

DOWNLOADING MS OFFICE FOR FREE

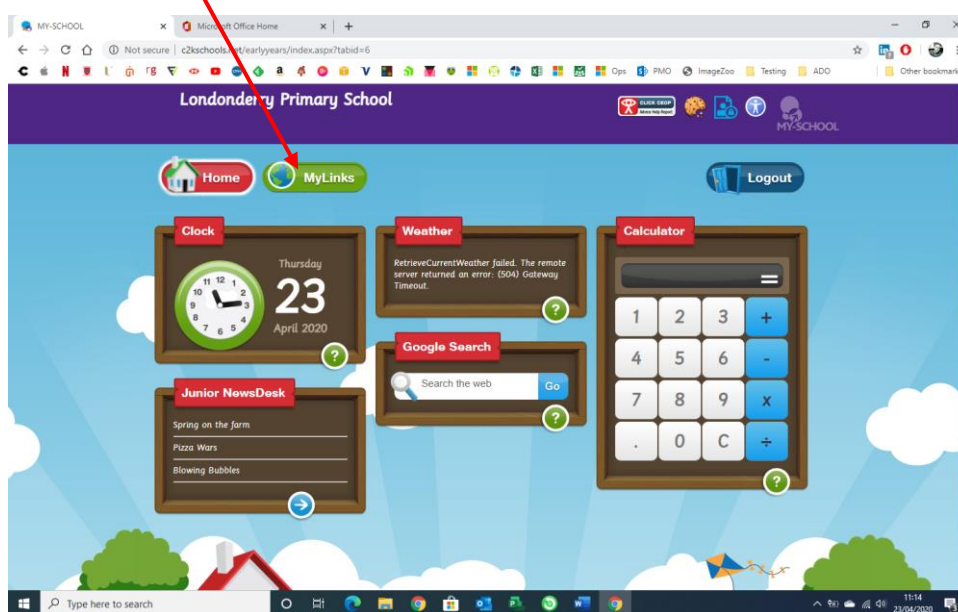
Pupils can download Microsoft Office for free on up to 5 devices!

This includes programs such as MS Word (for word processing), MS PowerPoint (for slideshow presentations) and more!

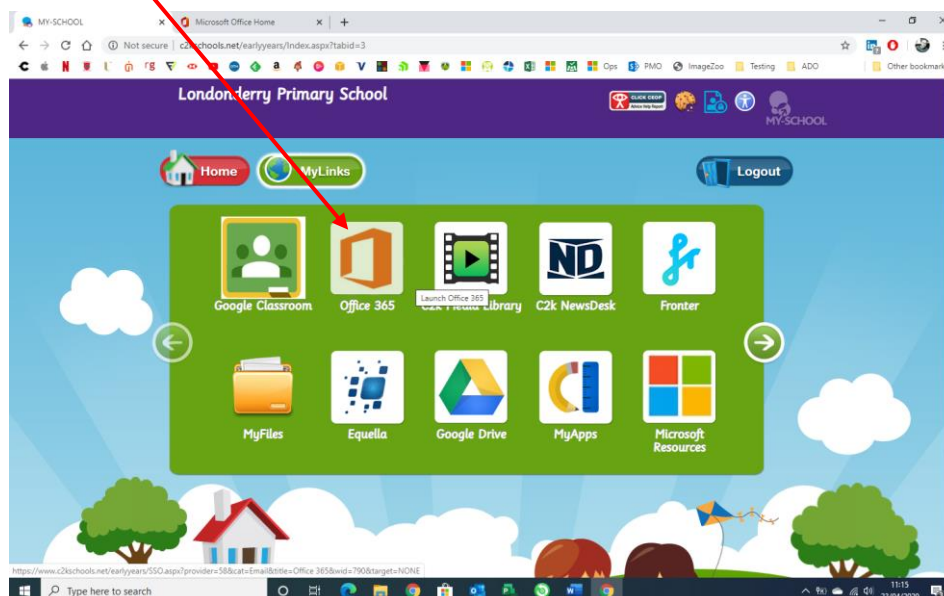
If you do not currently have these programs on your device, they can be extremely useful to help with home-schooling projects and accessing some of the resources shared by teachers in their Google Classrooms.

Here is how to download MS Office:

1. Log in to your child's MySchool page – www.c2kschools.net or Google "My School Login".
2. Click on the green "My Links" button.

