

MS Office for students at home

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, log in to MySchool

(<u>www.c2kschools.net</u>) 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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+ ttps://portal.office.com/C	DLS/MySoftware.aspx		💽 X 5 - Q	MY-SCHOOL		🚺 So	ftware	×		ń	* ¤
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e											
Software											
Office	Office										
Desktop setup Phone & tablet	Install the latest version	of Office									
	This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.										
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	Word Excel	PowerPoint OneNote	Access Pu	ublisher (Dutlook	Lync	InfoPath				
	Language:	Ve	rsion:								
	English (United States)	32	-bit (Recommende	d) Advanced							
	Note: Installing additional	languages on a computer that	already has this ve	rsion of Office	doesn't cou	nt against you	ur install limit (5).				
	Review system requiremen Troubleshoot installation	ts									
	Install										
	Not ready to install the	latest version of Office?									
	If your computer doesn't n	neet the system requirements f	or the latest version	n of Office or j	your languag	je isn't suppo	rted yet, you can	install the previo	ous version of Offic	e.	
	Install Office Professional I	Plus 2010									
	Install Office Professional I	Plus 2010 language packs									

This will download a small installer file. Select Run to continue.

Do you want to ru	Do you want to run or save Setup.X86.en-us_0365ProPlusRetail_c66c002b-8bdb-4320-bf7f-de196206e9c1_TX_PR_exe (1.00 MB) from c2rsetup.officeapps.live.com?							
This type of	file could harm your con	nputer.	Run	Save	•	Cancel		
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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.

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t	th your Office	th your Office subscri	th your Office subscription.	nstead

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.

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Sign In	
User ID:	
cdevine449@c2ken.net	
Password:	
•••••	
✓ Keep me signed in	
<u>Sign in</u>	
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