with at least 1MB of Virtual Memory for systems prior to 9.0; 48MB of RAM with at least 1MB of Virtual Memory for systems 9.0 and later
- Approximately 160MB of hard-disk space for a Drag Install; 75MB for a minimum custom install
- CD-ROM drive (or connection to a Local Area Network if installing over network)
- Monitor or display supporting 256 grays or 256 colors, with 640x480 or higher resolution

Additional items or services required to use certain features:
- 9600 or higher-baud modem (14,400 recommended)
- Some Internet functionality may require Internet access and payment of a separate fee to a service provider

Microsoft Office 2001's Value Pack also offers:
- 120MB of additional clipart
- 40MB of additional templates and wizards
- 140MB of help, add-ins and other components

Windows 2000 Professional System Requirements:
Below are the minimum system requirements for running Windows® 2000 Professional. For more information, please visit http://www.microsoft.com/WINDOWS2000/guide/professional/sysreq/default.asp

- 133 MHz or higher Pentium-compatible CPU
- 64 megabytes (MB) of RAM recommended minimum; more memory generally improves responsiveness
- 2GB hard disk with a minimum of 650MB of free space
- Windows 2000 Professional supports single and dual CPU systems

FrontPage 2000 System Requirements:
Below are the minimum system requirements for running FrontPage® 2000.

- PC with Pentium 75-megahertz (MHz) or higher processor
- Microsoft Windows® 95 or later operating system, Microsoft Windows NT® Workstation operating system version 4.0 or later with Service Pack 3 or later, or Windows NT Server operating system version 4.0 or later with Service Pack 3 or later
- 167 MB of available hard-disk space (Number indicates typical installation; your hard-disk usage will vary depending on configuration. Choices made during custom installation may require more or less hard-disk space.)
- CD-ROM Drive
- VGA or higher-resolution monitor; Super VGA recommended
- Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device.

For Windows 95 or Windows 98:
- 16 megabytes (MB) of RAM for the operating system, plus an additional 8 MB of RAM for FrontPage

For Windows NT Workstation version 4.0 or later:
- 32 MB of RAM for the operating system, plus an additional 8 MB of RAM for FrontPage

Visual Studio 6.0 Professional Edition System Requirements:
Below are the minimum system requirements for running Visual Studio® 6.0 Professional. For more information, please visit http://msdn.microsoft.com/vstudio/prodinfo/datasheet/specifications.asp

- 24 MB of RAM for Windows 95 or later (48 MB recommended); 32 MB for Windows NT 4.0 (48 MB recommended)

Hard-disk space required:
- Visual Basic: 76 MB typical, 94 MB maximum
- Visual C++: 266 MB typical, 370 MB maximum
- Visual FoxPro: 85 MB typical, 90 MB maximum
- Visual InterDev: 81 MB typical, 98 MB maximum
- Visual J++: 107 MB typical, 157 MB maximum

Additional hard-disk space required for the following products:
- Internet Explorer: 43 MB typical, 59 MB maximum
- MSDN: 57 MB typical, 493 MB maximum
- Windows NT 4.0 Option Pack: 20 MB for Windows 95 or later; 200 MB for Windows NT 4.0

Agreement Confirmation

Within two weeks from signing your Campus Agreement with your Authorized Education Reseller (AER), you will receive an **Acceptance Letter** from Microsoft by fax. If you do not receive your Acceptance Letter within two weeks from signing, you should contact your AER.

This letter will confirm that Microsoft has received and accepted your agreement. In the letter, you will receive details on the effective start/end dates of your agreement, confirmation of your Microsoft Campus Agreement Distributor, AER, and products licensed.

You will also receive your **Agreement Number**. This is a **very important** number because it is required to place orders for software with your AER. You must place your software orders with the AER listed on your Acceptance Letter. If you wish to change your AER, see Changing Your Reseller in this guide.

