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### 2007 MICROSOFT OFFICE SYSTEM DESKTOP APPLICATION SOFTWARE

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AS DESCRIBED BELOW, USING THE SOFTWARE ALSO OPERATES AS YOUR CONSENT TO THE TRANSMISSION OF CERTAIN COMPUTER INFORMATION DURING ACTIVATION, VALIDATION AND FOR INTERNET-BASED SERVICES.

IF YOU COMPLY WITH THESE LICENSE TERMS, YOU HAVE THE RIGHTS BELOW FOR EACH LICENSE YOU ACQUIRE.

1. OVERVIEW. These license terms permit installation and use of one copy of the software on one device, along with other rights, all as described below.

2. INSTALLATION AND USE RIGHTS. Before you use the software under a license, you must assign that license to one device. That device is the "licensed device." A hardware partition or blade is considered to be a separate device.

a. Licensed Device. You may install and use one copy of the software on the licensed device.

b. Portable Device. You may install another copy on a portable device for use by the single primary user of the licensed device.

c. Separation of Components. The components of the software are licensed as a single unit. You may not separate the components and install them on different devices.

3. ADDITIONAL LICENSING REQUIREMENTS AND/OR USE RIGHTS.

a. Remote Access. The single primary user of the licensed device may access and use the software installed on the licensed device remotely

from any other device. You may allow other users to access the software to provide you with support services. You do not need additional licenses for this access. No other person may use the software under the same license at the same time for any other purpose.

b. Media Elements and Templates. You may copy and use images, clip art, animations, sounds, music, shapes, video clips and templates provided with the software and identified for such use in documents and projects that you create. You may distribute those documents and projects non-commercially. If you wish to use these media elements or templates for any other purpose, go to [www.microsoft.com/permission](http://www.microsoft.com/permission) to learn whether that use is allowed.

c. Font Components. While the software is running, you may use its fonts to display and print content. You may only

- embed fonts in content as permitted by the embedding restrictions in the fonts; and
- temporarily download them to a printer or other output device to help print content.

d. Multiplexing. Hardware or software you use to

- pool connections, or
- reduce the number of devices or users that directly access or use the software

(sometimes referred to as "multiplexing" or "pooling"), does not reduce the number of licenses you need.

e. Trial and Conversion. Some or all of the software may be licensed on a trial basis. Your rights to use trial software are limited to the trial period. The trial software and length of the trial period are set forth during the activation process. You may have the option to convert your trial rights to subscription or perpetual rights. Conversion options will be presented to you at the expiration of your trial period. After the expiration of any trial period without conversion, most features of the trial software will stop running. At that time you can continue to open, view and print any documents you created with the trial software.

f. Subscription Software. If you licensed the software on a subscription basis, your rights to use the software are limited to the subscription period. You may have the option to extend your subscription or convert to a perpetual license. If you extend your subscription, you may continue using the software until the end of your extended subscription period. See the software activation screens or other accompanying materials for subscription details. After the expiration of your subscription, most features of the software will stop running. At that time you can continue to open, view and print any documents you created with the software.

g. Pre-Activation. If you acquired an edition other than Microsoft Office Ultimate 2007, some functionality is licensed for your use only until you activate the software or the end of the time recommended for activation, whichever comes first.

h. Home Use Rights Edition. If you licensed a Home Use Rights edition, the licensed device must be used primarily within your home.

i. Development Tools. The software may contain Microsoft Visual Studio Tools for Applications or other development tools. You may use any development tools included in the software only to design, develop, test, use and demonstrate your programs with the software.

4. MANDATORY ACTIVATION. Activation associates the use of the software with a specific device. During activation, the software will send information about the software and the device to Microsoft. This information includes the version, the license version, language and the product ID of the software, Internet protocol address of the device and information derived from the hardware configuration. For more information, see [www.microsoft.com/piracy/activation.msp](http://www.microsoft.com/piracy/activation.msp). BY USING THE SOFTWARE, YOU CONSENT TO THE TRANSMISSION OF THIS INFORMATION. After the time recommended for activation expires, your rights to use the software will be limited until the software is activated. This is to prevent its unlicensed use. You can activate the software by Internet or telephone; Internet and telephone service charges may apply. Some changes to your computer components or the software may require you to reactivate the software. THE SOFTWARE WILL REMIND YOU TO ACTIVATE UNTIL YOU DO.

5. VALIDATION.

a. The software will from time to time update or require download of the validation feature of the software. Validation verifies that the software has been activated and is properly licensed. Validation also permits you to use certain features of the software or to obtain additional benefits. For more information, see [www.microsoft.com/genuine/office/WhyValidate.aspx](http://www.microsoft.com/genuine/office/WhyValidate.aspx).

b. During a validation check, the software will send information about the software to Microsoft. This information includes the version of the software and the product key. Microsoft does not use the information to identify or contact you. BY USING THE SOFTWARE, YOU CONSENT TO THE TRANSMISSION OF THIS INFORMATION. For more information, see [www.microsoft.com/genuine/office/PrivacyInfo.aspx](http://www.microsoft.com/genuine/office/PrivacyInfo.aspx).

c. If the software is not properly licensed, the functionality of the software may be affected. For example, you may need to reactivate the software, or receive reminders to obtain a properly licensed copy of the software, or not obtain certain updates, upgrades or services from Microsoft.

d. You may only obtain updates or upgrades for the software from Microsoft or authorized sources. For more information on obtaining updates from authorized sources, see [www.microsoft.com/genuine/downloads/faq.aspx](http://www.microsoft.com/genuine/downloads/faq.aspx).

