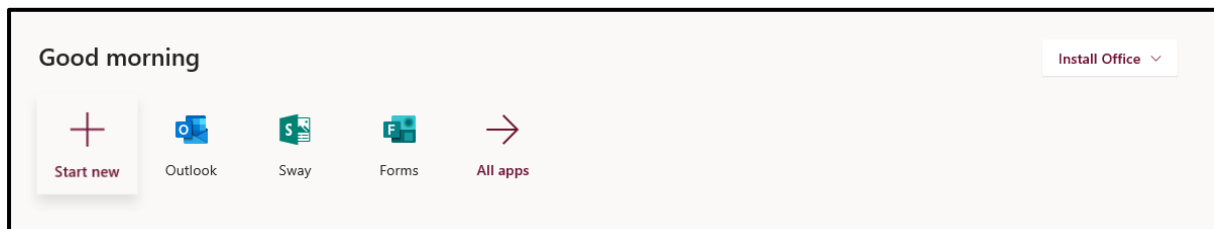# Downloading Microsoft Office for Students

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 on, log in to **MySchool** (www.c2kschools.net) and click the **Office365** icon:

This opens the Office 365 home page where the install link appears below the Office Online buttons. Click Install to start the process.

From the **Install** page, the appropriate version of Office should be selected before clicking the **Install** button.

This downloads a small installer file. Select **Run** to continue.

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:

<div align="center"><username>@c2ken.net</div>

<div align="center">eg   jbloggs123@c2ken.net</div>

Please note this requires the domain **@c2ken.net** and NOT @c2kni.net.

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.

For iOS and Android:

Download the relevant apps eg Word, PowerPoint, Excel from your app store and sign in with your school credentials for full editing capability.

If the Install button is not visible:

The install button may not be visible if you already have or have had a version of Office on your PC. To resolve this issue:

- Open the application eg Microsoft Word.
- Click File and then change account.
- Sign in with C2k credentials.

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.

3. 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.