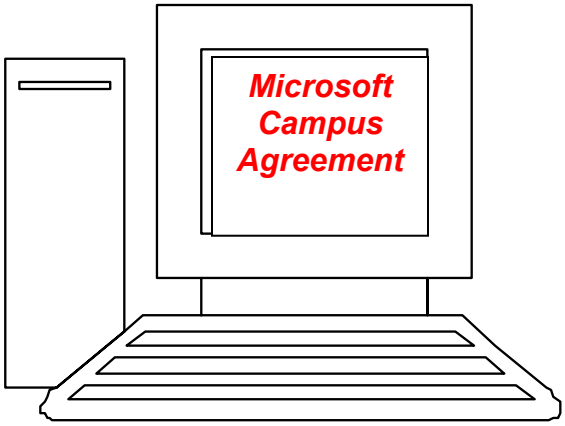
Virginia Military Institute

Microsoft Campus Agreement



Microsoft Campus Agreement Overview

Minimum Hardware Specifications for Installation and Use of Software

Campus Agreement Acceptance Form

Virginia Military Institute

Microsoft Campus Agreement

This page was designed to help The Virginia Military Institute (VMI) faculty and staff understand the licensing agreement that VMI has with Microsoft for various software packages. This page will answer these questions:

- What is the Microsoft Campus Agreement?
- What Microsoft Licenses do we have at Virginia Military Institute?
- Who can get the software?
- What can the software be used for?
- What computers are people allowed to install Microsoft software on?
- Where should I go to get the software?

What is the Microsoft Campus Agreement?

The Microsoft Campus Agreement is an annual, comprehensive licensing program specifically created to address the unique needs of higher education institutions. This agreement allows VMI to count people, rather than computers, for software licenses. This makes it much easier to license the entire Institute for software packages.

The Microsoft Campus Agreement is available in its entirety on Microsoft's website.

The Program Guide explains the rules for deploying and using software.

What Microsoft Licenses do we have at Virginia Military Institute?

We are licensed for the following software packages:

- Windows desktop operating system upgrades
- Office XP Professional Edition, which includes:
  - Word
  - Excel
  - PowerPoint
  - Access
  - Outlook
- FrontPage
- Publisher

This license includes any upgrades released for these covered products.

Who can get Microsoft software at Virginia Military Institute?

The Microsoft Campus Agreement covers faculty, staff & lab systems at Virginia Military Institute.

This Agreement does not cover Institute affiliates or students.

What can I use Institute licensed Microsoft software for?

This statement is valid for the Microsoft products listed on this web page, and shall be referred to collectively herein as the "Software". Software is made available to you because VMI has purchased license coverage for the Software through Microsoft Campus Agreement Subscription. VMI is extending you the right to use the Software on a personally-owned computer or an institution-owned computer designated for your exclusive use. You do not own the license or the Software media; rather you are authorized to use the Software and associated media pursuant to the terms and conditions of the license(s) granted to VMI for the term of Institute's Campus Agreement Subscription. **You will be required to remove the Software from your personal computer immediately upon the earlier of (a) any event which causes you to no longer be an employee of the institution or (b) expiration of the Campus Agreement Subscription term.**

This Software can be used for any VMI related business. If you are uncertain whether something you are doing is covered under the Licensing Agreement, please contact the Help Desk at 464-7643 or email Help@vmi.edu.

Which computers can VMI Campus Agreement licensed Microsoft software be installed on?

All of the software can be installed on any VMI owned computers, or a personally owned computer that is being used for VMI business. Please read and understand the paragraph in the above section before installing the Software onto your personally owned computer.

Where can I get Microsoft software at VMI?

For on Post use:

- **Microsoft Office software including FrontPage and Publisher** for on-Post use is part of the standard installation package included on your computer. Before Microsoft Publisher and FrontPage were available through the Campus Agreement they were not part of the standard installation package. Therefore, if you do not have one or both of those packages you may request installation by contacting the Help Desk at 464-7643 or Help@vmi.edu

What if I want to use the Software at home?

For off Post use:

- For use **off Post by FACULTY & STAFF ONLY:** work-at-home CD's are available for temporary check out at the I.T. department Help Desk. The agreement only allows permanent distribution of CD's if they are purchase from Microsoft. The I.T. department is required by Microsoft to track distribution of the CD's and to make sure that our end-users understand the terms of the agreement. You must follow the guidelines set forth in the Campus Agreement Subscription when using the Software on a personally owned computer.

Computer Hardware Requirements

Microsoft® Office XP Professional

Office XP Professional

Computer/Processor	The recommended system is Windows 2000 Professional on a computer with a Pentium III processor and 128MB of RAM. Pentium 133 MHz or higher processor required.
Memory	RAM requirements for Microsoft Office XP Professional depend upon the operating system used, plus an additional 8 MB of RAM for each Office application running simultaneously: for Windows 98 and Windows 98 Second Edition, 24 MB of RAM for the operating system; for Windows Me, Windows NT Workstation or Server 4.0, 32 MB of RAM for the operating system; for Windows 2000 Professional, 64 MB of RAM for the operating system. Windows XP Professional, or Windows XP Home Edition - 128 MB of RAM plus an additional 8 MB of RAM for each Office application (such as Microsoft Word) running simultaneously
Hard Disk	Hard-disk space requirements will vary depending on configuration. 245 MB of available hard-disk space is required for the default configuration of Microsoft Office XP Professional with 115 MB on the hard disk where the operating system is installed. Customers without Windows 2000, Windows Me or Office 2000 SR1 will require an extra 50 MB of hard-disk space for the System Files Update. Custom installation choices may require more or less hard-disk space.
Drive	CD-ROM Drive
Display	Super VGA (800x600) or higher-resolution monitor with 256 colors.
Operating System	Microsoft Windows 98, Windows 98 Second Edition, Windows Me, Windows NT 4.0 with Service Pack 6 or greater, or Windows 2000, Windows XP or greater. On systems running Windows NT 4.0, the version of Internet Explorer must be upgraded to at least 4.01 with Service Pack 1.
Peripherals	Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device.
Miscellaneous	Multimedia: Multimedia computer required for sound and other multimedia effects. Hardware accelerated video card or MMX processor will provide improved graphical rendering performance. Pentium II 400MHz or higher processor, 128 or more MB of RAM, close-talk microphone and audio output device required for speech recognition. E-mail & Internet: Microsoft Exchange, Internet SMTP/POP3, IMAP4, or MAPI-compliant messaging software for e-mail; Microsoft Exchange Server required for certain advanced collaboration functionality in Microsoft Outlook; some Internet functionality may require Internet access via a 14.4kbs or greater modem or a high speed connection, and payment of a separate fee to a service provider; local charges may apply. Handwriting: Graphics tablet recommended for handwriting input features