How to Get Your Software

If you sign or renew a Campus Agreement **after January 8, 2001**, you will automatically receive **one (1) complimentary Product Welcome Kit** containing all of the CDs you need to deploy your agreement. Shipment of Welcome Kits will begin on February 21, 2001.

You will also be registered for **one (1) complimentary Product Refresh Subscription**. With this subscription, you will automatically receive a CD for any product that upgrades during the term of your agreement.

This new system offers many benefits:

- **Automatic fulfillment** – You no longer have to order and pay for software to deploy your agreement.
- **Simple storage solution** – Microsoft will provide a tabbed, zip-up binder for easy storage and organization of your CDs.
- **Easy access to product information** – An online User Guide with product search features will be available at http://selectug.mslicense.com after March 1, 2001.
- **Multiple languages available at no extra cost** – At the time of agreement signing, you can chose the languages you want to include in your Welcome Kit and Refresh Subscription.

Ordering Additional Welcome Kits and Refresh Subscriptions

Additional Welcome Kits may be purchased through your Authorized Education Reseller (AER) after March 1, 2001 using the Campus and School Agreement Welcome Kit Order Form available at www.microsoft.com/education/license/campus/deploy/default.asp

Additional Refresh Subscriptions may be purchased through your AER after March 1, 2001 using the Campus and School Agreement Subscription Change Form available at www.microsoft.com/education/license/campus/deploy/default.asp

This form may also be used to change your subscription quantity, shipping information, and languages included.

All subscriptions will be prepaid to coincide with the term of the agreement. Subscriptions may be started at any time during the agreement term, but will terminate on the end date of the agreement. The payment amount will be adjusted accordingly.

Important Note: Your Welcome Kit and Refresh Subscription will include **every** product available to Campus **and** School Agreement customers, including all add-on products. **You are authorized to install** *only* **the products included in your specific agreement**.

Student Software

If you have selected Student Option as part of your Campus Agreement, you may purchase the following CDs for your students from your Authorized Education Reseller (AER):

- Microsoft Office 2000 Professional
- Microsoft FrontPage 2000
- Microsoft Office Macintosh Edition

IMPORTANT NOTE: Windows Upgrades and Visual Studio Professional CDs are not available to students at this time.

Customers with Student Option can order student media **four times per year, in minimum quantities of 200 units** through your AER**.**

This is a change from the prior ordering policy of 2 times per year, 1000 minimum units. Your AER will charge an Estimated Retail Price of $5 per unit for student CDs. AERs may place orders for student media up to the licensed number of students, as identified on Page 4, section b, parts 1 and 2 combined of Campus Agreement. You may place orders for student media only with the AER identified on the Reseller Information Form, Page 5, section 1 of Campus Agreement.

Your AER must submit a Student Fulfillment Order Form to order your student media. This form is available at www.microsoft.com/education/license/campus/deploy/default.asp

Shipping and Delivery Information for Student software

- For student software orders between 200 - 2000 units, you can expect your software to ship from the vendor within five business days.
- For student software orders over 2000 units, your order is custom built and requires more time. You can expect your order to ship from the vendor within 10 business days.
- Please specify ground, 2-day, or overnight shipping to your AER. You will be responsible for all shipping charges.

Remember

1. Orders for student software can be placed a maximum of four (4) times per year from Campus Agreement customers with Student Option.
2. Minimum order is 200 units per product
3. Products offered: Microsoft Office 2000 Professional/Standard, Microsoft Office Macintosh Edition, and Microsoft FrontPage
4. Estimated Retail Price per product is approximately $5. Contact your AER for your exact pricing.

Changing Your Reseller

If for some reason you are dissatisfied with the Reseller that has sold you your Microsoft Campus Agreement, you may select a New Reseller. It is the ultimate responsibility of you, the customer, to drive the Change of Reseller process from start to finish. To assist you in this process, we have included sample template letters identifying the information that Microsoft requires for its records at
http://www.microsoft.com/education/license/campus/deploy/default.asp

Notification to Terminated Reseller
You are responsible for notifying your existing Reseller (the "Terminated Reseller") of the Reseller's upcoming termination. The Terminated Reseller in turn is responsible for notifying its existing Distributor of the termination. Included here is a sample letter for this purpose, but you should refer to your agreement with your Reseller to determine appropriate notice requirements.

