

## Downloading Microsoft Office for Staff

C2k school staff 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.

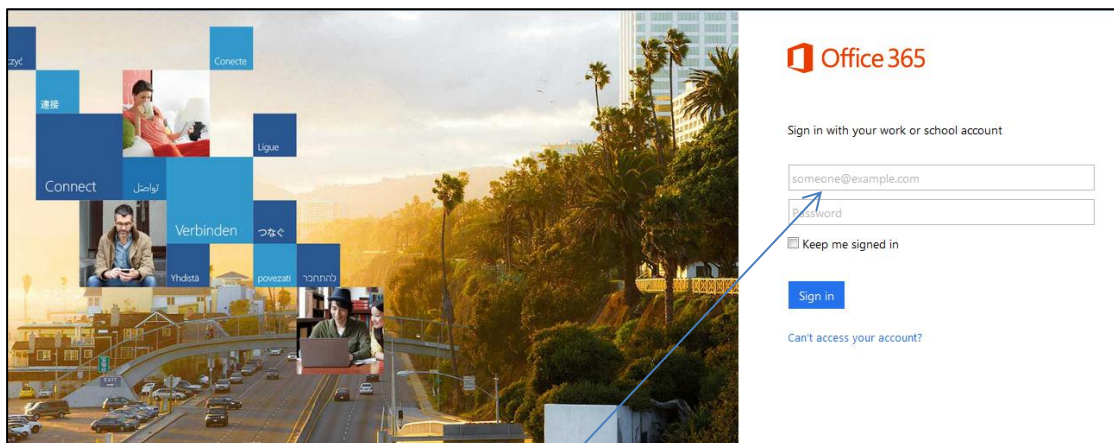
*Note: Access to mobile applications has not yet been enabled. These will become available early in 2015*

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

**Target Audience:** All C2k Staff

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](mailto:jbloggs123@c2ken.net)

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

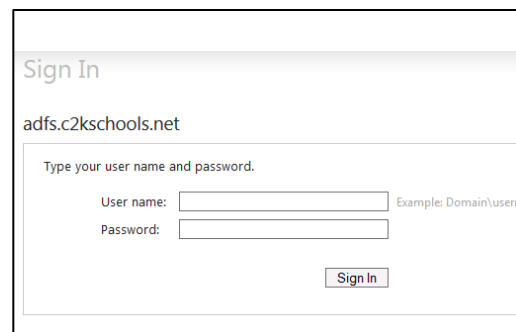
The Office 365 sign in will be redirected to a new page:

- 2) Enter Username & Password again :

**Enter:** User name: [<c2k username@c2ken.net](mailto:c2k_username@c2ken.net)  
(i.e. [jbloggs123@c2ken.net](mailto:jbloggs123@c2ken.net))

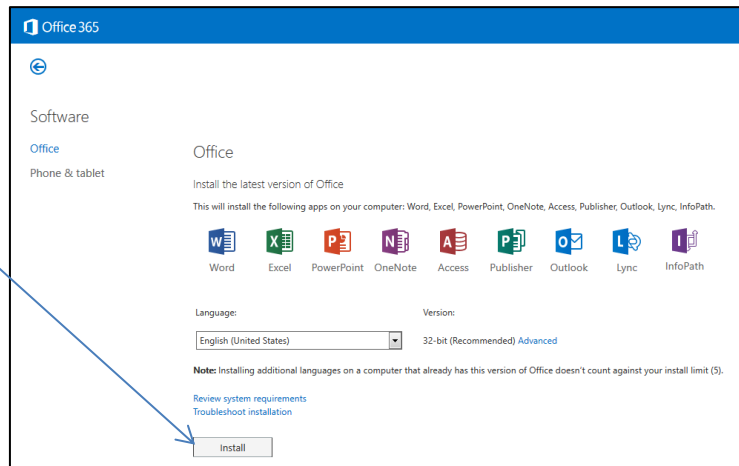
**Enter!** your C2k password:

Click ! **Sign In**



Install page:

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



This downloads a small installer file.

**Select | Run**



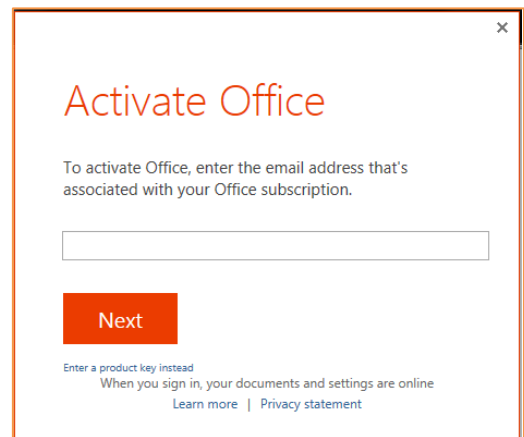
*Please note, this is a large file (3Gb) and installation can take some time to install.*

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.

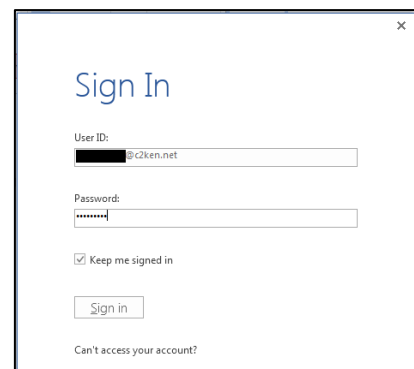


To complete installation user will be asked to sign in again

4) Enter| <username>@c2ken.net

**Enter|** password.

Click| Sign in



**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 the Office 365 **settings** page and select **Software – Install and manage software** and then follow the instructions.