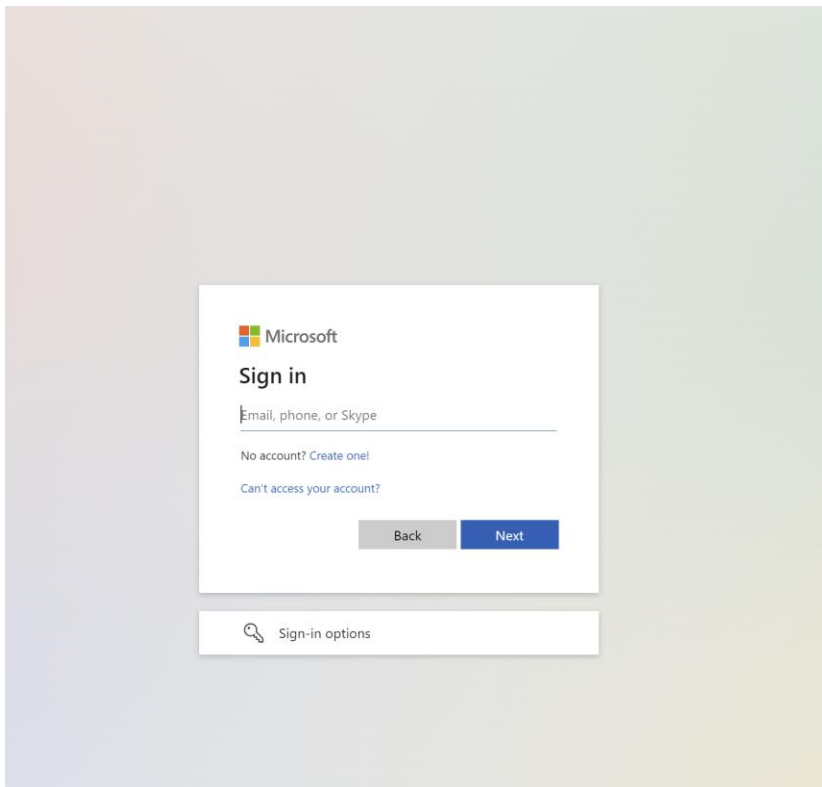# Downloading Microsoft Office for C2k Users

C2k school users are now able to download the full version of Microsoft Office for PC or Mac free of charge for installation on up to 5 personal or home PC or Mac computers.

This information sheet provides instructions for school users with a valid C2k username on how to download the full version of Microsoft Office on up to 5 personal devices (PCs or Macs).

Target Audience: All C2k Users

On a home desktop or laptop open an Internet Browser

Enter: https://login.microsoftonline.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

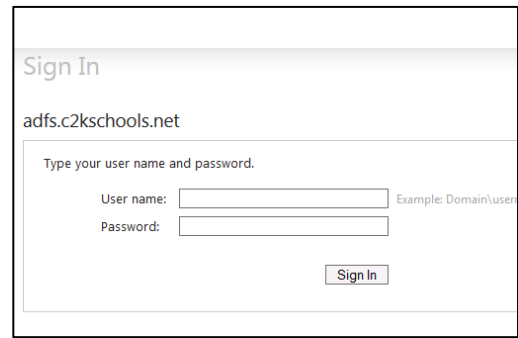   Note: this requires the domain **@c2ken.net** and NOT @c2kni.net.

