# Downloading Microsoft Office at home for Staff and Students (FREE)

Students and staff are able to download the most up to date version of Microsoft Office for free on up to five devices. For the installation you will need your C2k username and password. This is a straightforward process as per the steps below:

From the computer/device, you wish to install Microsoft Office on, log in to MySchool (**www.c2kschools.net**) and click the Office 365 icon. At the top right of the Microsoft Office 365 home screen, click the Install Office icon and then Office365 apps.
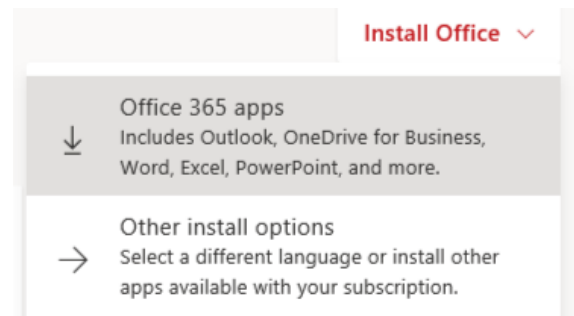
This will download a small installer file.

Select **Run** to continue from the option box that appears at the bottom of the screen

Once you click **Run**, the installation of Microsoft Office 365 will start. Installation can be slow as it is quite a large file.

When prompted to activate the software, enter your username in the format: <username>@c2ken.net

IMPORTANT - remember to use this format <username>@c2ken.net, NOT @c2kni.net.

To complete installation, a student will be asked to sign in with <username>@c2ken.net and password.

Notes

- The installation of Office will remain available while a student or staff's C2k username remains active. i.e. When a student leaves school, their C2k username will no longer to be valid and Office365 will revert to a read-only version.

• This version of Microsoft Office can be installed on up to five devices and can be a combination of PC and Mac

• Access to mobile applications on tablets and smartphones will require the same sign-in to activate all features and access all files and will count as one of your devices.

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.