January 4, 2005

NETWORK & INFORMATION SYSTEMS MEMORANDUM 05-02

TO: All Texas Transportation Institute (TTI) Employees

SUBJECT: TTI Microsoft Campus Agreement – Upgrade to Microsoft Office Suite

Network & Information Systems (NIS) is pleased to announce the official agency roll-out of Microsoft Office 2003 for Windows based computers and Office 2004 for Macintosh computers. The first step in this process requires that all TTI employees formally acknowledge their acceptance of the terms of the Microsoft Campus Agreement that TTI renewed through Texas A&M University’s campus license. You can review the terms of the contract and acknowledge your acceptance on TTINet at http://ttinet.tamu.edu/network/agreement/microsoft.asp. Once you have reviewed and agreed to the terms, you will be directed to a webpage that confirms your acceptance. The page will also contain the installation instructions for the new version of Microsoft Office. The following TTI Core software is included in the package:

- PC Platform: *Microsoft Office 2003:
  - Word
  - Excel
  - Outlook
  - PowerPoint

- Macintosh: *Microsoft Office 2004:
  - Word
  - Excel
  - Outlook for Mac
  - PowerPoint
  - Internet Explorer

*Please note that other software applications are included in the 2003 suite (i.e. Access and Publisher), but these programs are not considered Core and are therefore not supported by NIS.

If your machine is running Windows 98, the new office package will NOT install on your PC. If you are running Windows 2000 or Windows XP, your machine will run the suite. If you would like to install MS office on your home PC, please indicate, as instructed, on the installation site to receive an installation disk.

Please take a few minutes to review the detailed information on TTINet and follow the simple steps to accept the terms of the Microsoft campus agreement. Once you’ve completed these simple steps, you can begin using the current version of the Microsoft Office suite. If you have any questions, please contact us via e-mail to support@tti.tamu.edu or by phone at (979) 862-1417.