

Notes:

ⁱ Please check with the **campus contact** or admin staff in your school that you are included in the Microsoft Campus staff count. **If you are not on the staff count, you are not entitled to Microsoft campus software.** Details of the university agreement including campus contact details can be found at: <https://www.ed.ac.uk/information-services/computing/desktop-personal/software/main-software-deals/microsoft/microsoft-campus-agreement>

ⁱⁱ The Microsoft Campus agreement is renewed annually on the 1st November. We would expect if the staff member continues to be employed by the university to be able to continue using the software under any new agreement.

However if you leave the university employment or are no longer counted in the staff count you must remove the software from your computer and destroy or return the disks to Software Services.

ⁱⁱⁱ Your school has to subscribe to these products under campus, and you have to be in the campus count for you to be eligible for them.

^{iv} Please return a signed and verified copy to:

Either by internal post **SOFTWARE SERVICES TEAM, ITI DIVISION, LEVEL H WEST, ARGYLE HOUSE, LADY LAWSON STREET** if you have been supplied with the software or it has been installed for you already.

Or by email send a scanned copy to is.software.codes@ed.ac.uk

Or take the signed and verified form with you to **IS HELPDESK** they are helping you with the installation.

Please note if you do not get the form verified, you may be refused a copy of the software or there may be a delay while verification is sought.