

# Microsoft Office "Work at Home" License

## Office 2007 for Windows

### License Terms and Conditions

Hamilton College subscribes to the Microsoft Campus Agreement volume licensing program for the Microsoft Office applications used on campus (Word, Excel, and PowerPoint). This agreement includes "Work at Home" rights for Office according to the following terms and conditions:

***Faculty and staff who are licensed to use the particular product at school, have the right to run one copy of that product on a home PC that they own or lease for school-related purposes only. (Microsoft Campus and School v.3.2b, 2004).***

Your CD is good for two installations: the original installation on your home machine and a reinstall if necessary.

**Please do not use this CD to install Microsoft Office on your college-owned computer.**

### Recommended System Requirements

<b>Processor</b>	500 megahertz (MHz) processor or higher
<b>Operating System</b>	Windows XP or Vista
<b>Memory</b>	512 MB RAM
<b>Disk Space</b>	Minimum 1.5 GB of hard-disk space required
<b>Disk Drive</b>	CD-ROM or DVD drive

**Note:** Office 2007 does not run on the Microsoft Windows Me, Windows 98, Windows 2000, or Windows NT operating systems.

### Product Key

On the back of the CD sleeve you will find a 25 character alphanumeric code called a product key, similar to the one shown on the right. Keep this product key in a safe place, it is a unique code needed to install Office and to verify your license with Microsoft.



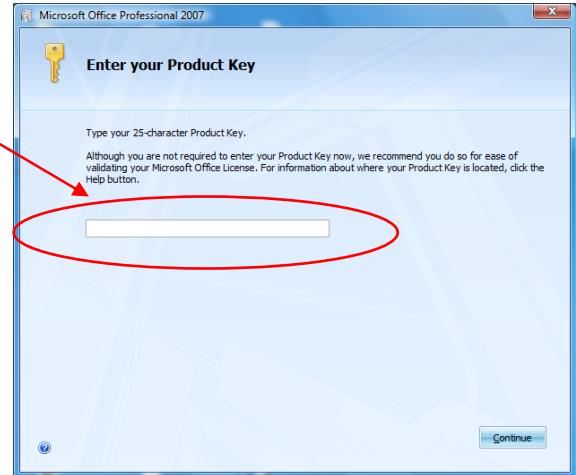
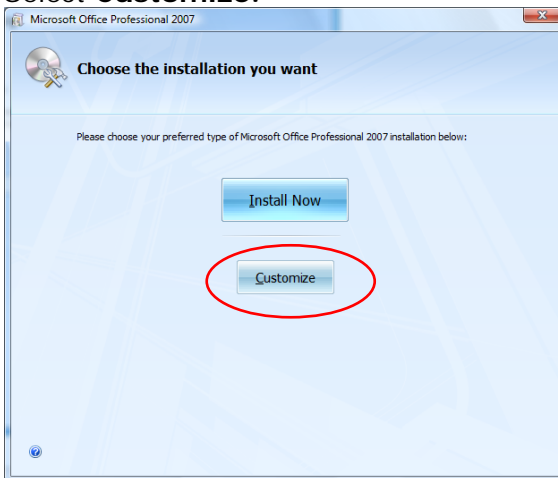
### Recommended Installation

Before installing Office 2007, you must uninstall any previous version of Microsoft Office installed on your computer. If you do not have an older version of Office on your computer, skip to the installation instructions starting on the next page. If you do have an older version of Office on your computer, uninstall it as follows:

