

ACCESSING MS OFFICE 365



In order to help students and teachers get the most from their personal laptops and tablets, **every student and Teacher is provided with Microsoft Office free of charge using their C2k username**. This will give you access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organization and note taking; and much more.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as the student/teacher remains in school and the programme continues
-

Follow these simple steps to get Office:

1. **For PC and Mac:**

- a. Visit <http://portal.office.com>
- b. Login with your C2k username and password
 - username must be in the format "username@c2ken.net" (please note the @c2ken format – the usual @c2kni.net format will not work)You will be asked again for your credentials a second time
- c. On the installation page select your language and click Install-Run
 - You will be asked to sign in 1 more time with your username and password)

2. **For iOS and Android:**

- a. Download from your app store
- b. Sign in with your school credentials for full editing capability

We trust this information is helpful.