     The Office 365 sign in will be redirected to a new page:
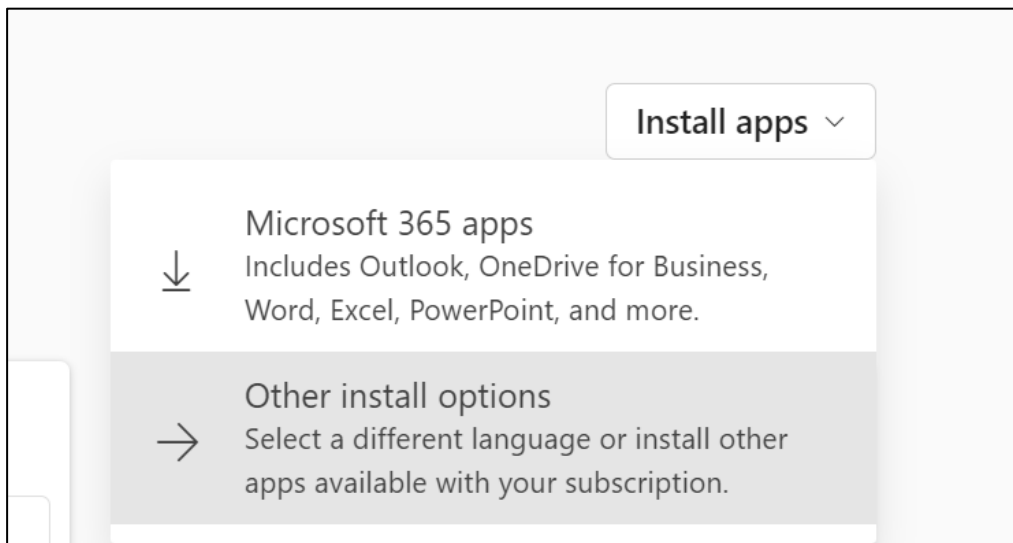
2)   Enter Username & Password again :

