

Microsoft Office 365 Download Guidance

We have been made aware of issues with downloading Microsoft Office 365 from www.c2kschools.net.

There is another way in which you can download Microsoft Office 365, if you are having difficulties:

1. Type in the following address in to your internet search bar - <https://www.office.com>.
2. Sign in with your child's c2k details - **<username>@c2ken.net** / and **password**.
3. This will open the office.com website. On the **top right** hand side of the screen you will see a button called **INSTALL**. Please click on this.
4. Your download will start (you may see this along the bottom of your screen)
5. A message will appear for you to choose an option for your download - Run or Save - Please choose **RUN**.
6. When this has finished downloading you should close the office.com window.
7. Go to the **START** button or **Windows Icon** at the bottom left of your screen and all the Microsoft Apps should be available now from the start menu on your device.

The steps above may be slightly different depending on the browser and device being used.

Online items are being introduced gradually. No items have been set online as of yet, as we are giving families time to access these areas.

If you are having any difficulties, we will do our best to help you with them. Please email either the class teacher or email school via, info@tildargps.ballyclare.ni.sch.uk if you need help.

Thank you

Mrs Dickson

(Principal)