

## Microsoft Work at Home

We have once again signed an agreement for the Microsoft Licensing through the Maryland Educational Enterprise Consortium (MEEC).

As part of this agreement, we have continued our enrollment with the Work at Home software purchase program.

A couple of things to remember under the terms of the MEEC agreement...

For the Work at Home purchasing option:

These software products are to be used for work related purposes.

All Microsoft software products installed under the Work at Home policy on personal computers are for individual use.

The software is not to be distributed or copied.

All software installed under the Work at Home Policy will be removed from any home or portable PC upon:

- a) Leaving the employ of the QACPS, and/or
- b) Termination of the Microsoft Enterprise Agreement with QACPS.

You are only permitted to purchase one installation CD per application to be installed on one 'Work at Home' computer for school related usage.

If you have any questions about the terms of the MS/MEEC Work at Home agreement, please contact ComTek at ext. 186.

There are several links from this site to the Microsoft.com website to provide further information about the software. MAKE SURE THAT WHEN YOU ACTUALLY PURCHASE THE SOFTWARE YOU ARE PURCHASING IT FROM THE MEEC SITE AND NOT THE MICROSOFT SITE. At the MEEC site the software may cost you \$20 - \$80. From the Microsoft site the same application may be over \$400. So please, be careful.

Ordering the software is done through the Bell Industries/Maryland Educational Enterprise Consortium (MEEC) website.

In order to use this site, you will point your browser to the URL provided at the end of this email. Choose the "Queen Anne's County Public School" system from the pull down menu. Once you get to the QACPS page, you will need to register as a user. It is important that you use your 'qacps.org' email address when registering. Your Email address will end up being your ID on the website. The website will email you your Password within a few minutes. If you are using Junk Mail Handling this email will end up in your junk mail folder. You may want to add it to your trusted list so that in the future it will appear in your regular mailbox.

The URL for the Bell Industries/MEEC Software ordering is:

<http://microsoftstore.qacps.org>

You may have to reactivate your account by registering again.