

Downloading Microsoft Office for students

Students are now able to download the full version of Microsoft Office for PC or Mac free of charge with their C2k username **for installation on personal and home computers. The free download should not be installed on C2k Managed portable devices**

Student Downloading Instructions

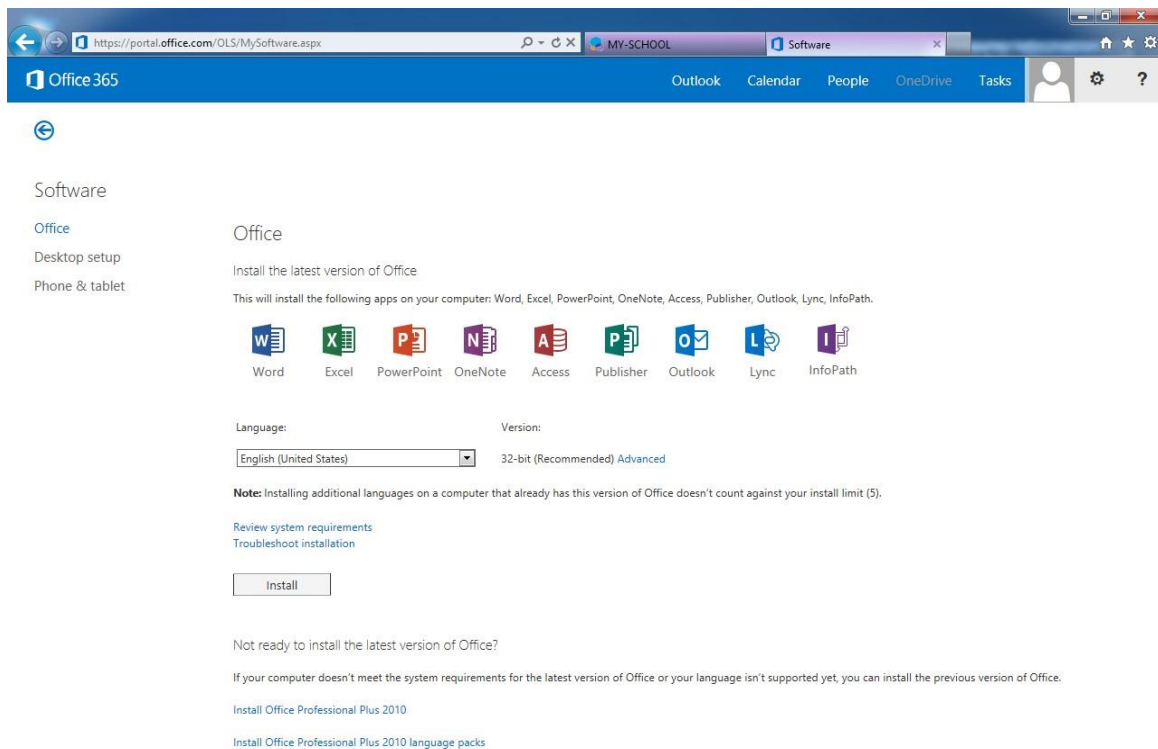
From the computer you wish to install Microsoft Office on, log in to MySchool



(www.c2kschools.net) and click | OneDrive icon:

This opens the Office 365 home page where the install link appears below the Office Online buttons. Click **Install** to start the process.

From the Install page, the appropriate version of Office should be selected before clicking the **Install** button.



This downloads a small installer file. Select **Run** to continue.

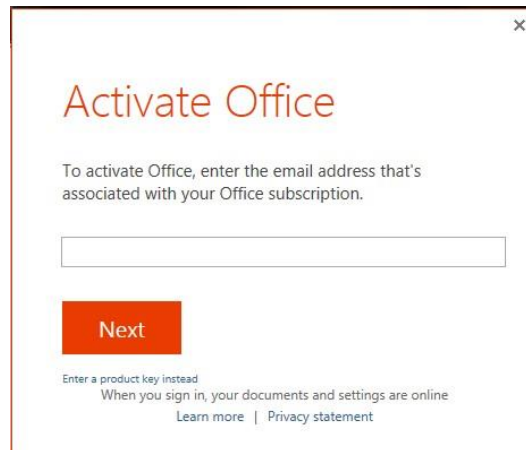


Once installed, the installation of the full Office suite will start. Please note, this is a large file (3Gb) and as such installation can take some time.

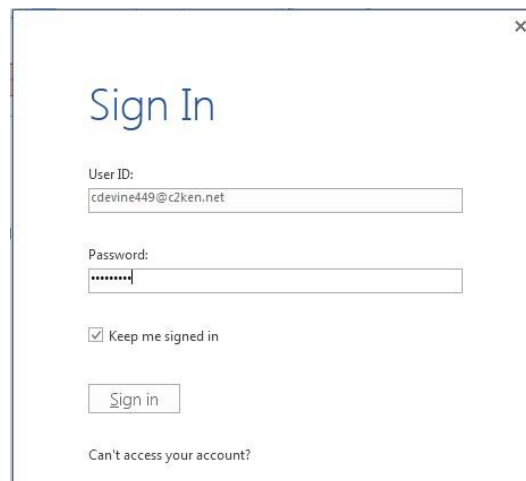
When prompted to activate the software, pupils should enter their username in the format:

<username>@c2ken.net

Please note this requires the domain **@c2ken.net** and NOT @c2kni.net.



To complete installation, a student will be asked to sign in. Again, the format is <username>@c2ken.net and the password is a student's normal C2k password.



1. The installation of Office will remain available while a student's C2k username remains active. i.e. When a student leaves school, their C2k username will cease to be valid and the Office product will revert to a read-only version.
2. Each user can install Office on up to 5 devices. These can be a combination of PC and Mac.
3. If a user installs Office on a 6th device, the software will remain as read-only until one of the previous 5 installations is deactivated. To deactivate an installation, go to the Office 365 **settings** page and select **Software – Install and manage software** and then follow the instructions.
4. Access to mobile applications has not yet been enabled. These will become available early in 2015