Irrespective of the terms and conditions of any such agreement between you and your Reseller, Campus Agreement software or media products ordered and paid for on or before the termination date will not be credited from the Terminated Reseller, and you should submit payment for all such Campus Agreement software or media products to the Terminated Reseller. Campus Agreement software or media products required after the date of termination should be ordered and paid to the newly appointed Reseller (the "New Reseller"). A sample Notification to Terminated Reseller letter can be found at
http://www.microsoft.com/education/license/campus/deploy/default.asp

Notification to Microsoft
You are required to notify Microsoft when you wish to change Resellers. It is your responsibility to verify in advance that the New Reseller is authorized by Microsoft to offer Microsoft Campus Agreement. Microsoft does not require the New Reseller to complete a new Campus Agreement with you, but we do ask that the New Reseller and Distributor acknowledge its appointment as Reseller and Distributor under your existing Campus Agreement.

You should complete and sign the Notification to Microsoft Letter and circulate the letter to the new Reseller for the New Reseller's written acknowledgment of its appointment. The new Reseller should in turn circulate the letter to their Distributor of choice for their written acknowledgment of its appointment. Upon Microsoft's receipt and acceptance of the letter, Microsoft will acknowledge the change of Reseller and/or Distributor and route the fully executed letter back to all applicable parties. A sample Notification to Microsoft letter can be found at http://www.microsoft.com/education/license/campus/deploy/default.asp

Guidelines When Changing Your Reseller
At least one original of the Notification to Microsoft Letter (or "Change of Reseller Letter") should be submitted to Microsoft for acceptance and processing. Information pertaining to all defined terms and Signature Blocks must be completed. Please allow adequate time for Microsoft to approve, process and route the Change of Reseller Letter. The change of Reseller is not effective until approved and acknowledged by Microsoft.

Please note: Orders previously billed to the Terminated Reseller and/or Distributor will not be credited; however, all future orders will be billed to the New Reseller and Distributor.

Office Registration Wizard – What is it?

The Office Registration Wizard (ORW) is designed to protect intellectual property. It is primarily an anti-piracy measure, but also makes it convenient and easy for users to register their product, while protecting customer privacy by allowing anonymous registration.

The ORW is a first wide-scale attempt for Microsoft to reduce the piracy rate. It is our intention to share this technology, once proven, with other software vendors to help address the industry-wide piracy problem. This specific implementation will help you better control software assets and improve your license management capabilities.

How Does the Office Registration Wizard Work?

When you install a single copy of Office 2000 or one of the Office 2000 products (Outlook, Word, Excel, FrontPage, PowerPoint), you will be asked to register. You may register via the Internet, email, phone, fax and postal mail. You may use the product up to 50 times without registering, after which you must register to continue using the product. When registering, you provide the installation ID (located on the back of the CD case) and the name of the country from which you are registering. The Microsoft Registration Center returns to you an 8-character Confirmation code that verifies that installation of the product. Registration is simple and quick, and once complete you won't have to think about it again.

What About Schools that Purchase Office 2000 Under Campus Agreement?

The Office 2000 Registration Wizard only affects customers that purchase retail software or fulfillment media, or select the student distribution option under Campus Agreement. Volume License customers are provided with a Special Product Key in their Acceptance Letter (see page 7). You will be held responsible for distribution of the Special Product Key to unauthorized users. You may **not** post it to your website or intranet. Students may not have access to the Special Product Key.