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

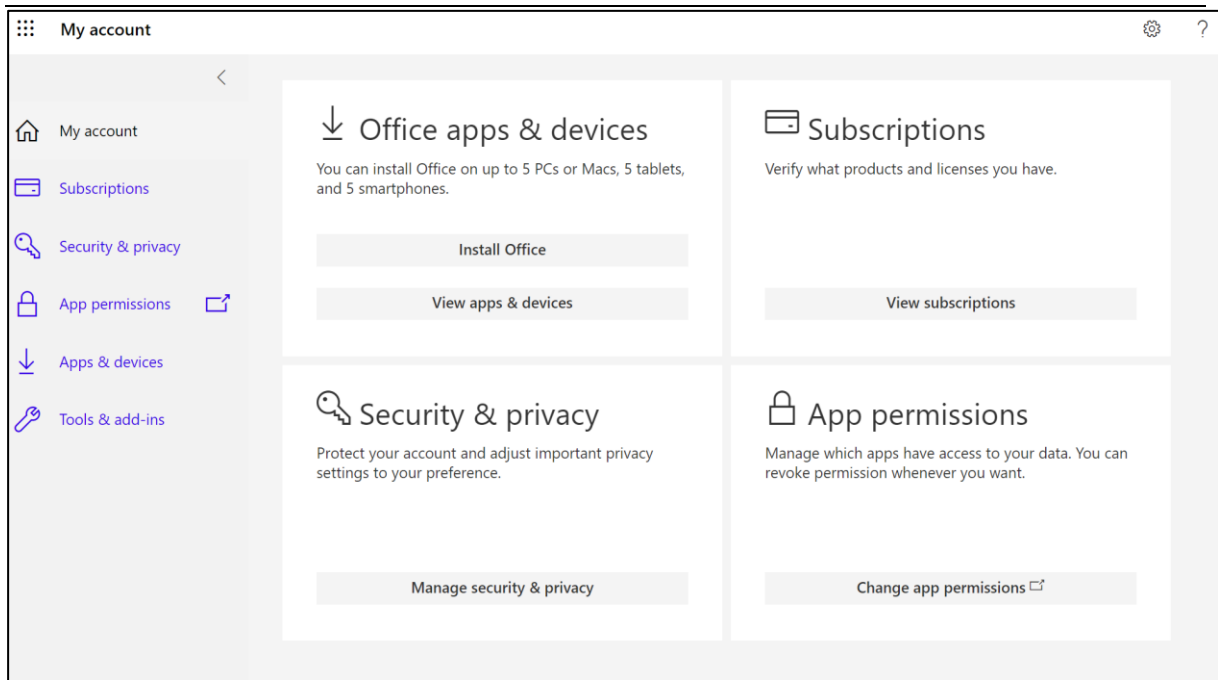   ***Enter****¦ your C2k password:*

   Click ¦ **Sign In**

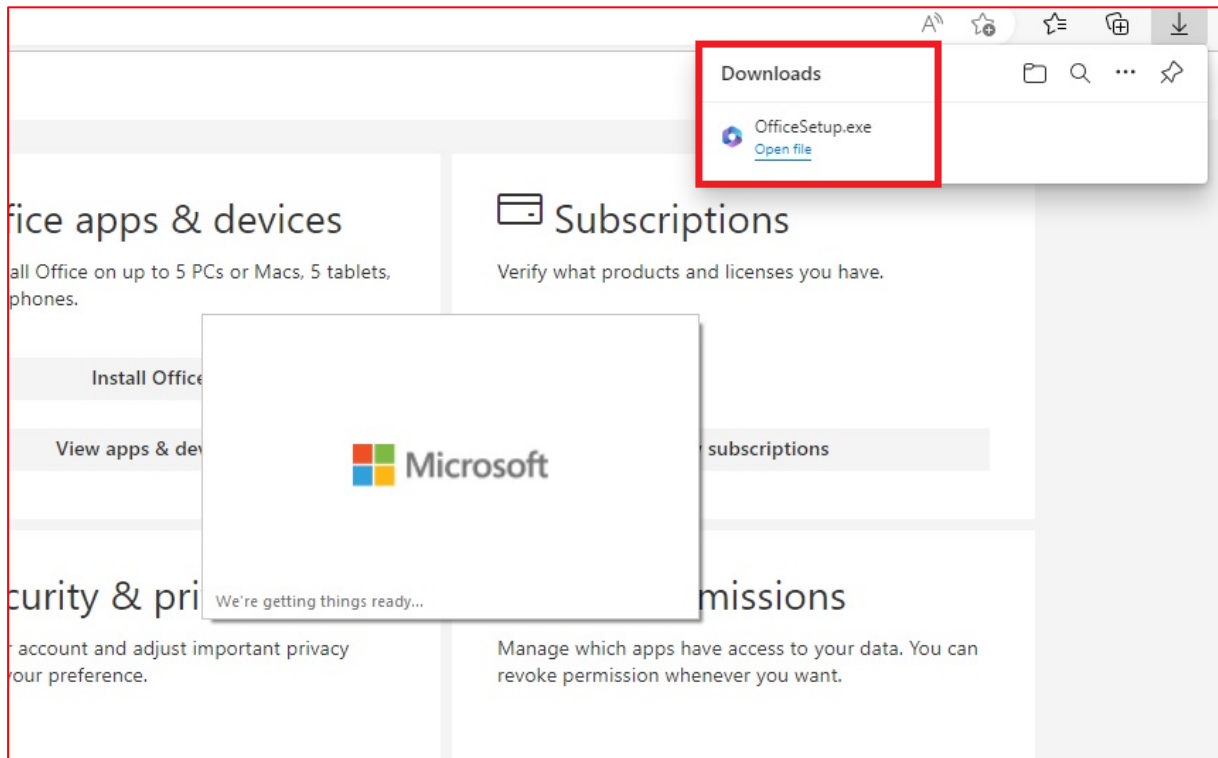On the right hand side, you will see **Install apps**

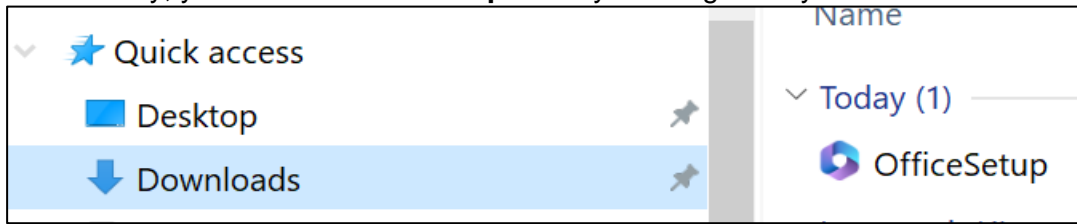Click on **Other install options**

Select **Install Office**.

