

# Microsoft Office 365 Guide (Free Download and Apps)

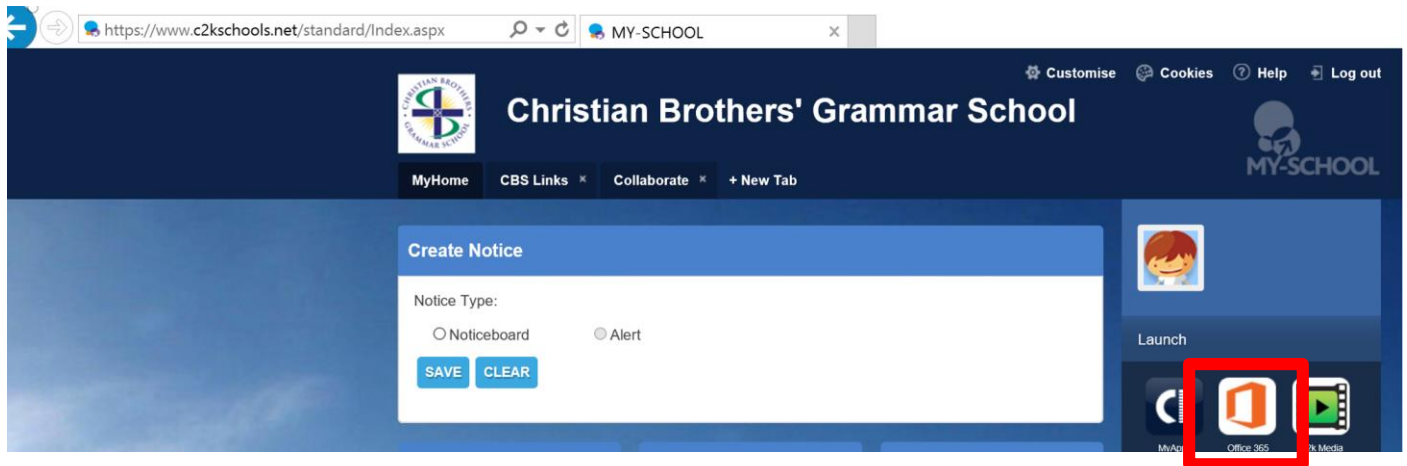
## Using Office 365 for CBS Omagh School Work ([Click for Free Download Guide on Page 3](#))

Many class notes, resources and classwork are now available online – if there are any questions, just ask your teacher. These may be useful in catching up after absence or to have class notes and guides to help with homework.

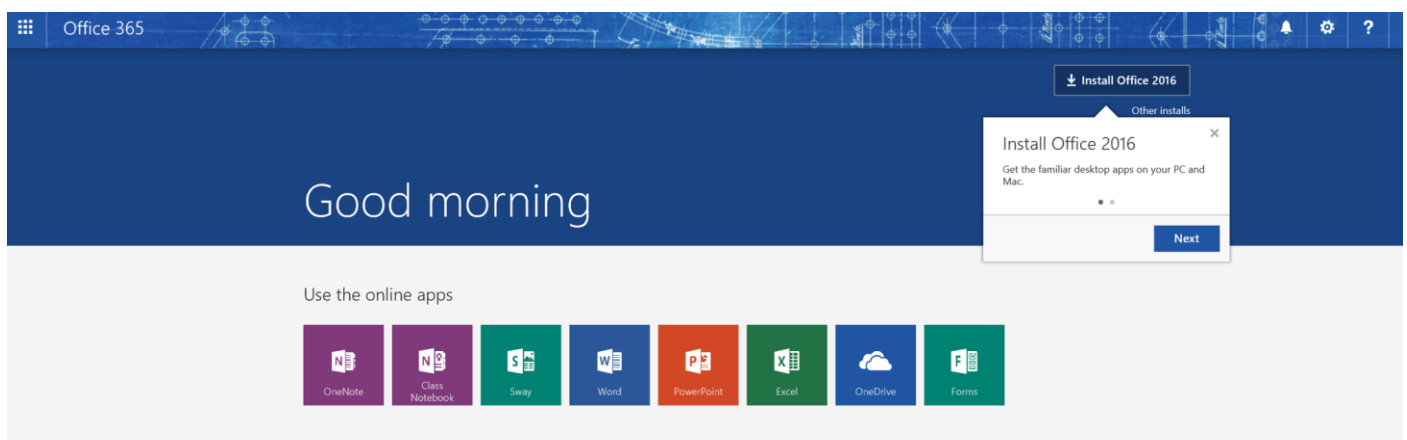
Google 'MySchool' or go directly to [www.c2kschools.net](http://www.c2kschools.net) to access a 'MySchool' homepage as shown below.

