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

Microsoft	
Sign in Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
Back Next	
🔍 Sign-in options	

Sign in to Office 365 with your school details

 Enter | c2k username in the format <username> @c2ken.net in first field i.e. <u>ibloggs123@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>jbloggs123@c2ken.net</u>)

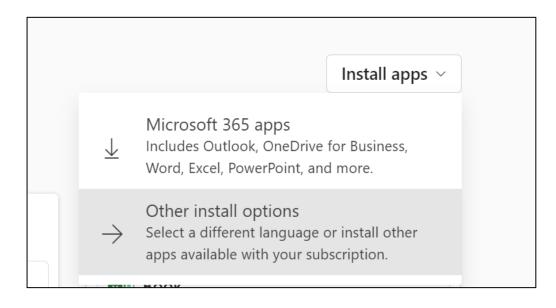
Enter¦ your C2k password:

Click | Sign In

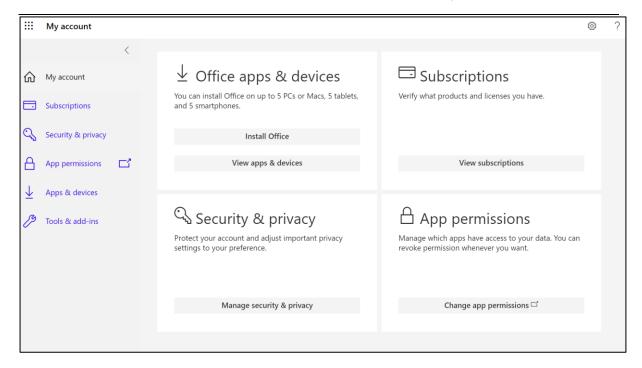
Sign In			
adfs.c2kschools.net	:		
Type your user name a	nd password.		
User name:			Example: Domain\user
Password:]
		Sign In	Г
Password:		Sign In]

On the right hand side, you will see Install apps

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Apps						



Click on Other install options



Select Install Office.

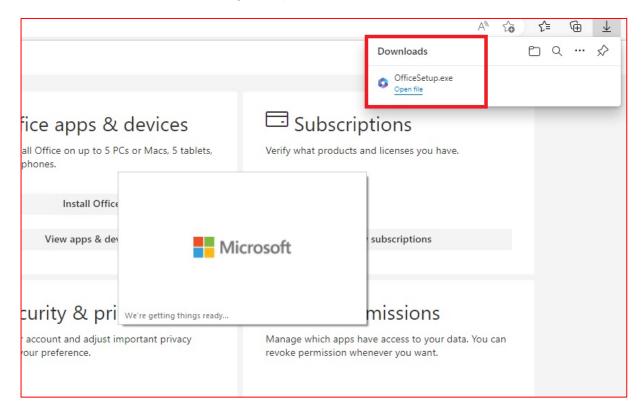
Officer installer will download

Click OfficeSetup.exe

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		OfficeSetup.exe				
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account and adjust important privacy our preference.		apps have access to your data ion whenever you want.	. You can			

Name
✓ Today (1)
S OfficeSetup

Double click on the installer to begin the process.



Download and install can take several minutes, please ensure to stay online.

Microsoft	×
Please stay online while Microsoft 365 and Office downloads We'll be done in just a moment.	

Once complete you will see the following message.

Microsoft	+
You're all set! The Microsoft 365 and Office apps are installed on your computer.	

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

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		нн	More templates
, Р _{Se}		hheadley760@c2ken.net	
Recent You haven't op		Change account	
		Continue	More documents

When prompted to activate the software

3) Enter | <username>@c2ken.net

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

Microsoft	
Activate Office	
hheadley760@c2ken.net	×
No account? Create one!	
	Next

To complete installation user will be asked to sign in again

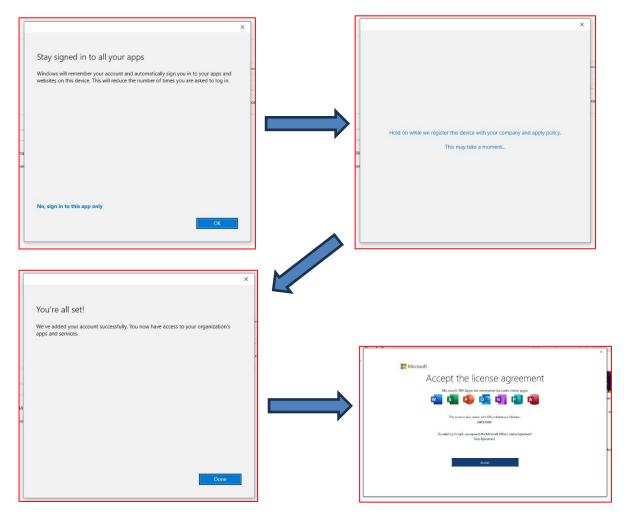
4) Enter: <username>@c2ken.net

Enter! password.

Click! Sign in

	adfs.c2kschool.net	
	Sign in with your organizational account	
- A	hheadley760@c2ken.net	
	•••••	5
	Sign in	

Choose OK, Done and Accept



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

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G) Home	User Information Harold HEADLEY hheadley/76@c2ken.net	Product Information Microsoft
D New	Sign out Switch account Account Privacy Manage Settings Office Background: Circuit	Subscription Product for hheadley760@c2ken.net Microsoft 365 Apps for enterprise This product contains
Dpen Copen	Office Theme: Colorful • Connected Services: Sites - C2k hheadley760@c2ken.net Add a service •	Image: Second
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Choose Devices and then "Disable Lost device" to deactivate.

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нн	H HEADLEY760 hheadley760@c2ken.net	Devices If you lose a device or no longer use it, disable it so no one else can gain access to it. To re-enable it after it's been disabled, contact your admin.				
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6	Subscriptions Give feedback					