# Download Free Microsoft Office for Education

#### Every student and Teacher is provided with Microsoft Office free of charge using their C2k username.

This will give you access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organization and note taking; and much more.

- . Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- . Office subscription lasts for as long as the student/teacher remains in school

# Follow these simple steps to get Office:

- 1. For PC and Mac:
  - a. Visit http://portal.office.com

zyć	* ***	Office 365
ite te		Sign in with your work or school account
Connect بواستان Verbinden 25:4		someone@example.com Partiord
Vindas portadi ramini		Gign in
		Can't access your account?

#### Sign in to Office 365 with your school details

 Enter | c2k username in the format <username> @c2ken.net in first field i.e. <u>jbloggs123@c2ken.net</u>

Note: this requires the domain @c2ken.net and NOT @c2kni.net.

#### The Office 365 sign in will be redirected to a new page:

2)	Enter Username & Password again :	Sign In
	<b>Enter</b> : User name: <c2k <u="">username.@c2ken.net (i.e. jbloggs123@c2ken.net)</c2k>	adfs.c2kschools.net Type your user name and password. User name: Example: Domain\usen
	Enter¦ your C2k password:	Password: Sign In
	Click ¦ Sign In	

# Install Page

	G Office 365					
	e					
Select the appropriate version of Office before clicking the <b>Install</b> .	Software Office Phone & tablet	Office Install the latest version of Office This will install the following appe on yo word Excel PowerPo Language: [Inglish (United States) Note: Installing additional languages of	int OneNote Acco Version: 32-bit (R	ess Publisher	Outlook L	nc InfoPath
This downloads a small installer file.		Review system requirements Troubleshoot installation				

Select | Run
Do you west to run or sine Setup X86 en us\_03657m/basketal\_c66c002b-Bode 4120-677-de196206eftc1\_DX\_PR\_exe (1.0) MI) from c2reetup afficeapps.Rec.com?

r Thic type of file could herm your computer.

Run
Sev
Cancel

Please note, this is a large file (3Gb) and installation can take some time to install.

On Installation - the installation of the full Office suite will start.

## When prompted to activate the software

3) Enter ¦ <username>@c2ken.net

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



### For iOS and Android:

- a. Download from your app store
- b. Sign in with your school credentials as above for full editing capability