**When signing in, use your C2K username and password in this format <username>@c2ken.net, NOT @c2kni.net**

**To reset your C2K Password, go to the C2K Password reset page - <https://services.c2kni.net/ums/>**



Click the **Office 365** icon to access online Microsoft Office Apps or Install Office 2016 ([Click for Install Guide Page 3](#))



## Microsoft Apps and O365 Desktop Access

### What is OneDrive - [Video](#)

OneDrive is an online storage service, integrated into Windows 10 and also available as an app, that makes it simple to access and share your files and photos across your devices.

- Simply sign into the OneDrive App with your C2K logon details.
- When you make a change on one device, the updates are available on your other devices so you can pick up right where you left off.
- Add files to OneDrive on your PC by dragging them into the OneDrive folder located on the left-hand side of File Explorer on a home PC.

## OneNote Class Notebook – Guides [OneNote Student Interactive](#) and [Class Notebook Student View](#)

OneNote will be used to organise your Class Notes / Resources. It will have several sections, monitored by a teacher.

1. An editable **Collaboration Space** - teachers create pages to share work / provide group work opportunities.
2. The read-only **Content Library** is where your resources and class teaching notes will appear.
3. **Editable Personal Section** - teacher shared, allows you to create your own version of notes, complete HW.

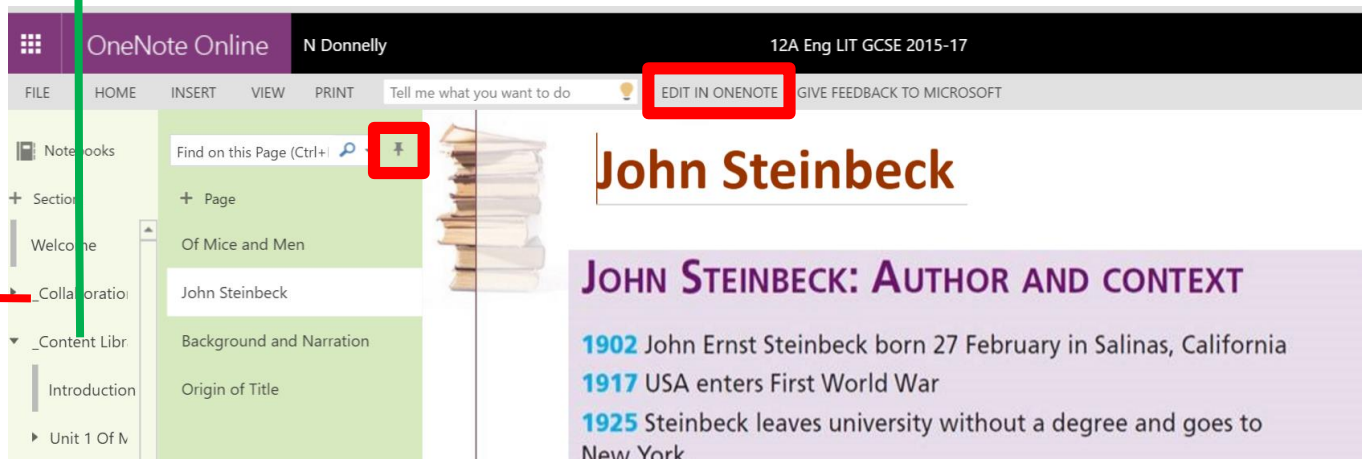
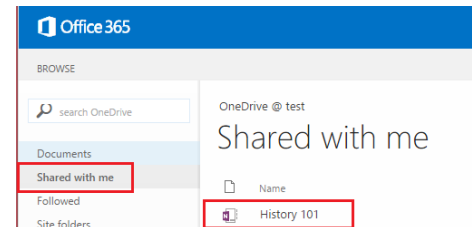
### Open your Class Notebook



Click the MySchool O365 homepage OneDrive icon

Your Class Notebooks will appear under 'Shared with me'

- When initially opening OneNote online and with a notebook open, sections and pages can be accessed from the left menu.
- Clicking the small pin to the side of the left hand search box will toggle full screen.



