**User Community Notifications**

1. **Notify existing MATLAB License Administrators that they need to prepare for changes.**

Use this template to inform current MATLAB License Administrators that a new license model will be implemented soon and about the steps that they need to take to prepare. Cut and paste the text into your email client and customize it for your license.

**Subject Line:** Important Information for Existing MATLAB License Administrators

*[University Name]* is in talks with MathWorks to provide a Campus-Wide License for MATLAB, Simulink, and companion toolboxes. We expect to make the final decision by *[date]*. The Campus-Wide License covers on-campus and home software use for all instructors, staff, and researchers, as well as classroom and lab installations. [Student use is available on all on-campus computing facilities.]

As part of the agreement we have the option to store your existing license(s): [insert license #s]. We plan to store your license unless we hear otherwise from you. This will protect your investment in these products in the event that we decide to change the license model in the future. Other licensing options will be available for the products not covered by the Campus-Wide License agreement. A list of products and further instructions will be sent to you once the agreement is finalized. In the meantime, do not deactivate your current license.

*[optional text if applicable]* Commercial use of MathWorks products is not covered by our Campus-Wide License, so if you are using a commercial license, please continue to do so and maintain these licenses separately.

You may contact *[insert campus contact details]* with questions or issues.