Informing Your Staff and Faculty About the Special Product Key

It is recommended that schools inform faculty and staff members **in writing** of their responsibilities and rights regarding software use and security of the Special Product Key. There are many ways in which software theft, often referred to as software piracy, can cause a school to unintentionally break the law, and risk legal action – including criminal prosecution. If someone at your school is suspected of using illegal software, a court can order a full inspection of the school without giving any warning. Remember, it is illegal to install software onto a computer without a license to do so.

The following sample text may be used to communicate Software responsibilities regarding the Special Product Key to your users:

> "(Name of institution) has entered into a Campus Agreement with the Microsoft Corporation effective (enter date) through (enter date). This software is made available to you because (name of institution) has purchased the Microsoft Campus Agreement effective (enter date) through (enter date). A Special Product Key will be generated for the licensed staff and faculty members at (name of institution) who need to load Office 2000 Professional software on institution-owned or leased machines for institution-related work. The Special Product Key is assigned to each staff and faculty member and is intended for the sole use of the user who is granted the Special Product Key. Holder of these key codes are required to keep their Special Product Keys secure and only distribute them to employees authorized to install and distribute the software on the designated machines. You will be held responsible for unauthorized use of your unique Office 2000 Professional Special Product Key."

ORW Process for Staff and Faculty Users Licensed via Campus Agreement:

1. The institution signs a Campus Agreement with Microsoft via an Authorized Education Reseller.
2. The institution orders fulfillment media (CDs) from their AER or distributor. The AER or distributor places the order with the Microsoft authorized vendor. The vendor authenticates the agreement and ships the CDs to the institution.
3. The institution distributes CDs.

4. The user puts the CD in CD drive and begins installation.
5. The user is prompted for the 25 character "product key." At this time, your staff and faculty users should enter the Special Product Key, which was provided to you in your Acceptance Letter.

IMPORTANT NOTE: You may NOT distribute the Special Product Key to your student users. There is a different registration procedure for students licensed under Student Option. You will be held responsible for distribution of the Special Product Key to unauthorized users.

ORW Process for Student Users licensed via Student Option:

1. The institution signs a Campus Agreement with Student Option with Microsoft via an Authorized Education Reseller.
2. The institution orders fulfillment media (CDs) from their AER or distributor. The AER or distributor places the order with the Microsoft authorized vendor. The vendor authenticates the agreement and the population of students and ships the CDs to the institution.
3. The institution distributes CDs to the student.
4. The student puts the CD in CD drive and begins installation.
5. The student is prompted for the 25 character "product key," which is printed on the back of the jewel case. When it is entered, the installation is complete.
6. At first launch of the product a dialog box appears, indicating that the student must now register: "Registering Microsoft Office 2000 will give you access to update information, product support, and the Office Update Web site. Microsoft Office 2000 will run 49 more times before you will be required to register for this product." The product is fully functional up thru the 50th launch.
7. The Privacy Policy is briefly mentioned, and the screen text indicates where to go for more information.
8. If the Internet registration option is not chosen, additional options are listed; email, postal mail, telephone and fax.
9. Student enters first name, last name, "company" (meaning the institution s/he is attending) address, phone, email, etc.
10. A dialog box gives installation and confirmation ID #'s. If the student is registering off-line, the student is given the confirmation number over the telephone or sent via postal mail or fax.
11. At the next product launch, if the registration was successful, the registration screens are no longer displayed.

Users are not required to provide personal information and can register anonymously. The minimum information required for a successful registration is the Installation ID and country in which they reside.

In accordance with the Microsoft End-User License Agreement, customers may install a copy of Office on a single computer, then install a second copy for exclusive use on a portable computer.

There are several documents to give you a more detailed explanation of the Office Registration Wizard. Please visit http://www.microsoft.com/education/product/orwQA.asp

Frequently Asked Questions on
Product Registration and Office Registration Wizard
(Student Users)

Q. What happens if you mess up and need to reload your CD more than twice?
A: You can install and register infinitely on the **same** PC.

