

## Microsoft Work At Home Program

As Alverno faculty/staff, selected Microsoft software is made available to you because the College has purchased license coverage for it through Microsoft's Campus Agreement. Alverno is extending to you the right to use this software for College-related purposes on a personally-owned computer. You do not own the license or the installation media (CDs); rather, you are authorized to use the software and associated media pursuant to the terms and conditions of the license(s) granted to Alverno College for the term of Alverno's Microsoft Campus Agreement. You will be required to remove the software from your personal machine immediately upon the earlier of (a) any event which causes you no longer to be employed by Alverno or (b) expiration of the Microsoft Campus Agreement subscription term. You may assume that Alverno College has extended its subscription for the licensed product(s) unless you are otherwise notified by Technology Services.

You are granted the right to use the following software per the terms of the Campus Agreement between Alverno College and Microsoft:

- Microsoft Windows
- Microsoft Office

You may either download the installation file(s), or order installation media to be delivered by mail, through Journey Education (our Microsoft Campus Agreement partner) at <http://www.JourneyEd.com/go.asp?KEY=CAALVERNO>

The cost is:

- \$9.95 for the download
- \$14.95 to have a CD set mailed to you

If, instead, you would prefer to purchase a copy of either Microsoft Windows or Microsoft Office for your own personal use at home, please visit <http://www.journeyed.com/?SKW=HMSELECT6>. JourneyEd offers Alverno faculty/staff a wide variety of software titles from Microsoft, Adobe, and many other manufacturers at deeply discounted prices.

More information on purchase requirements, policies and shipping/handling information can be found at <http://depts.alverno.edu/techserv/students/software/softwarediscounts.html>.

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

Sincerely,

Technology Services  
Alverno College