6. INTERNET-BASED SERVICES. Microsoft provides Internet-based services with the software. Except as otherwise noted in materials accompanying a service, it may change or cancel them at any time.

a. Consent for Internet-Based Services. The software features described below connect to Microsoft or service provider computer systems over the Internet. In some cases, you will not receive a separate notice when they connect. Unless otherwise noted, you may switch off these features or not use them. For more information about these features, see [www.office.microsoft.com/en-us/FX010986541033.aspx](http://www.office.microsoft.com/en-us/FX010986541033.aspx). BY USING THESE FEATURES, YOU CONSENT TO THE TRANSMISSION OF THIS INFORMATION. Microsoft does not use the information to identify or contact you.

Computer Information. The following features use Internet protocols, which send to the appropriate systems computer information, such as your Internet protocol address, the type of operating system, browser and name and version of the software you are using, and the language code of the device where you installed the software. Microsoft uses this information to make the Internet-based services available to you.

- Web Content Features. Features in the software can retrieve related content from Microsoft and provide it to you. Examples of these features are clip art, templates, online training, online assistance and Appshelp. You may choose not to use these web content features.

- Digital Certificates. The software uses digital certificates. These digital certificates confirm the identity of Internet users sending X.509 standard encrypted information. They also can be used to digitally sign files and macros to verify the integrity and origin of the file contents. The software retrieves certificates and updates certificate revocation lists using the Internet, when available.

- Information Rights Management. The software contains a feature that allows you to create content that cannot be printed, copied or sent to others without your permission. You may need to connect to Microsoft to use this feature for the first time. Once a year, you may need to re-connect to Microsoft to update it. For more information, go to [www.office.microsoft.com/en-us/assistance/HA010397891033.aspx](http://www.office.microsoft.com/en-us/assistance/HA010397891033.aspx). You may choose not to use this feature.

- Groove Software and Services. If the software includes Microsoft Office Groove ("Groove"), Groove will allow you to communicate directly with others over the Internet. If you are not on the Internet, your communications will be encrypted and sent through Microsoft servers for later delivery. You can not disable this service.

Groove makes some information about your Groove account and computer known to your contacts. For example, if you:

- add a contact to your contact list,
- import your user account onto a new device,
- update the information in your "identity contact", or
- send a Groove workspace invitation using an URL to reference the invitation file,

information about you and your devices may be sent to your contacts. If you configure Groove to use Microsoft servers, those servers will collect information about your computer and user accounts.

See the Microsoft Office Groove 2007 Privacy Statement at [www.office.microsoft.com/en-us/products/FX101153391033.aspx](http://www.office.microsoft.com/en-us/products/FX101153391033.aspx) for more information.

b. Misuse of Internet-based Services. You may not use these services in any way that could harm them or impair anyone else's use of them. You may not use the services to try to gain unauthorized access to any service, data, account or network by any means.

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## 2. OEM LICENSE TERMS

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i. Language Version Selection. If the computer manufacturer provides you with a one-time selection between language versions, you may use only the one language version you select. If the computer manufacturer provides you with a "MLP" or "LIP", your use of language versions is not limited. A "MLP" is a Multi-language Pack. A "LIP" is a Language Interface Pack. MLPs and LIPs offer additional language version support of the software. The MLP and LIP are a part of the software, and may not be used separately.

4. MANDATORY ACTIVATION. Activation associates the use of the software with a specific device. During activation, the software will send information about the software and the device to Microsoft. This information includes the version, language and the product ID of the software, Internet protocol address of the device and information derived from the hardware configuration of the device. For more information, see <http://www.microsoft.com/piracy/activation.msp>. By using the software, you consent to the transmission of this information. Before you activate, you have the right to use the version of the software installed during the installation process. After the time recommended for activation expires, your rights to use the software will be limited until the software is activated. This is to prevent its unlicensed use. You will not be able to continue using the software after that time if you do not activate it. If the device is connected to the Internet, the software may automatically connect to Microsoft for activation. You can activate the software by Internet or telephone; Internet and telephone service charges may apply. Some changes to your computer components or the software may require you to reactivate the software. The software will remind you to activate until you do. If the manufacturer or installer activated the software for you, you may not be asked to activate the software when you first use it.

5. VALIDATION.

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b. During a validation check, the software will send information about the software to Microsoft. This information includes the version of the software and the product key. Microsoft does not use the information to identify or contact you. BY USING THE SOFTWARE, YOU CONSENT TO THE TRANSMISSION OF THIS INFORMATION. For more information, see [www.microsoft.com/genuine/office/PrivacyInfo.aspx](http://www.microsoft.com/genuine/office/PrivacyInfo.aspx).

c. If the software is not properly licensed, the functionality of the software may be affected. For example, you may need to reactivate the software, or receive reminders to obtain a properly licensed copy of the software, or not obtain certain updates, upgrades or services from Microsoft.

d. You may only obtain updates or upgrades for the software from Microsoft or authorized sources. For more information on obtaining updates from authorized sources, see [www.microsoft.com/genuine/downloads/faq.aspx](http://www.microsoft.com/genuine/downloads/faq.aspx).

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