

To all staff and students,



In order to help students and teachers to prepare for success this school year, **every student and Teacher is provided with Microsoft Office free of charge.** With Office 365, you will now have access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organization and note taking; and much more.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as the student/teacher remains in school and the programme continues
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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 (username@c2ken.net and password)

2. For iOS and Android:

- a. Download from your app store
 - iPad: [Word](#), [Excel](#), [PowerPoint](#)
 - [iPhone](#)
 - [Android](#)
- b. Sign in with your school credentials for full editing capability