

Academic Calendar 3 add-in for Outlook™

Order Form (November 2010)

Annual licences

Academic Calendar is licenced per user on an annual basis. Users are identified by their email address

An annual licence includes all software updates and technical support for the year. This means you will be kept up-to-date with developing versions as we respond to school's requests and Microsoft developments.

You can order licences for any number of users and the price will depend on the number ordered. Please tick the price band and specify the number of users.

- | | | | |
|--------------------------|---------------------------|-------|--------------------------------|
| <input type="checkbox"/> | Single user licence | | users at £10 per user per year |
| <input type="checkbox"/> | At least 5 user licences | | users at £8 per user per year |
| <input type="checkbox"/> | At least 10 user licences | | users at £6 per user per year |
| <input type="checkbox"/> | At least 25 user licences | | users at £5 per user per year |
| <input type="checkbox"/> | At least 50 user licences | | users at £4 per user per year |
| <input type="checkbox"/> | At least 75 user licences | | users at £2.50 per year |
| <input type="checkbox"/> | At least 100 users | | users at £2 per user per year |

Please provide licences for the Academic Calendar add-in as indicated above.

Signed Date

Contact's name

Contact's role

Contact's Email address

Establishment

Contact phone number



Greenhill Software, Greenhill Lane, Lower Whitley
Nr Warrington, WA4 4JE

Tel: 01925 730310

Fax: 0872 352 6336 (Cost 10p per minute from a BT landline)

Email: sales@greenhillsoftware.co.uk

Before ordering

1. Download the Outlook Academic Calendar add-in from www.outlook-academic.com
2. Run Outlook. It should recognize the Academic Calendar and show its introductory screen.
3. Try it out. Contact us if you have any problems.

When you are ready to order

1. Fax or email this order form together with an official school order to Greenhill Software.
2. On the Academic Calendar toolbar click the *Feedback* button. (It has an icon of an envelope.) On all versions of Outlook other than Outlook 2010 a drop-down menu appears. Click the bottom item – *Send Domain details*. An email is prepared to send to us that includes details of the network name in use. We will enter this information into our licence database and it will enable us to recognise licence request from other computers on the same school network
3. Each user will need to click the *Request licence* button on the Academic Calendar toolbar. (It has an icon of a key.) Academic Calendar then contacts Greenhill Software's customer licence database over the internet. Before it does so it asks the user to confirm the email address to be used.
4. The email address submitted is checked against the records. If the email address is already recorded as licenced that information is returned. If it is not then records are checked to see whether the licence request comes from a computer associated with a school that has paid for a number of licences. For example if a school has paid for 20 licences the first twenty licence requests from computers associated with the school will be treated as licenced.

What if I change my computer?

The results of the licence request are stored in your computer's registry so they can be checked each time you start Outlook. If you change your computer they will not be there. Simply click the Request Licence button we will recognise that the email comes from a paid-up email address.