



## Waterman Group / Microsoft Software Home Use Program

As part of the Subscription Agreement between Waterman Group and Microsoft, qualifying Waterman Group employees are entitled to free use of Microsoft Office suite software on their home computers. The software will be provided either as a download and/or on CD-Rom delivered from Microsoft, and which is subject to shipping and handling charge.

This offer applies to the following Microsoft Application Software to which Waterman Group subscribes (see list below).

<b>Microsoft Office</b>	(Includes: Word; Excel; PowerPoint; Access; Outlook & Publisher)
<b>Microsoft Project</b>	(due to licence restrictions, prior written approval must be obtained from the Waterman Group IT Dept prior to requesting Microsoft Project on-line)
<b>Microsoft Visio</b>	(due to licence restrictions, prior written approval must be obtained from the Waterman Group IT Dept prior to requesting Microsoft Project on-line)

The following explains the procedures to be followed in order to participate in this facility and must be adhered to in order to comply with the conditions of the plan.

### ***What you will need.***

- A suitable home computer with a valid operating system.
- A valid credit card.
- Be a permanent employee of Waterman Group.
- A valid Waterman Group e-mail address.
- Access to the World Wide Web.
- Sufficient knowledge to install and configure the software on your home computer (Waterman Group IT department cannot provide home support).
- A permanently assigned, Waterman Group, networked, PC in your place of work.

### ***Step 1.***

Send an email request from your office PC to [MSHomeuseProgram@watermangroup.com](mailto:MSHomeuseProgram@watermangroup.com) providing:

- Your Waterman Group email address,
- Department you work for,
- The name of your network PC,
- And, which software you are interested in obtaining.

### ***Step 2.***

On approval, you will receive an e-mail from Microsoft containing a link to their Home Use Program (HUP) ordering web site.

This link is unique to you and MUST NOT be passed on to anyone else. This is for your security, as well as the Group's, as it will ultimately be the recipient of your credit card details.

You must use this link within 30 days of receipt after which time it will expire and you will need to repeat Step 1.

### ***Step 3.***

Using the link on the Microsoft e-mail, proceed to the HUP web site, and follow the instructions there.

Make sure that you take the time to read and agree with the Terms and Conditions section **and that you have assured yourself that your home computer equipment and operating system is compatible with the software that you intend to obtain.**



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Neither Waterman Group nor Microsoft has any obligation to ensure that your equipment is suitable for the software you request.

(See Guidance Notes for examples of the web site ordering pages and tips on how to complete the ordering process.)

### ***Step 4.***

Once delivered, install the software and use as required.

### ***Important Note.***

In the event that you leave the employ of Waterman Group, or should Waterman Group terminate its subscription with Microsoft, you **must** delete the software from your home system. You must also destroy the media that it was delivered on. Shipping and handling charges are not refundable.



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### **Guidance Notes.**

On receipt of your authorisation e-mail from Microsoft clicking on the embedded link will take you to the Home Use Program Welcome Page which looks like screenshot 1 below.

Select the package you require and pick the Add to Cart button. Please be aware that you may only select software that you have access to on your office PC.

If you do not have Project or Visio installed on your office PC then you are not entitled to purchase it through HUP.



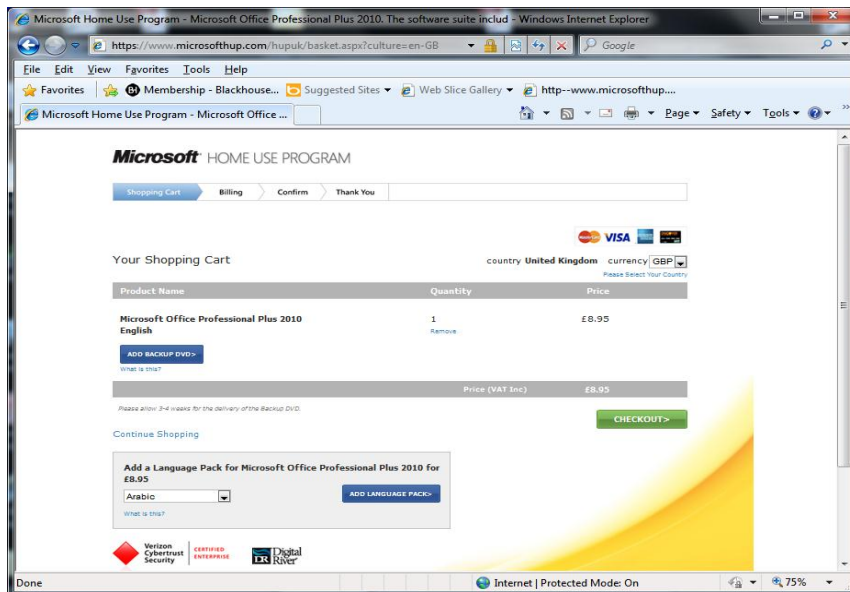
Scenshot 1.

