

Microsoft Office Install Instruction Sheet for Staff/Pupils

Each staff member/pupil have 5 Licences compatible with either or a combination of:

- Microsoft Windows Operating System
- Apple Macs Operating System
- Apple iDevices (iPad, iPod Touch & iPhone)

** Please be aware that this Licencing Offer is NOT compatible with Google Chromebooks **

Please note that the application Microsoft Access (used for databases) and Microsoft Publisher (used to design flyers etc.) are not compatible with any type of Apple device.

Follow these simple steps to get Microsoft Office:

For Microsoft Windows Operating Systems

1. Go to: www.c2kschools.net
2. Login with your C2k username and password
3. On the right side of the screen Click on the Icon called Office 365
4. Click Continue to Sign In.

If this is the first time access the Office 365 Icon then you may be asked to select you Country/Region. Make sure you select the correct details.

5. You may be asked to enter in your C2K username and password again
6. Once you see the Icons for Outlook, OneDrive, Word etc. on the right side you will see a link for **Install Office** in red. Click on it then click on Office 365 apps link

A small installation file will now download to your computer. Once downloaded (should only take a few seconds) double click to open/run the file. Microsoft Office 365 should now install on to your computer. This may take some time to complete, please be patient.

For Apple Operating Systems (excluding iPads/iPhones)

1. Go to: www.c2kschools.net
2. Login with your C2k username and password
3. On the right side of the screen Click on the Icon called Office 365
4. Click Continue to Sign In.

If this is the first time access the Office 365 Icon then you may be asked to select you Country/Region. Make sure you select the correct details.

5. You may be asked to enter in your C2K username and password again
6. Once you see the Icons for Outlook, OneDrive, Word etc. on the right side you will see a link for **Install Office** in red. Click on it then click on Office 365 apps link

An installation file will now download to your computer. Once downloaded (may take a few hours to download depending on your internet connection) double click to open/run the file. Microsoft Office 365 should now install on to your computer. This may take some time to complete, please be patient.

Registering Microsoft Office:

1. Open Microsoft Word
2. Open a new Document
3. Click the File dropdown menu
4. Click on Account
5. Click on Sign In
6. Sign in with your C2K email and password. Your C2K email is your C2k username (e.g. pjones123) and @c2ken.net (so it should read as pjones123@c2ken.net)
7. You may be asked to sign in with your C2K username and password.

Microsoft office should now be registered.

For Apple iPads/iPhones:

1. Download the Microsoft Office app you require from the App Store (Microsoft Word, Microsoft PowerPoint, Microsoft Excel)
2. Once installed Open one of apps and sign in with your C2K email for full editing capability

*** The Licences are available as long as the Pupil attends school or until Microsoft discontinue this offer ***