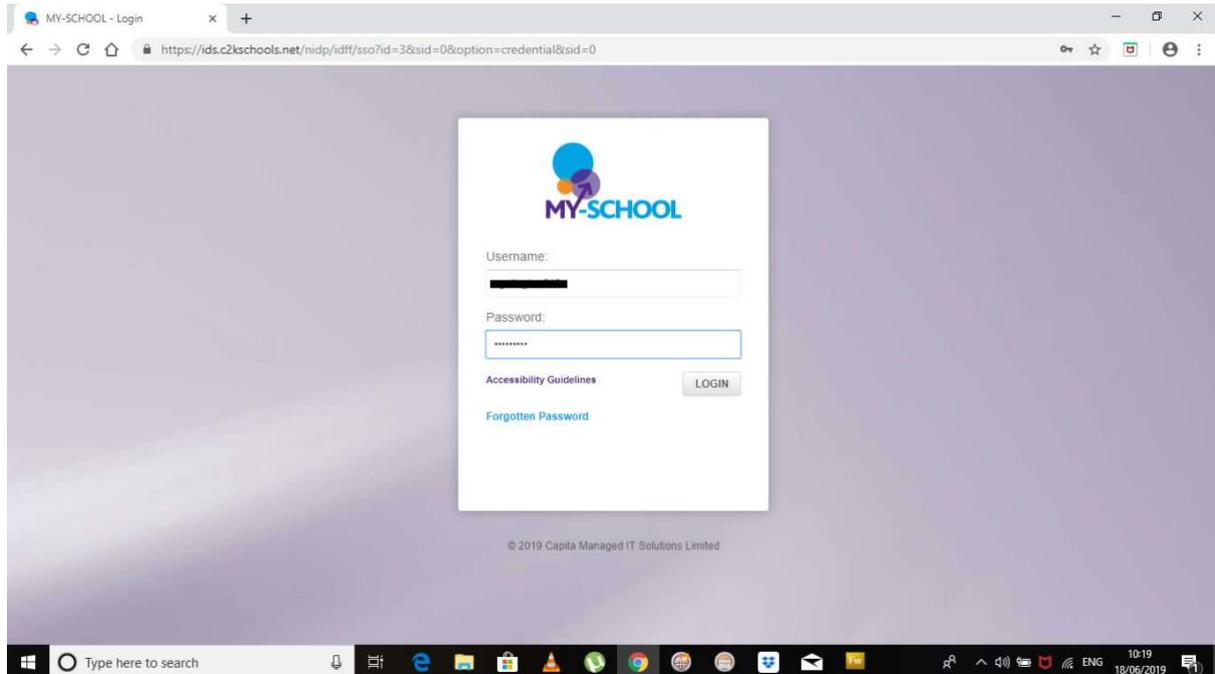


Downloading Microsoft Office for students

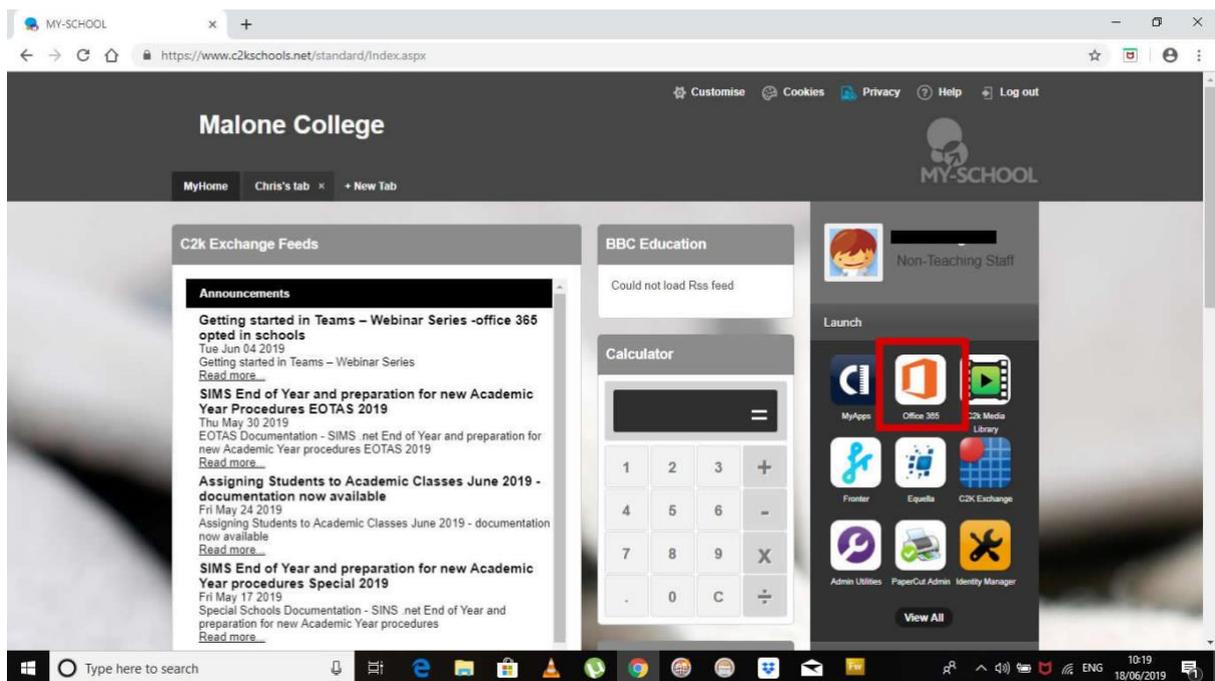
Students are now able to download the full version of Microsoft Office for PC or Mac free of charge with their C2k username for installation on personal and home computers. This is a straightforward process as per the steps below:

