

Downloading Free Microsoft Office at home for Staff and 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

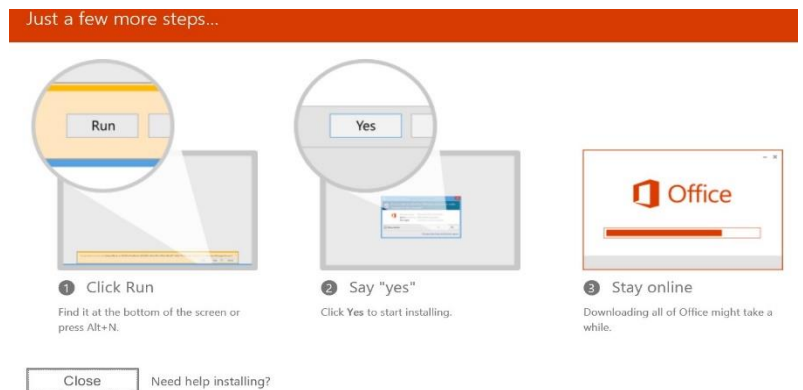
From the computer you wish to install Microsoft Office on, log in to MySchool (www.c2kschools.net) and click the Office 365 icon. At the top right of the Microsoft Office 365 home screen, click the **Install Office** icon



This launches the install advice screen.

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

Once you 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.