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

27 Cans	Office 365
Zs Ige Connect July	Sign in with your work or school account
Verbinden sac	
	Can't access your account?

Sign in to Office 365 with your school details

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

Enter your C2k password:

Click | Sign In

Sign In	
adfs.c2kschools.net	
Type your user name and password.	
User name:	Example: Domain\u
Password:	
	Sign In
	Signin

Install page:						
	1 Office 365					
	e					
Select the appropriate version of	Software					
	Office	Office				
Office before clicking the Install.	Phone & tablet	Install the latest version of Office				
		This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.				
		VI VI 🗗 NI AI DI 🧔 VI VI				
	k	Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath				
		Languagei Versioni				
		English (United States) 32-bit (Recommended) Advanced				
		Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).				
		Review system requirements Troubleshoot installation				
		install				

This downloads a small installer file.

Select ¦ Run	Do you want to run or save Setup.X86.en vs.0365ProPlusRetal.c66c002b-8bdb-4320-bf7f-de196206e9c1_XX_PR_exe (1.00 M8) from c2rsetup.officeapps					
	Ø This type of file could harm your computer.	Run	Save	•	Cancel	

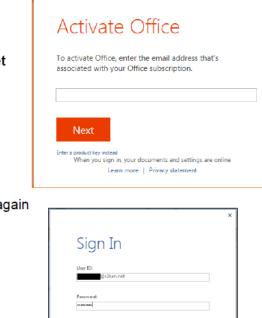
Please note, this is a large file (3Gb) and installation can take some time to install.

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.



Keep me signed in
Sign in
Can't access your account?

×

To complete installation user will be asked to sign in again

4) Enter¦ <username>@c2ken.net

Enter¦ password.

Click¦ Sign in

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.
- 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.