1: From the computer you wish to install Microsoft Office on, log in to MySchool www.c2kschools.net

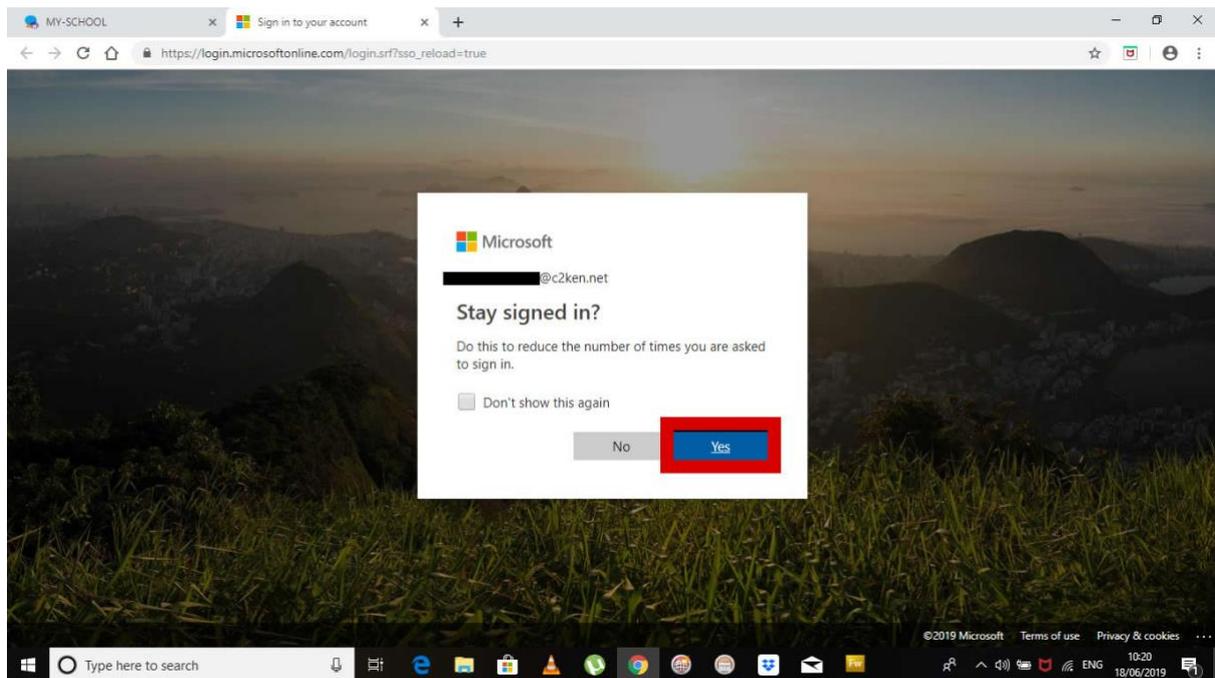
Use your school ID and password



