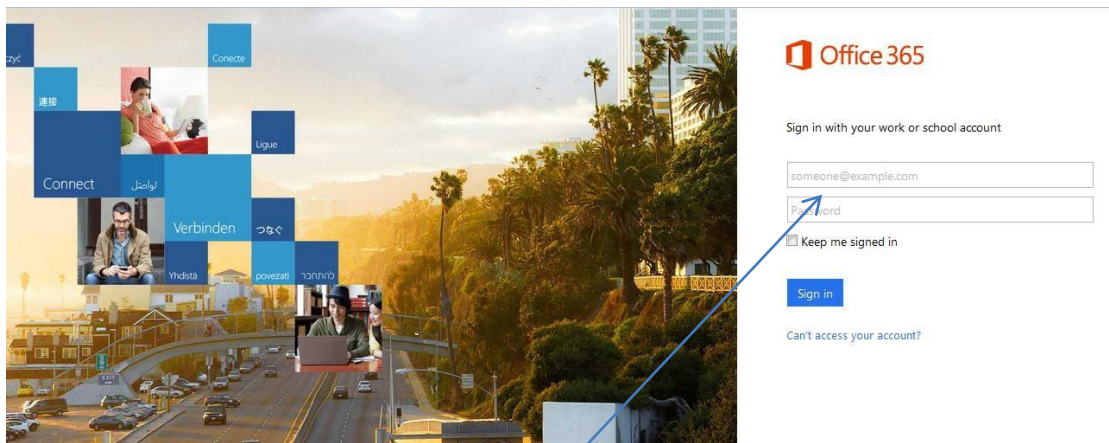# Download Free Microsoft Office for Education

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

Sign in to Office 365 with your school details

1) **Enter** ¦ c2k username in the format <username> **@c2ken.net** in first field
    i.e. jbloggs123@c2ken.net

    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 :

    ***Enter**: User name: <c2k username. @c2ken.net (i.e. jbloggs123@c2ken.net)*
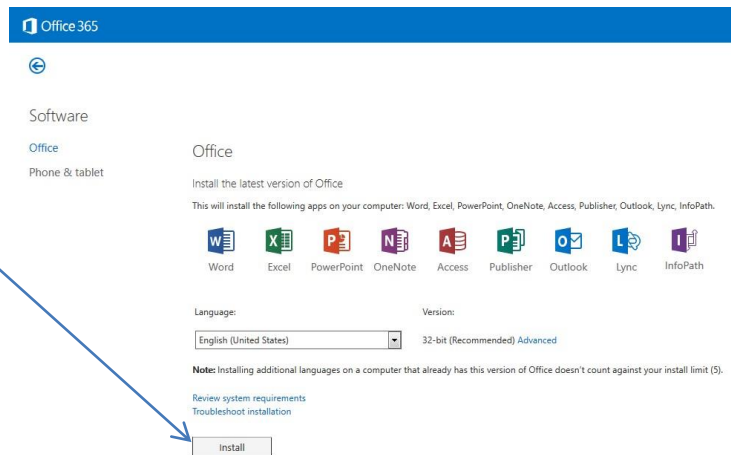
    ***Enter**¦ your C2k password:*

    Click ¦ **Sign In**

Install Page

Select the appropriate version of Office before clicking the **Install**.

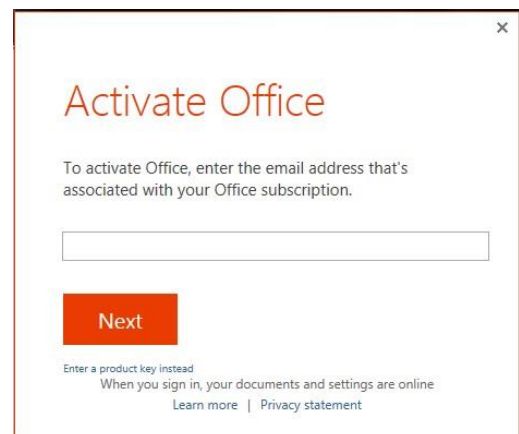This downloads a small installer file.

Select ¦ Run

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