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Subject Microsoft Office Site License Announcement

To: All West campus employees

I am very pleased to announce that Stony Brook has signed a contract with Microsoft to supply Microsoft Office XP for both the PC and MAC to all faculty/staff at the University. The cost of the contract is being shared by all of the major areas of the campus. I would like to thank the Provost, Vice Presidents, and others for their support in making this happen.

The Campus Agreement and the "Work at Home" option have specific provisions. To help you understand the difference, each of these provisions is described below. For further information about the Campus Agreement and the

"Work-at-Home" option please refer to:

<http://clientsupport.stonybrook.edu/software/OfficeXP.shtml>

#### CAMPUS AGREEMENT

The Campus Agreement is a subscription service that prices software by faculty/staff fte count rather than the traditional method of counting computers. Using the agreement, the campus has the ability to load Microsoft Office on all University-owned machines and upgrade to the latest version of the software whenever it becomes available.

#### WORK AT HOME OPTION

An option of the campus agreement permits campus employees to load a different version of the software onto their personal machines. The "work at home" option is for individuals that need to perform University work on their personal machines (i.e. a machine NOT owned by the University). All University employees that currently use a computer in performance of their jobs and are currently on the University's payroll are eligible to receive the work-at-home version of the software. This includes all State, RF, and FSA employees and graduate students with GA, TA, or RA appointments. It does NOT include undergraduate students and graduate students that do not have one of the three appointment types. Please note if you are using a University-owned machine at home, you should NOT use this option. Instead, the Campus Agreement software should be used.

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