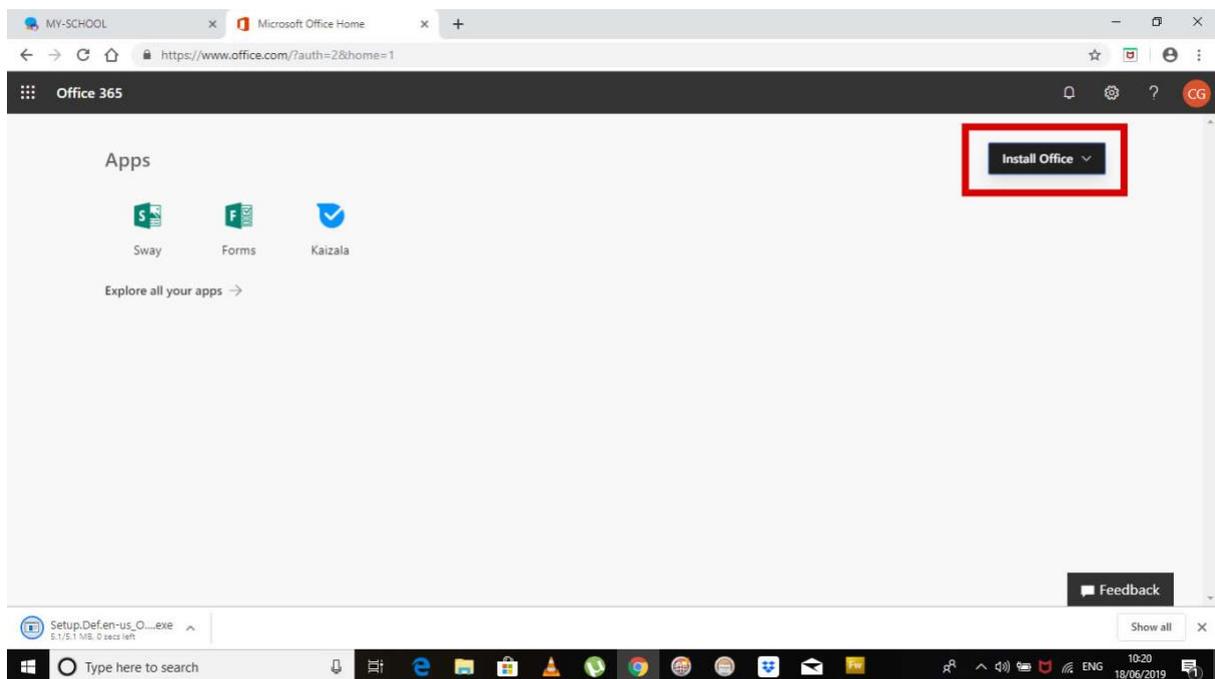
2: When logged in click on the Office 365 icon



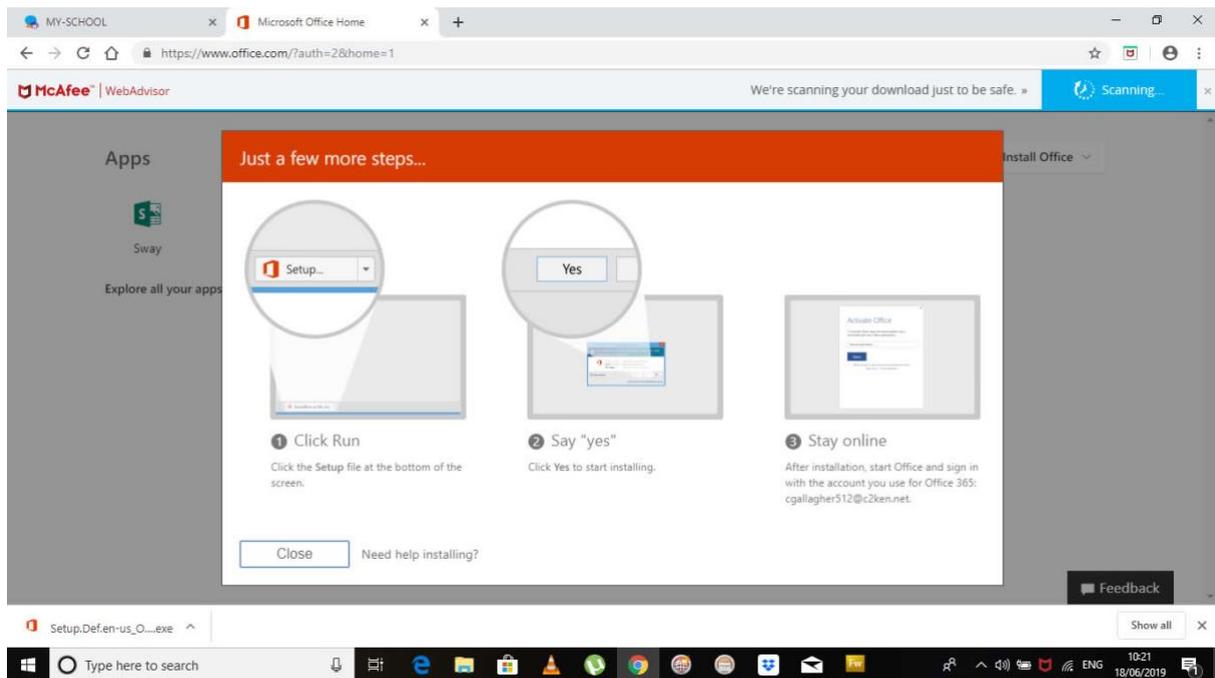
3: If prompted to stay signed in click YES



