Downloading Microsoft Office

Microsoft Office can be downloaded on up to 5 laptops/devices. Please follow the instructions below:

1. On a home desktop or laptop open an Internet Browser Enter:

https://login.microsoftonline.com



- 2. Sign in to Office 365 with your school details
- 1) Enter ¦ c2k username in the format @c2ken.net in first field
- i.e. 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:

Enter: User name: <<u>c2k username@c2ken.net</u> (i.e. jbloggs123@c2ken.net)

Enter your C2k password:

Click | Sign In

Sign In		
adfs.c2kschools.ne	t	
Type your user name a	nd password.	
User name: Password:		Example: Domain\user
	Sign In	

Install page:										
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	Ð									
	Software									
Select the appropriate version of	Office	Office								
Office before clicking the Install.	Phone & tablet	Install the latest version of Office								
		This will install	the following	ig apps on your i	computer: Wor	nt, Excel, Pow	erRyint, Oxelitot	e. Access, Publ	ishe: Gudook	i, Lync, InfoPathi
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		Word	Excel	PowerPoint	OneNote	Access	Publisher	Outlook	Lync	InduPath
		Language:				Veniors				
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This downloads a small installer file.

Select Run	Do you went to non or serve Setup XBS.env us, 0263ProPhoRetail, 656:002b-Bladb-4120-bf79-de156206efts1, TX, FR, exee (3.01.108)	from c 2ree	(Instage of the appendive com? **				
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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.

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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

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Sign In	
User ID: ID:c2kes.net	
Password.	
☑ Keep me signed in	
<u>Sign in</u>	
Can't access your account?	

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.