

FAO: All Staff and Students

Every Student and member of Staff 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 organisation and note taking; and much more.

- . Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- . 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

Thanks

Mr G. Eakin