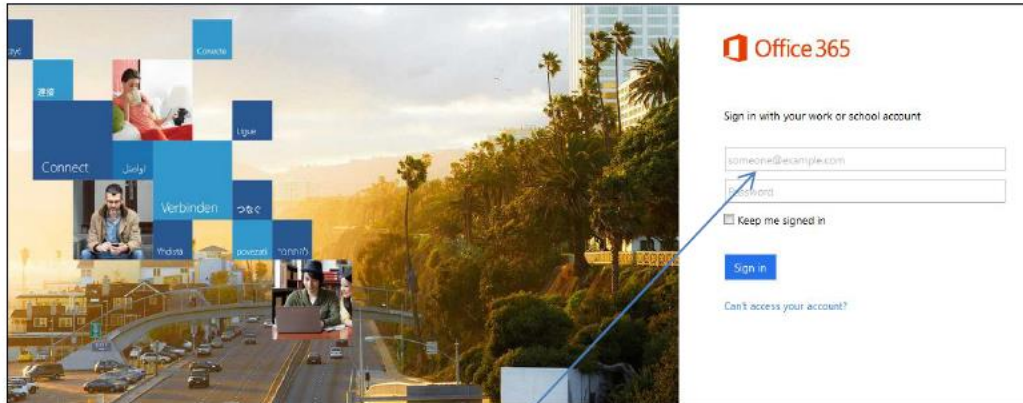


Follow the instructions below to install Microsoft for your child using their c2k name and number.

On a home desktop or laptop open an Internet Browser

Enter: <https://login.microsoftonline.com>



Sign in to Office 365 with your school details

- 1) Enter c2k username in the format <username> @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 :

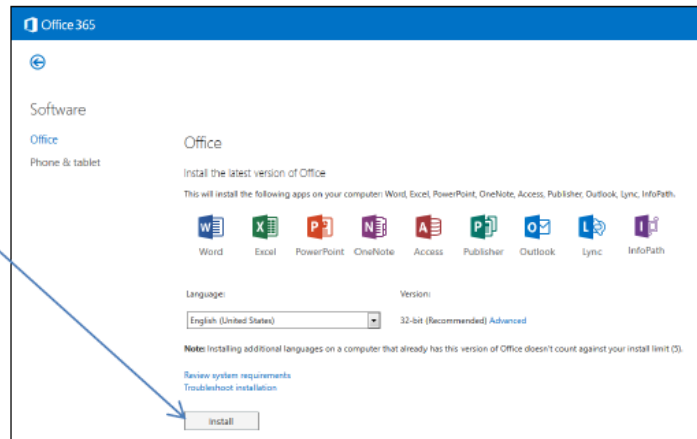
Enter: User name: <c2k username@c2ken.net
(i.e. jbloggs123@c2ken.net)

Enter, your C2k password:

Click | **Sign In**

Install page:

Select the appropriate version of Office before clicking the **Install**.



This downloads a small installer file.

Select | Run



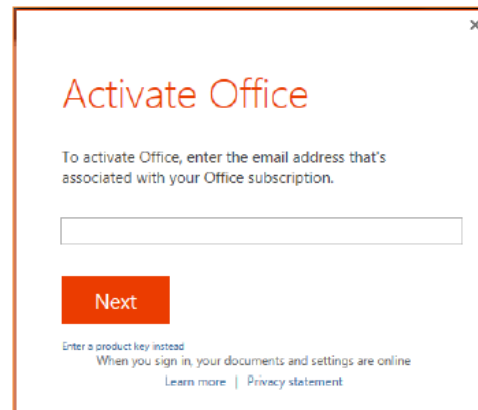
Please note, this is a large file (3Gb) and installation can take some time to install.

On Installation - the installation of the full Office suite will start.

When prompted to activate the software

3) Enter | <username>@c2ken.net

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

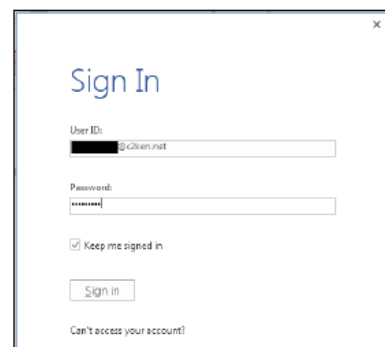


To complete installation user will be asked to sign in again

4) Enter| <username>@c2ken.net

Enter| password.

Click| Sign in



Notes:

1. 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.