

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: Please do not install on C2k Managed Devices).

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: <u>https://login.microsoftonline.com</u>



Sign in to Office 365 with your school details

 Enter | c2k username in the format <username> @c2ken.net in first field i.e. <u>jbloggs123@c2ken.net</u>

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: <<u>c2k username@c2ken.net</u> (i.e. <u>ibloggs123@c2ken.net</u>)

Enter: your C2k password:

Click | Sign In

Sign	In		
adfs.c2	kschools.ne?	t	
Туре	your user name a	nd password.	
	User name:		Example: Domain\us
	Password:		
			 _

Install page:	1 Office 365
	e
Select the appropriate version of	Software Office Office
Office before clicking the Install .	Phone & tablet Install the latest version of Office This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlock, Lync, InfoPath.
	Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath Language: Version: English (United States) 32-bit (Recommended) Advanced Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5). Review system requirements Troublehoot matallation

This downloads a small installer file.

Select ¦ Run	Do you want to run or save Setup.X86.en us_0365ProPlusRetail_c66c002b-8bdb-4320-bf7H-de196206e9c1_TX_PR_exe (3.0 MB) from c2rse	om c2rsetup.officeapps.live.com? \times		
	This type of file could herm your computer.	Run	Seve •	Cancel	

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

Sign In	
Sightin	
User ID:	
@c2ken.net	
Password:	
Keep me signed in	
Cine in	
≥igh in	
Can't access your account?	
2	

Notes:

- 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.