Q. I understand that with each CD you will have 2 chances to register it on 2 PC's.
I believe you can re-install these same CD's from time to time as needed and it will work but only on the machine you installed it on. Is this correct? Can you explain?
A. You can reinstall as many times as you like on the **same 2 machines**. If you install on a third machine and try to register, you will be rejected.

Q. If for some reason your CD is used up and it won't let you reload again, for whatever reason, what do you do then? Call an 800 number at Microsoft? What happens then?

A. The CD would only be "used up" if you had installed on more than two machines, or if you had upgraded your machine so that it was now out of tolerance and looked like a different machine. If this is the case, when the third machine registration gets refused, you are referred to the registration center. The student will be prompted to call the Microsoft Customer Service Center and they'll need to explain why they need to install for a third time.

The Registration Wizard will allow routine changes in hardware so that users can upgrade their computer without having to re-register. The phone number will appear in the User Interface when you need it. You need to provide the installation identification, explain your case to the customer service representative, and if it is a legitimate situation, they will provide a confirmation.

Q. Graduating students get to take their ORW CD's with them. What happens if they need to reload (say on a new laptop they have bought)? Can they do this? If so, what if the CD doesn't work? Can graduating students call the 800 number?

A. When they install on a new machine they will be asked to register. If the CD has already been registered twice, they are refused. They would follow the process as above and explain that they have transferred their license to this new machine. This assumes, of course, that Office was removed from their other machine.

Replication Rights

Your Microsoft Campus Agreement gives you the right to, "acquire the quantity of media as is necessary to distribute the Software to your Users. All media must be acquired from a Microsoft approved fulfillment source. You may also copy the media acquired from a Microsoft approved fulfillment source for your faculty and staff Users. All such copies must be true and complete copies (including copyright and trademark notices). If you elect the Student-Owned PC Option as part of Campus Agreement, your students' access to media must be restricted and regulated by you. Media for some products available to your students contains Office Registration Wizard (ORW) limiting the number of installations and requiring registration. Your Reseller can identify products for which the media contains ORW. All media for your student Users must be acquired from a Microsoft approved fulfillment source." To COPY means to burn or replicate additional CDs. Therefore, you have the right to COPY media for your faculty and staff, but you do **not** have the right to COPY media for your student users. Student media must be acquired from a Microsoft approved fulfillment source. Contact your Reseller to order your student media.

Third Party Replication Approval
Some of the media you might acquire from a Microsoft approved fulfillment source may be labeled with information that prohibits copying or replication. Due to the special rights granted under your Microsoft Campus Agreement, you can disregard this instruction and copy media as permitted by the terms of your agreement. You may wish to have a third party make and distribute such copies in your place, but you should be aware that you are responsible for such third party's actions to the same extent you would be if it were your employee. If the third party requests documentation that explains your rights to copy media despite other information to the contrary, please distribute to them this standard letter of approval.

Replicating Media for Your Staff and Faculty Users
Per the terms of your Campus Agreement, you may replicate or burn additional CDs for your licensed staff and faculty users only.

It is recommended that you contact your Authorized Education Reseller for the names of Microsoft Approved Replicators in your area. Listed below are two Microsoft Approved Replicators that you may contact for further information on CD replication:

Logistix	**Technicolor** (formerly Nimbus)
48105 Warm Springs Blvd	10310 Winstead Court
Fremont, CA 94539	Woodstoc, MD 21163
Phone: (800) 550-6782	**Phone:** (888) 750-2370
Fax: (510) 498-7074	**Fax:** (410) 750-1940

You may not replicate, copy or burn media for your student users. Student CDs must be purchased from your Reseller.

If your institution installs applications over a network you will not need a License Disk every time you do a network installation of a Microsoft application on one or more computers. Installing from a network or using the Administrative Setup feature in Office Setup already takes into account the volume licensing privileges you have. However, you must still comply with the Microsoft End User License Agreement for applications products and have a separate license.

