

From: Weber, Lon
Sent: Tuesday, October 13, 2009 10:54 AM
To: Weber, Lon
Subject: Microsoft Home Use Program

Good morning CNR,

As most of you know our college is part of the Microsoft Campus Agreement. It's an annual fee based on our FTE count and entitles us to install any version of Microsoft Office and upgrade/downgrade to any Microsoft Operating System on any departmentally owned computer. Part of this agreement is something called "Work at Home" rights which gives you the same software options on one personally owned computer. However the software has to be used 100% for work related purposes which makes this aspect of the agreement pretty much useless (if you want to be legal).

This brings me to the Microsoft Home Use Program (HUP) which all Faculty and Staff in our college are now eligible for. This program provides a mechanism for you to purchase either Office Enterprise 2007 or Office 2008 for the Mac directly from Microsoft at a greatly reduced price. The price is \$9.99 but doesn't include shipping and handling. This license doesn't have any restrictions on its usage except for: it is only valid as long as you are an employee of our college, there is a limit of one purchase per employee, and it can only be installed on one personally owned computer. Below you will find the official form letter describing the program. Thanks and feel free to contact me with any questions. Lon.

HUP TEMPLATE NOTIFICATION E-MAIL

Heading: Microsoft Home Use Program Now available

You are now eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer. Under the Home Use Program, you and our other employees who are users of qualifying applications at work (e.g. Office Enterprise) may acquire a licensed copy of the corresponding Home Use Program software (e.g. Office Enterprise) to install and use on a home computer. You may continue using HUP software while you are under our employment and as long as the corresponding software you use at work has active Software Assurance coverage.

Please note that some product and language versions may not be available at the time you place an order. For up-to-date information on the availability of Home Use Program software, please visit <http://microsoft.com/licensing>.

To access the Microsoft Home Use Program Web site:

1. Go to <http://hup.microsoft.com/>
2. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your corporate e-mail address and insert the following program code (Contact CNRHelpDesk@exchange.vt.edu for the code).

Note: This program code is assigned to our college for our sole use in accessing this site. You may not share this number with anyone outside our college.

4. Place your order online, and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping, and handling costs.

We trust you will enjoy this benefit and look forward to your participation.

Sincerely yours,