

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. This is a straightforward process as per the steps below:

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



(www.c2kschools.net) and click the 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.

NB. At this stage a number of the Office Online items remain greyed out as this functionality has not yet been enabled. These will become available in early 2015.

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

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Software													
Office	Office												
Desktop setup	Install the latest version	of Office											
Phone & tablet	This will install the followin	g apps on your c	omputer: Word,	Excel, Powe	rPoint, OneNot	e, Access, Publis	sher, Outlook	, Lync, InfoPath.					
	w] XI	P	N	A	P	0	LÌ	Ĩ					
	Word Excel	PowerPoint	OneNote	Access	Publisher	Outlook	Lync	InfoPath					
	Language:		Vers										
	English (United States)				nded) Advance								
	Note: Installing additional	languages on a c	omputer that al	ready has thi	is version of Of	fice doesn't cou	int against yo	ur install limit (5)					
	Review system requiremen Troubleshoot installation	ts											
	Install												
	,												
	Not ready to install the	latest version o	of Office?										
	If your computer doesn't n	neet the system re	equirements for	the latest ve	rsion of Office	or your languag	ge isn't suppo	rted yet, you car	install the previo	ous version of Of	fice.		
	Install Office Professional F	'lus 2010											
	Install Office Professional F	llus 2010 languag	ge packs										

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

	Do you wan	t to run or s	ave Setup.X) from c2rs e	etup.office	apps.li	ive.com? ×		
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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.

Activate Office To activate Office, enter the email address that's associated with your Office subscription.	To activate Office, enter the email address that's		×
associated with your Office subscription.	associated with your Office subscription.	Activate Office	

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.

	×
Sign In	
User ID: cdevine449@c2ken.net	
Password:	
✓ Keep me signed in	
<u>S</u> ign in	
Can't access your account?	

Notes:

- 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.
- 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