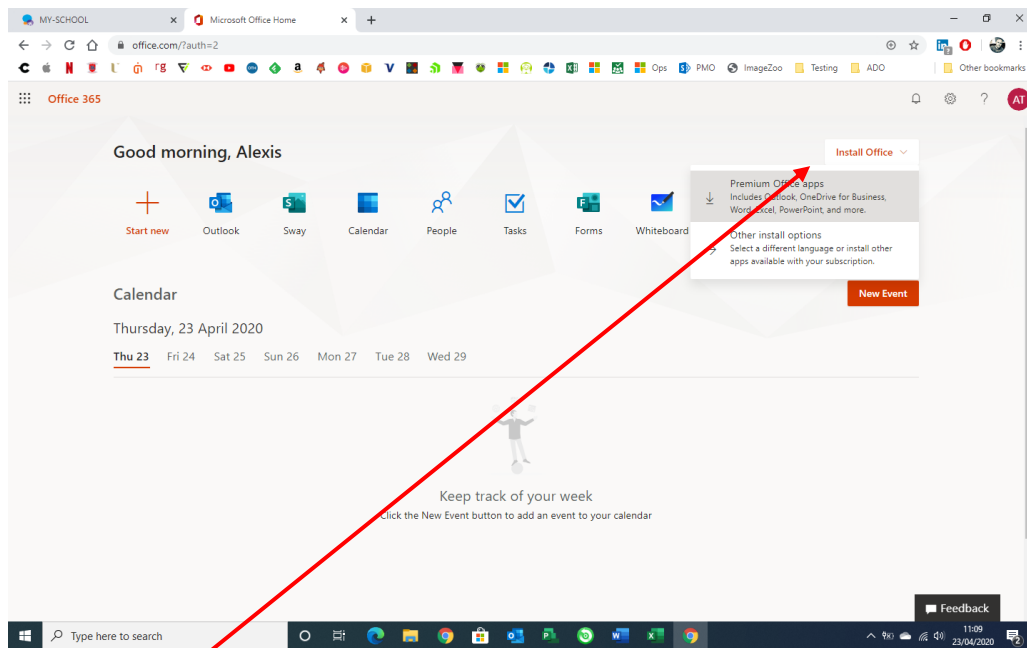


3. Click on "Office 365". You may have to click on the green arrows at the side until you see the Office 365 icon.



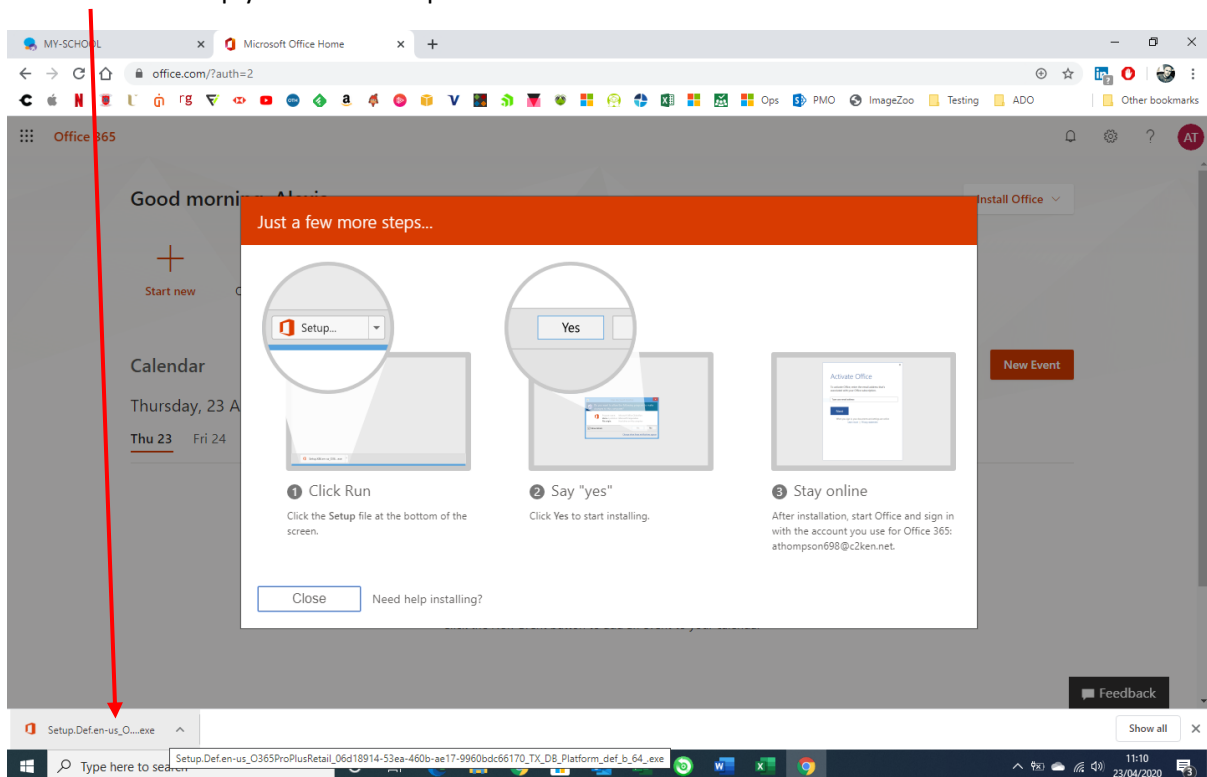
You may be asked to verify it is you logging on here.

Hopefully, you will now see the screen below. It will say your child's name at the top.



4. Click on the "Install Office" button and choose "Premium Office Apps".

5. The following instructions will appear on screen – please see the setup file appear at the corner of the screen. Simply follow the steps on screen.



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.



6. When prompted to activate the software, pupils should enter their username in the format: pupilusername@c2ken.net

7. To complete installation, a student will be asked to sign in.

Use the format: pupilusername@c2ken.net and then their normal MySchool login password.

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.