Once you are happy that you wish to proceed, Click on the Begin Checkout button.

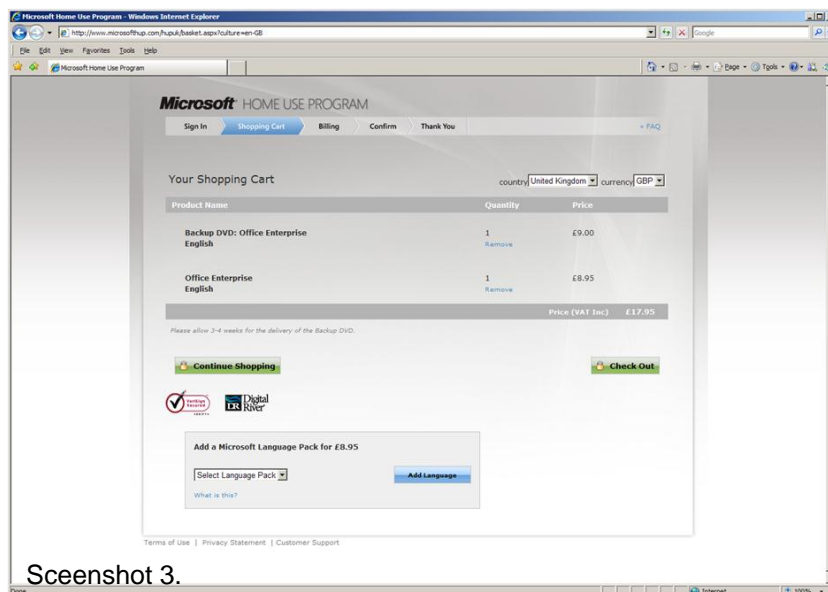


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You will be taken to the Checkout page where you may review your intended purchases. At this stage, if you require the comfort of being sent an installation disk then you should select the Add Backup DVD button. (If you do not select this your installation files will be supplied as a download only) See Screenshots 2 & 3.



Scenshot 2.



Scenshot 3.

Once you are satisfied that your shopping cart contains all you require, (be sure to select the correct language from the drop down menu if you do not wish to receive the English (default) version) then select the Check Out button.



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You will now be asked to provide Shipping and Payment details. Fill in the appropriate information – not forgetting to provide your home email address. See Screenshots 4 & 5.

This screenshot shows the 'Billing Info' section of the Microsoft Home Use Program checkout page. The form includes fields for First Name, Last Name, Street, Street 2, City, Province, Post code, and Country (set to United Kingdom). There is also a Billing Phone field. A note states: '(Recommended) To have a copy of your order confirmation sent to your personal email address enter it here.' Below this is a checkbox for 'I want information about other Microsoft Office products and services.' The 'Shipping Information' section has a checked checkbox and a link 'Click here to use Billing Address.' A note explains that shipping information differs from the bill and that orders may be delayed for verification. The 'Payment Method' section asks for information below Digital River and includes a field for VAT Exemption Number. The 'Payment Method' dropdown is set to 'Visa', with fields for Credit Card Number, Expiration Date (1 / 2009), and Name on Credit Card.

Scenshot 4.

This screenshot shows the 'Confirm Your Purchase' page. It displays the payment method as 'Visa' with card number 42...6210 and expiration date 5 / 2011. The VAT Exemption Number field is empty. The order summary table is as follows:

Item	Price
1 Office Enterprise	£7.78
1 Backup DVD: Office Enterprise	£7.83
Tax:	£2.34
Shipping	£0.00
<b>Total Due:</b>	<b>£17.95</b>

Below the table is a checkbox for 'I agree to the terms and conditions listed here.' and a scrollable area containing the terms and conditions, including a note that the agreement is in English. At the bottom, there are 'Edit Order' and 'Confirm' buttons.