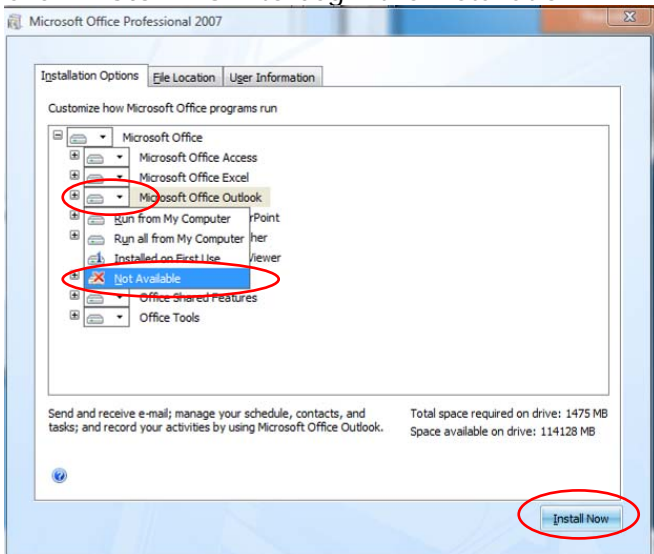
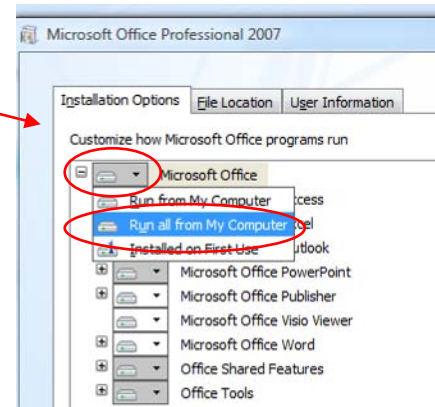
1. Go to the Start menu and open the **Control Panel**.
  - a. **Windows XP:** Open **Add or Remove Programs**
  - b. **Windows Vista:** Open **Programs and Features**
2. After the list of programs populates, scroll down and click on "**Microsoft Office \*\*\***"
3. Click **Remove** or **Uninstall**.
4. Follow the onscreen prompts to remove Office.
5. Reboot after Office is finished uninstalling.

We recommend a **custom** installation to provide the necessary tools, templates, and text converters you are accustomed to using on your college-owned computer.

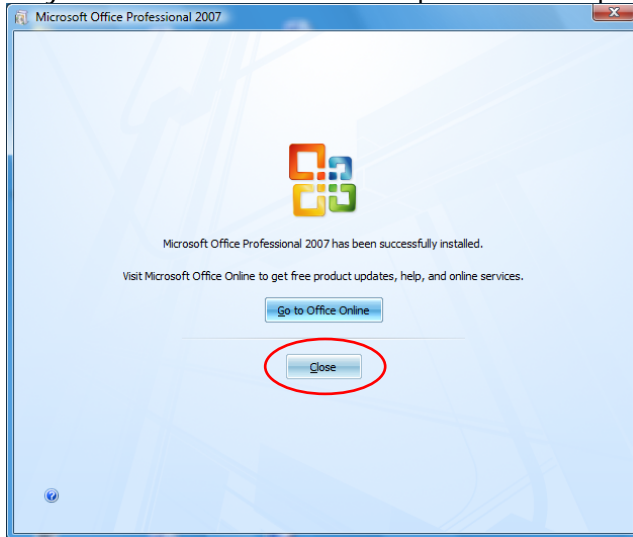
1. Insert the MS Office CD. The installation process will start automatically. In Windows Vista, you'll be prompted to allow the CD setup to autoplay. Click **Run SETUP.EXE**.
2. Enter the **Product Key** found on the back of the CD sleeve, then click **Continue**.
3. Accept the license agreement, click **Continue**.
4. Select **Customize**.



5. Click the down arrow icon on **Microsoft Office** and select **Run all from My Computer**.
6. If you do not use Outlook we recommend you not install it. Click the down arrow icon on **Microsoft Office Outlook** and select **Not Available**.
7. Click **Install Now** to begin the installation.



8. After the installation has completed, click **Close**. Windows update will automatically be configured to update Office 2007 along with other Microsoft updates. Install these updates as you would other Windows updates when prompted.



For questions or comments regarding this document, please email [helpdesk@hamilton.edu](mailto:helpdesk@hamilton.edu).