Microsoft® Windows XP Professional

To use Microsoft® Windows XP you need:

Computer/Processor	PC with 300 MHz or higher processor clock speed recommended; 233 MHz minimum required (single or dual processor system);* Intel Pentium/Celeron family, or AMD K6/Athlon/Duron family, or compatible processor recommended
Memory	128 MB of RAM or higher recommended (64 MB minimum supported; may limit performance and some features)
Hard Disk	Minimum: 1.5 GB of available hard disk space Actual requirements will vary based on your system configuration and the applications and features you choose to install. Additional available hard-disk space may be required if you are installing over a network. For more information, please see www.microsoft.com/windowsxp.
Drive	CD-ROM or DVD drive
Display	Super VGA (800 x 600) or higher resolution video adapter and monitor For DVD video playback: DVD drive and DVD decoder card or DVD decoder software & 8 MB of video RAM For Windows Movie Maker: Video capture feature requires appropriate digital or analog video capture device & 400 MHz or higher processor for digital video camera capture
Peripherals	Keyboard and Microsoft Mouse or compatible pointing device Note: To ensure that your applications and hardware are Windows XP–ready, please check www.microsoft.com/windows/catalog/.
Miscellaneous	For Internet access: Some Internet functionality may require Internet access, a Microsoft .NET Passport account, and payment of a separate fee to a service provider; local and/or long-distance telephone toll charges may apply; 14.4 Kbps or higher-speed modem For networking: Network adapter appropriate for the type of local-area, wide-area, wireless, or home network you wish to connect to, and access to an appropriate network infrastructure; access to third-party networks may require additional charges For instant messaging, voice and video conferencing, and application sharing, both parties need: Microsoft .NET Passport account and Internet access or Exchange 2000 Server instant messaging account and network access (some configurations may require download of additional components) For voice and video conferencing, both parties also need: 33.6 Kbps or higher-speed modem, or a network connection; Microphone and sound card with speakers or headset

Additional system Requirements (Miscellaneous section)

Miscellaneous	For video conferencing, both parties also need: Video conferencing camera; Windows XP For application sharing, both parties also need: 33.6 Kbps or higher-speed modem, or a network connection; Windows XP For remote assistance: Both parties must be running Windows XP and be connected by a network For remote desktop: Windows 95 or later–based computer, and the two machines must be connected by a network

Campus Agreement Faculty and Staff Acceptance Form

This acceptance form is valid for the Microsoft products checked below, which shall be referred to collectively herein as the "Software". Software is made available to you because Virginia Military Institute has purchased license coverage for the Software through Microsoft Campus Agreement Subscription. Virginia Military Institute is extending to you the right to use the Software for **VMI-related** purposes at home. **You are not licensed to use the Software at home for personal purposes.** You do not own the license or the CDs, rather you are authorized to use the Software and associated media pursuant to the terms and conditions of the license(s) granted to Virginia Military Institute for the term of Virginia Military Institute's Campus Agreement Subscription. You will be required to remove the Software from your home machine immediately upon the earlier of (a) any event which causes you no longer to be a faculty or staff member or employee of the institution for any reason or (b) expiration of the Campus Agreement Subscription term.

Users receive a Software installation media (CD) and may receive a Volume License Key that will allow multiple installations of the Software. The CD and Volume License Key will be distributed to faculty and staff users as needed. Faculty and staff users may use the provided media and Volume License Key for the purpose in which they are intended. The installation media will be checked out on a temporary basis and must be return to the Information Technology department.
Work At Home Use Rights have been granted by Virginia Military Institute for the following product(s):

- Windows desktop operating system upgrades
- Office XP Professional Edition, which includes:
  - Word
  - Excel
  - PowerPoint
  - Access
  - Outlook
- FrontPage
- Publisher

Please initial each statement:

____ I will read and abide by the license agreement(s) associated with this Software.

____ I understand that the Volume License Key and installation media is provided for my authorized use only, and that I am responsible for any unauthorized use thereof by me. I understand that I am to return the materials once I have completed my one allowed installation.

____ I understand that no technical support is provided by the Information Technology Department in association with my work-at-home use and that I assume all responsibilities for installation of software on my personally owned computer.

____ I understand the minimum specifications to run the Software as listed at http://www.microsoft.com/catalog/default.asp?subid=22.

____ I understand the minimum specifications to run the software as listed in this document.

____ I will remove the Software from my home machine immediately upon the earlier of (a) any event which causes me no longer to be a faculty or staff member or employee of the Institute for any reason or (b) expiration of the Campus Agreement Subscription term.

____ I understand that I am not licensed to use the Software for personal purposes.

Faculty / Staff signature:_____

Printed name:_____

Date: _____

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