



6 December 2018

Please remind staff, pupils and guardians that there is no need to purchase MS Office

MS Office is Available Free with a C2k Username on up to 5 personal devices

All staff and pupil user can download, **free of charge**, full copies of Microsoft Office for PC or MAC for use on up to 5 personal devices in 4 easy steps with their C2k credentials.

Get MS Office in 4 easy steps

1. Visit <http://portal.office.com>
2. Enter your C2k Username in the format auser123@c2ken.net
3. At the next box enter (i) your C2k username **auser123** and (ii) password
4. Download the version of MS Office you require

The image is a screenshot of a software announcement post. At the top, there is a red header with a white speech bubble icon and the word 'SOFTWARE' in white. Below the header, the title 'How do Staff and Students download Free MS Office?' is written in white. The main content area has a white background with black text. It states: 'MS Office is Available Free with your C2k Username on up to 5 personal devices'. Below this, it says 'Get MS Office in 4 easy steps' followed by a numbered list: 1. Visit <http://portal.office.com>; 2. Enter your C2k Username in the format auser123@c2ken.net; 3. At the next box enter (i) your C2k username **auser123** and (ii) password; 4. Download the version of MS Office you require.

Download instructions are also available to both Pupils and Staff in MySchool; Learning Exchange under Software