Distributing Media to Licensed Users

Staff and Faculty
Universities or departments that purchase licenses via Campus Agreement can distribute the software to faculty and staff per the methods below. All media must be acquired from a Microsoft approved fulfillment source.

1. Load the software on a secured site and have eligible faculty and staff download the software to their machines.
2. Faculty and staff can bring their computers to a central location designated by the university and download from the campus network CDs.
3. The university can set up a library checkout system for CDs for faculty and staff.
4. **The university can duplicate CDs for faculty and staff**. All such copies must be true and complete copies (including copyright and trademark notices).

In order to distribute software in the methods listed above, the university must order media through their Authorized Education Reseller. There will be a nominal charge if you wish to purchase individual CDs to distribute to your staff and faculty. Your AER will be able to give you media pricing information.

Students
Student distribution of media is *different* from your Staff and Faculty users.

You may not replicate, copy or burn CDs for student users under any circumstances.

You may purchase student CDs for Microsoft Office 2000 Professional or Standard, Microsoft FrontPage and Office Macintosh Edition by placing an order for student media with your Reseller. You are not required to purchase or distribute student CDs for the products listed above, although it is recommended for restore capability.

Important Note:
Windows Upgrades and Visual Studio are not available for student purchase on CD at this time.

Universities or departments that purchase the Student Option via Campus Agreement can distribute the full platform of software to students per the methods below. All media must be acquired from a Microsoft approved fulfillment source.

1. Load the software on a secured site and have eligible students download the software to their machines (only one download per licensee).

2. Students can bring in their computers to a central location designated by the university and download from the campus network or CDs
3. The university can set up a library checkout system for CDs.
4. Purchase student CDs for Microsoft Office 2000 Professional or Standard, Microsoft FrontPage and Office Macintosh Edition from your Authorized Education Reseller.

In order to distribute software in the methods listed above, the university must order media through their Authorized Education Reseller. Your AER will be able to give you media pricing information.

IMPORTANT NOTE: You may not distribute the Campus Agreement Student License Confirmation at the time you distribute media. The License Confirmation is distributed at the time of student graduation or departure. For more information on this, see below.

How and When to Distribute the License Confirmation to Your Departing Students

If you choose the student-owned PC option, the student's rights are the same, plus those students who leave the institution during the term will receive a perpetual right to run the software that is installed on their PC at the time they leave. You will be responsible for ensuring that students leaving your institution receive a Student License Confirmation as required by the License Agreement. You cannot distribute the Student License Confirmation until the student graduates or departs your institution. Your institution must have a Student Option agreement in place at the time of student graduation or departure in order to distribute the Student License Confirmation. To access a copy of the Student License Confirmation form, please go to http://www.microsoft.com/education/license/campus/deploy/default.asp

Hardcopy Distribution of the Student License Confirmation

You may copy the text in the Student License Confirmation onto your institution letterhead and distribute to your departing students in hard-copy format. You may choose to either keep a physical copy for your records or capture this information in a database. Some institutions incorporate the Student License Confirmation letter into graduation or other documents that students pick-up when they leave the institution. For example, if students are required to pay fees or pick-up caps and gowns at the time of graduation, this is an opportunity to distribute the Student License Confirmation.

Electronic Distribution of the Student License Confirmation

You may also post the Student License Confirmation to a secure website for student download. You must keep proper records of all downloads of the Student License Confirmation and you must ensure that **only graduating or departing students have access.**

Records You Must Keep

Per the Terms and Conditions of the Campus Agreement institutions **are** required to maintain proper records of all users. That means that records must be kept on:
1. Vendors who are reproducing the media and quantities
2. Users who receive the media for Work at Home Use Rights
3. All the school owned or leased machines that are running the Software

The school does not necessarily need to keep records if all the users who use the software on school owned or leased machines, unless there is a possibility that unauthorized (non-academic) users may have access. If that's a possibility, the school should keep records on all users who access school owned or leased machines.