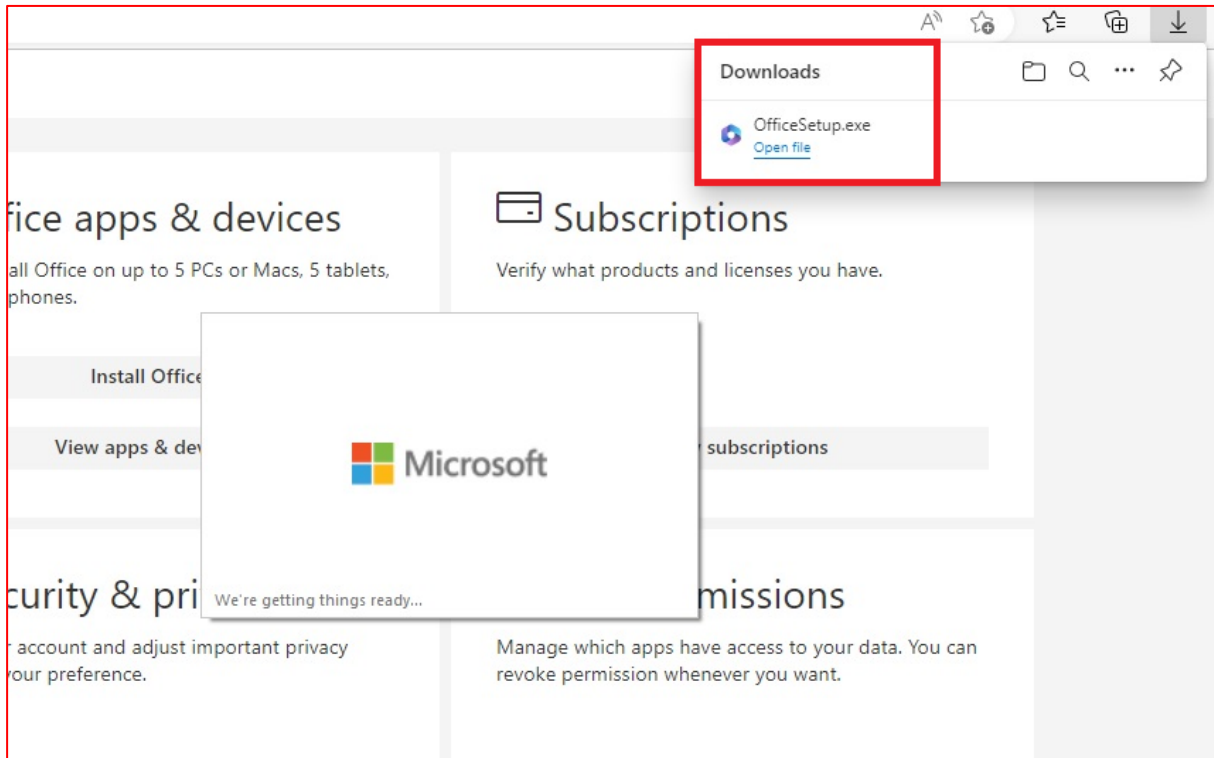Officer installer will download
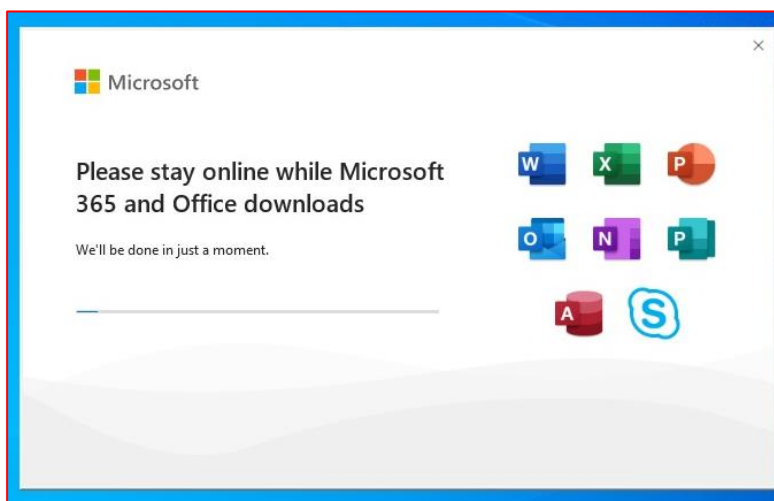
Click **OfficeSetup.exe**