- Once this is done, an option to **Open/Edit In OneNote** (the desktop version) appears near the top of the Class Notebook.
- To open in OneNote (Free part of Office Download detailed below.), click the Edit/Open in OneNote – select the option of opening in 'OneNote 2016' if a choice is given.
- This will download class notes to the desktop version of OneNote and this is much quicker to flick through and will update itself when online with each day's work/notes etc.

### Tablet or Smartphone Apps

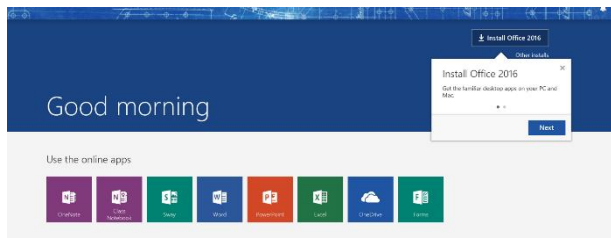
- If using a tablet or iPad or smartphone, use Microsoft Office Apps for OneDrive, Word, PowerPoint, OneNote, Excel etc. for easy access to your files and notes.
- These App versions are free from the Google Play or IOS App and Windows stores.
- To see your Class notes, resources etc and uploaded school files, go to App settings, Add Account (often referred to as Work or Business Account) and **'Sign In'** with your C2K login details - @c2ken.net
- Please ensure that in all App Settings, 'Sync over Wifi Only' is ticked to save your data allowance.

## Downloading Free Microsoft Office at home for Students

Students are now able to download the full latest version of Microsoft Office for free on up to five devices - PC or Mac or personal device. This is free of charge with their C2k username for installation on up to five personal devices and home computers. This is a straightforward process as per the steps below:

### Install Microsoft Office for Free

From the computer you wish to install Microsoft Office on, log in to MySchool ([www.c2kschools.net](http://www.c2kschools.net)) and click the Office 365 icon. At the top right of the Microsoft Office 365 home screen, click the **Install Office** icon



This launches the install advice screen.

Just a few more steps...



1 Click Run

Find it at the bottom of the screen or press Alt+N.



2 Say "yes"

Click Yes to start installing.



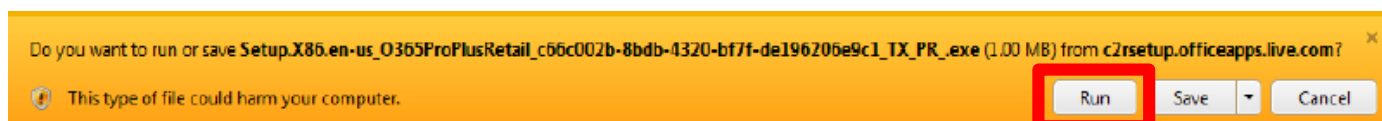
3 Stay online

Downloading all of Office might take a while.

Close

Need help installing?

Select **Run** to continue from the option box that opens at the bottom of the screen.



- Click **Run**, the installation of the full Office suite will start. As a large file (3Gb) installation can be slow.
- When prompted to activate the software, enter your username in the format: <username>@c2ken.net
- **Please note, use this format <username>@c2ken.net, NOT @c2kni.net.**
- To complete installation, a student will be asked to sign in with <username>@c2ken.net and password.

### Notes:

- 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 will revert to a read-only version.
- Each user can install Office on up to 5 devices. These can be a combination of PC and Mac.
- Access to mobile applications on tablets and smartphones will require the same sign-in to activate all features and access all files and will count as one of your devices.
- 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.