Microsoft reserves the right to audit customers during the term of the agreement and for a period of one (1) year thereafter.
Most schools maintain a database of faculty and staff users as well as a separate student database, which is tracked via a Student Identification number, if they have Student Option. Microsoft reserves the right to audit customers during the term of the agreement and for a period of one (1) year thereafter.

Each institution will need to determine the best method for record keeping. Institutions may keep hard-copy records or an electronic database. It is recommended that you have your licensed Users initial and sign an Acceptance Form when media is distributed. For sample Staff/Faculty and Student User Acceptance Forms, please go to http://www.microsoft.com/education/license/campus/deploy/default.asp

This information is then loaded into a database for tracking purposes. Proper record keeping of your licensed users is important and required per your agreement with Microsoft.

The section on facilitating compliance and record keeping from the Campus Agreement is below:

> **You must keep all usual and proper records relating to your reproduction, distribution and use of the Software. We reserve the right to audit you during the term of this agreement and for a period of one (1) year thereafter, provided that such audit(s) will be conducted during normal business hours and in such a manner as not to interfere unreasonably with your operations**.
>
> Additionally, you must use reasonable efforts to make your Users aware of the terms and conditions upon which they are allowed to run the Software. To this end, you must notify all Users that (a) you have entered into this agreement with us, (b) they are only licensed to run the Software during the term of this agreement; (c) if you don't renew this agreement or exercise the buyout option or otherwise purchase perpetual licenses for the Software, then the Software licensed under this agreement must be deleted and removed from all computers at the time that this agreement expires or is terminated and you must periodically publish in your institution-wide publication and applicable web sites either the then current License Agreement or a reference to the location (either physical or on a computer network) where the License Agreement can be reviewed. In addition, you will provide all reasonable cooperation to us to investigate and remedy any unauthorized reproduction of the Software made available for access or use to your Users.

How to Renew Your Campus Agreement

You should start thinking about renewing your Campus Agreement **at least 3 months before the agreement expires**. This is the time to begin the bidding process with Authorized Education Resellers if you are required to obtain quotes for a new agreement.

At the end of your agreement, if you are happy with your existing agreement and do not desire to make any changes upon renewal, please contact a Microsoft Sales representative at 1-800-426-9400 ext. 11218 who will be happy to work with you to simply extend the term of your existing Campus Agreement.

IMPORTANT NOTE: At renewal, you will be required to recount all staff/faculty and student FTEs licensed under Campus Agreement and report that new FTE count to Microsoft. You only need to count FTE once per year at renewal.

At renewal, you may also want to consider a few new options, such as adding Student Option and licensing your students, or adding some Microsoft add-on products covered by Campus Agreement. The following products may be added to your Campus Agreement at renewal time. The only time you may make changes to the users or add-on products licensed by Campus Agreement is at renewal.

Add-On Products:
* Microsoft Project®
* Microsoft Windows 98 Starts Here by Microsoft Press
* Microsoft Windows 2000 Professional Step by Step Interactive by Microsoft Press
* Microsoft Web Publishing Step by Step Interactive by Microsoft Press
* And, don't forget you can also add Student Option and license your student population.

IMPORTANT NOTE: Make sure you have everything you need for the new Campus Agreement term. Once the new agreement is accepted by Microsoft, you will not be able to make changes.

At the end of your annual license agreement, you must make a decision on how to manage your software assets. You need to revisit your licensing options to remain compliant and legal. We recommend Microsoft's Campus Agreement for our higher education customers because it is easy to acquire, easy to upgrade and easy to manage software assets. It's a simple way to stay current on technology.