Alternatively, you will find **OfficeSetup.exe** if you navigate to your downloads folder.
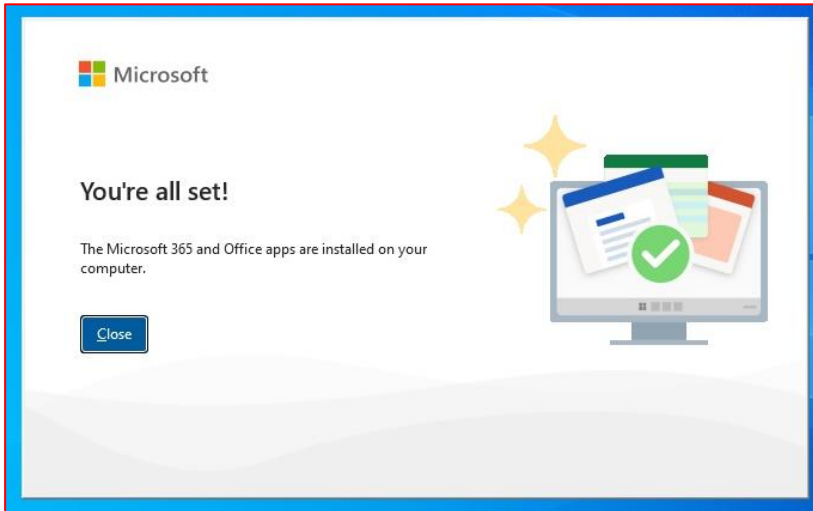

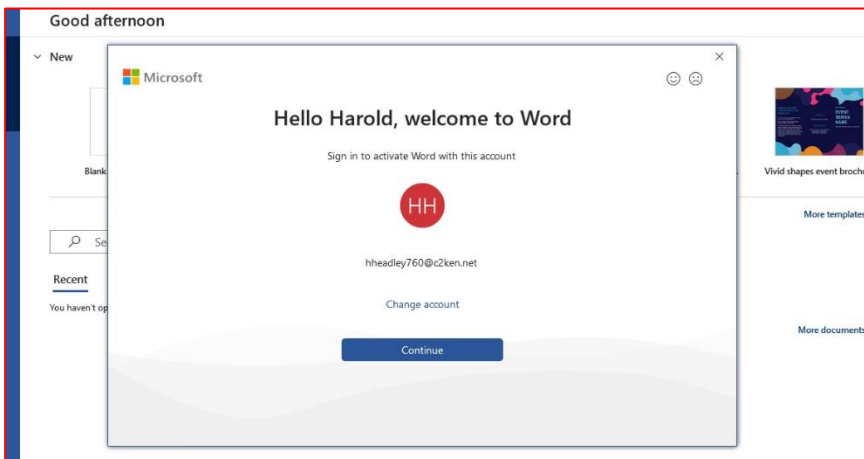Double click on the installer to begin the process.