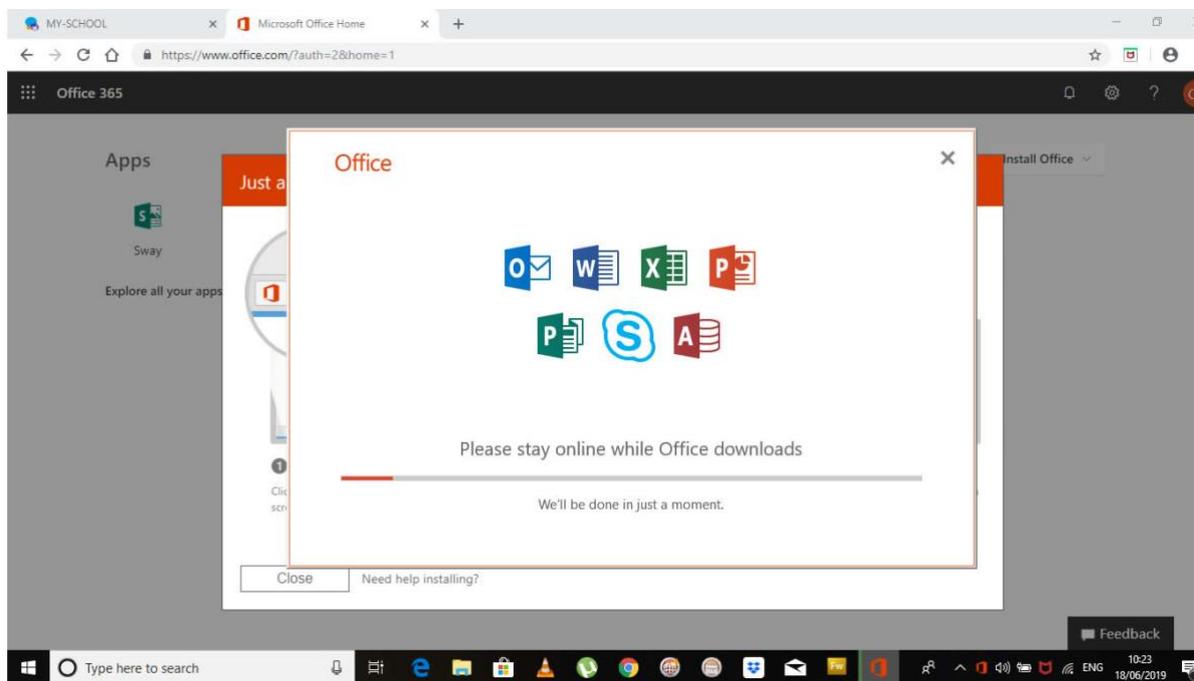
4: Click on Install Office



5: Follow the on screen instructions to begin the installation



6: Remain connected to the internet and do not switch off your device when the file downloads. This is quite a large file and may take some time



7: Microsoft Office has installed and may be access through your start menu