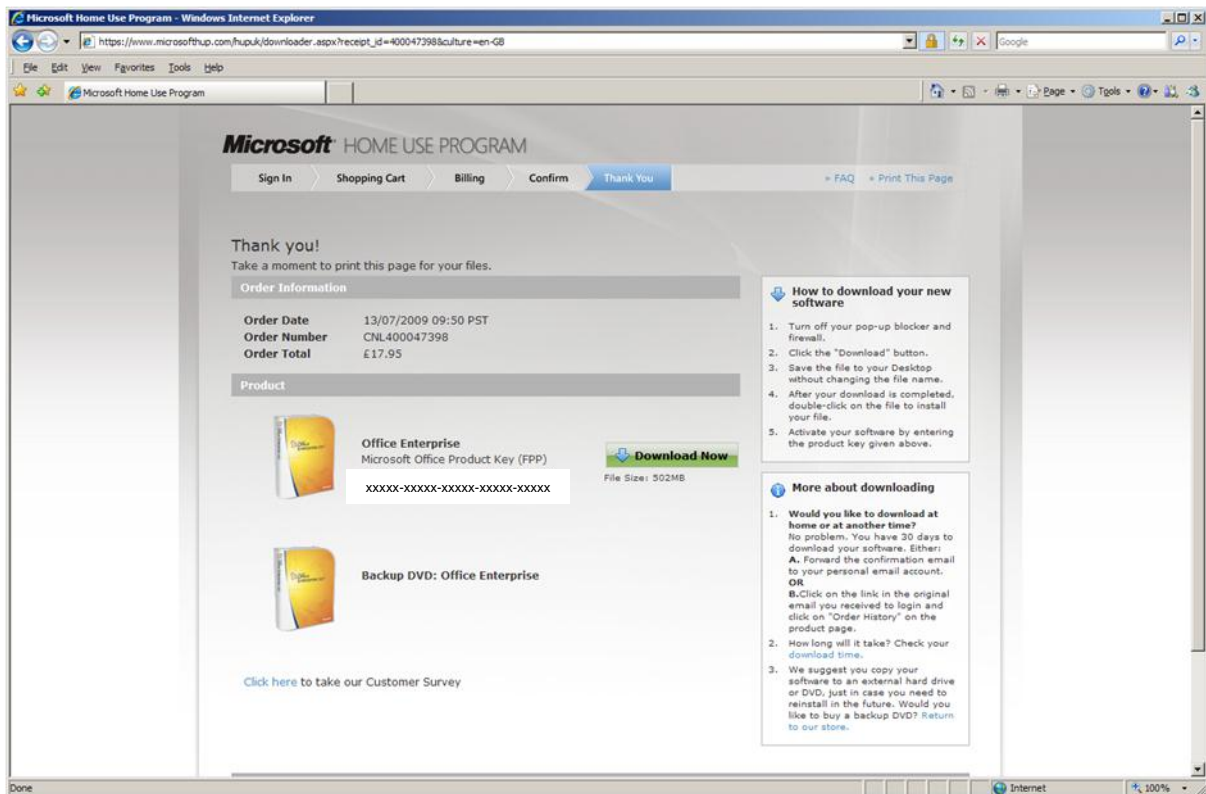
Scenshot 5.

Check that the details are correct and select the Confirm button.



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You will then be taken to a confirmation screen and offered the opportunity to Download the software there and then. Do not forget to take a note of the Product key for each product you have purchased, you will need this to install the software. (An email containing these codes and a link to the download page will have been sent to your Waterman Group email address and your private email address if you supplied it during the shipping details section) See Screenshot 6.



Screenshot 6.

It is preferable that you download the software at home as it will then be readily available on the PC that you wish to install it on. If you chose not to purchase a back-up DVD we recommend that you take your own back-up of the downloaded files.

You will need to have a note of the Product Key while installing the software.

Once installed onto your home PC the software will require Validation either on-line or via telephone.



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### ***Some things to remember.***

- You need to be member of the permanent staff at a Waterman Group company to participate.
- You need to have a Waterman Group network desktop PC assigned for your use in your place of work.
- You must send your request for enrolment into the Home Use Program from a Waterman Group email address. Any request that does not come from [your.emailname@watermangroup.com](mailto:your.emailname@watermangroup.com) will be ignored and deleted.
- You need to have a credit card available when placing your order.
- You may only have one copy of the software for installation onto a single home PC.
- The contract for the use of any software obtained through the Home Use Program is between you and Microsoft.
- You need to have a suitable home computer to install the software on.
- You need to ensure that the Operating System on your Home PC is suitable to run the software you are requesting. (any software obtained through this program will not run on anything older than Windows 7)
- Waterman Group cannot provide support for home computers. (Not even ex Waterman Group computers)
- You have no rights to use the HUP software if you cease employment with Waterman Group.
- You have no rights to use the HUP software if Waterman Group terminates the subscription contract.