Download and install can take several minutes, please ensure to stay online.
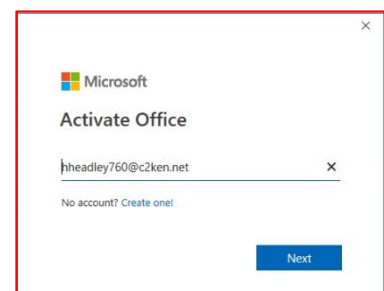
Once complete you will see the following message.

Once office is launched for the first time you will be asked to activate, Choose **Continue**

When prompted to activate the software

3)   Enter ¦ <username>@c2ken.net

Please note this requires the domain **@c2ken.net** and **NOT** @c2kni.net.
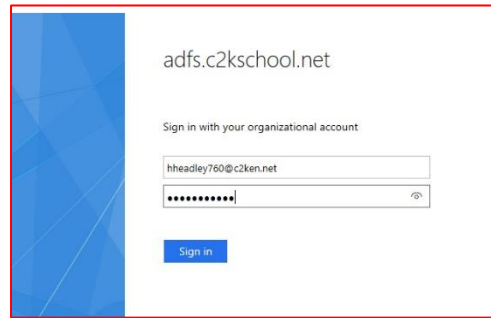
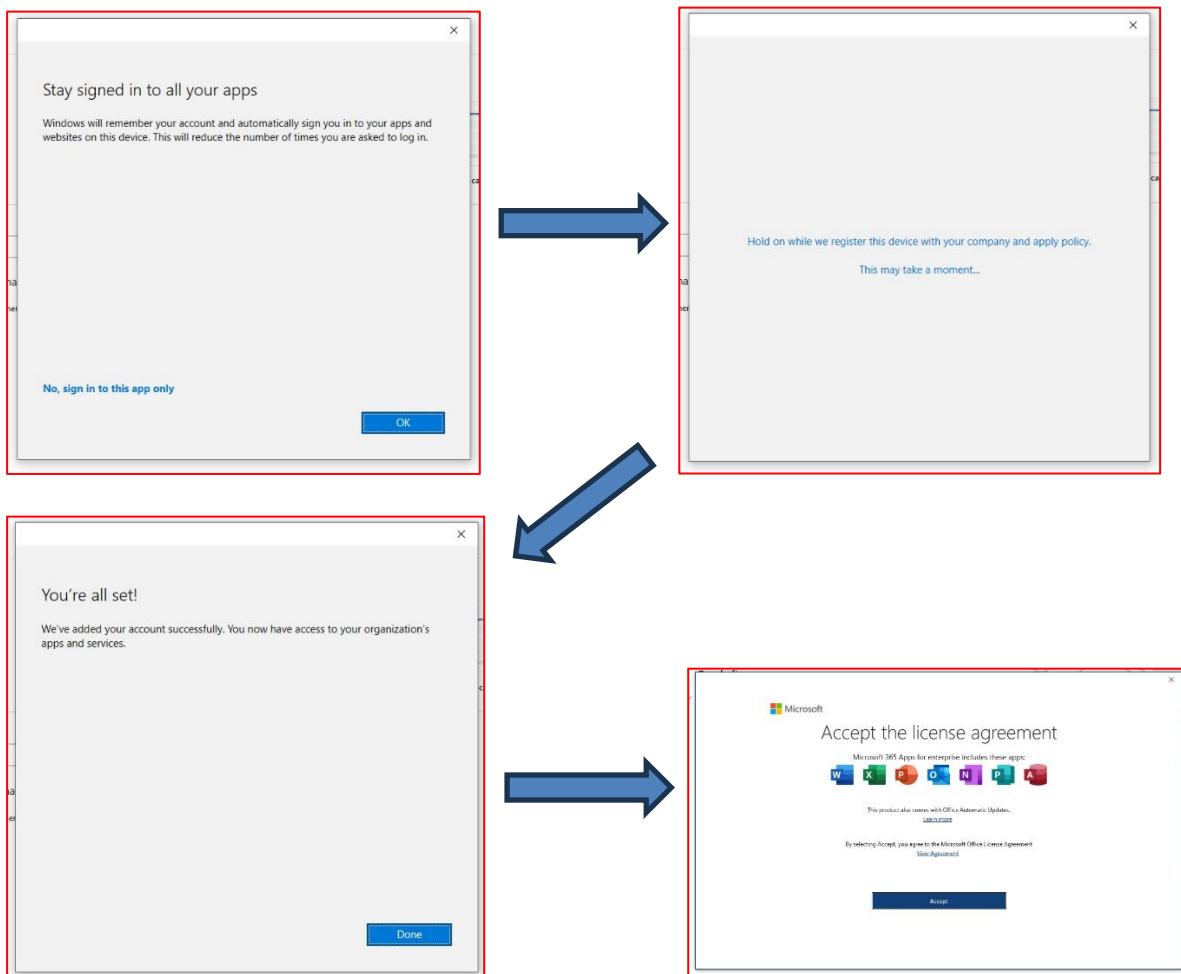To complete installation user will be asked to sign in again