You may do any of the following at renewal:

- Renew the licenses and sign a new Campus Agreement for another 12-months
- Note: You have the flexibility to license your entire institution (100 FTE minimum), a single department or multiple departments (500 FTE minimum.)
- Cancel out by purchasing upgrades (Back Out Option)
- Remove the software from your machines

Back Out Option

Your institution can cancel out of Campus Agreement at any time during the 12-month period or at renewal if you decide not to renew. To cancel out of the Campus Agreement, you will need to count up all of your machines and pay an upgrade price for ALL of your machines for Office Standard/Professional, Office Macintosh Edition, Windows Upgrades, and BackOffice CALs. For FrontPage, Visual Studio and the Microsoft Press titles, you will need to count up the number of machines that are currently running those products and multiply that number by an upgrade price for each product. The upgrade prices are included on the Campus Agreement Estimated Retail Price List.

Other Resources to Help You Deploy Campus Agreement

Can a Microsoft Certified Solution Provider (MCSP) help you?

Microsoft® Certified Solution Providers (MCSPs) are independent companies that can provide you with the highest levels of technical expertise, strategic thinking, and hands-on skills. MCSPs encompass a broad range of expertise and vendor affiliations and their real world perspective can help you prioritize and effectively deliver your technology solutions.

You can contact an MCSP by visiting http://mcspreferral.microsoft.com/default.asp For more information or a referral to a Microsoft Certified Solution Provider, call (800) 765-7768 between 6:30 A.M. and 5:30 P.M. Pacific time, Monday through Friday, or visit http://www.microsoft.com/mcsp/

Product Support Services (PSS)

At Microsoft, we have streamlined our levels of product support, customizing them into different offerings designed to help our vast variety of education customers. Whether you're a professional in K-12 or higher education or any education professional who uses technology, you'll discover the level of support you're looking for quickly at your fingertips over the telephone or the web.

- **If You Have a Simple Question and Need an Answer Fast**

Quickly find your answers online at http://support.microsoft.com/support/

Use Support Online to search the Microsoft Knowledge Base and other technical resources for fast, accurate answers. You can also customize the site to control your search. To begin your search, go to http://support.microsoft.com/support/

For additional technical resources and information on developing with Microsoft products and technologies, visit MSDN online at http://msdn.microsoft.com/developer/

- **If Your Question is Urgent and More Complex**

Telephone a Product Support Services engineer.
You can submit your question for a fee of $95 U.S. See the product's individual help file for hours of operation and telephone numbers to call.

- **If Your Question Isn't Urgent**

Send E-mail to a Product Support Services Engineer
With Web Response, you can conveniently submit questions via e-mail. This option is ideal for detailed questions or questions with attached files. You can submit questions 24 hours a day and will receive a response from an engineer within one business day. To submit your question, go to http://support.microsoft.com/support/webresponse_nc.asp

Microsoft Mentors

The Microsoft Mentor Program offers support for faculty in higher education institutions to develop and enhance their computer usage skills with an emphasis on solving educational problems rather than focusing on features in software tools.

For more information on the Microsoft Mentor Program visit:
http://www.microsoft.com/Education/Training/mentor/default.asp

TechNet for Education

TechNet for Education provides all of the "how to" details on evaluating, deploying, maintaining and supporting Microsoft technology in a learning environment. Just the facts, only the facts, 100% of the time! Make the most of TechNet for Education when you register for the free biweekly TechNet Flash. To register, please go to http://www.microsft.com/education/technet/default.asp

TechNet Subscription – Get Quicker Answers with a TechNet Subscription
A TechNet Subscription brings a whole world of Microsoft insider help to your fingertips. When you join, you'll receive a shipment of information-packed discs with everything we can think of to help you stay ahead of the game. And every month we'll send you updates so you can be sure you have the latest tools and information.
Please visit http://www.technetbutnow.one.microsoft.com/education/license to order your TechNet Subscription today and have quick access to the technical information you need on DVD or CD, so you can easily evaluate, deploy, and support Microsoft products from one convenient place.

How to Reach Us

If you have further questions about Campus Agreement or other products and programs for the education market, please visit www.microsoft.com/education/license or contact the Microsoft Sales Information Center at 1-800-426-9400 ext. 11218.