4) Enter: <username**>@c2ken.net**

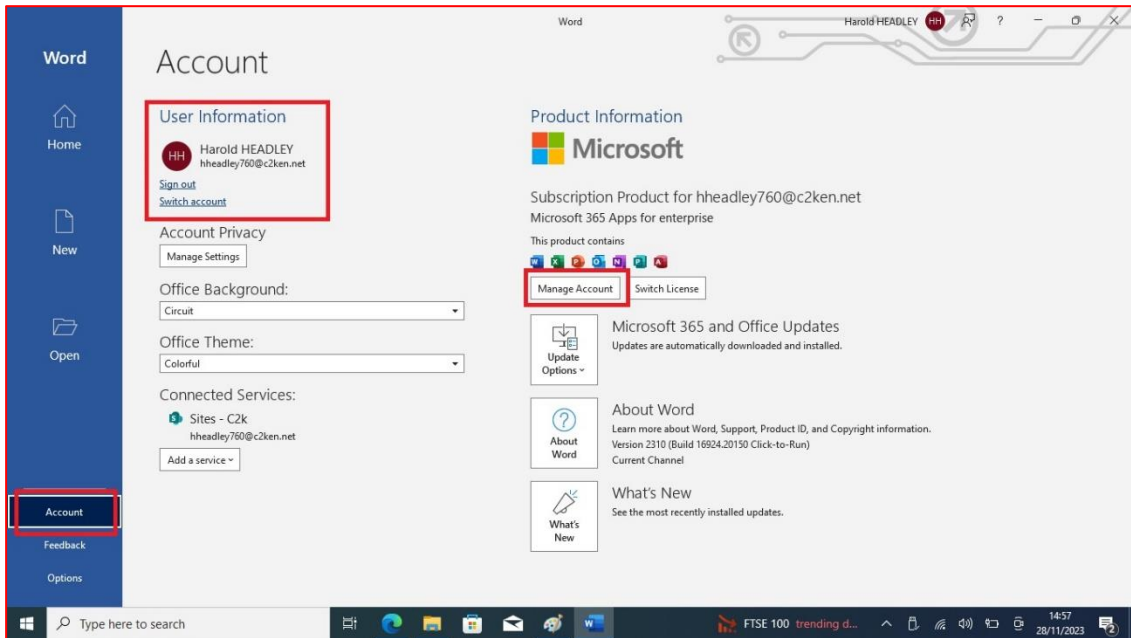   **Enter:** password.

   Click: Sign in

Choose **OK, Done and Accept**

Notes:

1.   The installation of Office will remain available while your C2k username remains
       active. I.e. when you leave education your C2k username will cease to be valid, and
       the Office product will revert to a read-only version.

2.   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 http://myaccount.micrososft.com via "Account" & "Manage Account"

Choose Devices and then "Disable Lost device" to deactivate.