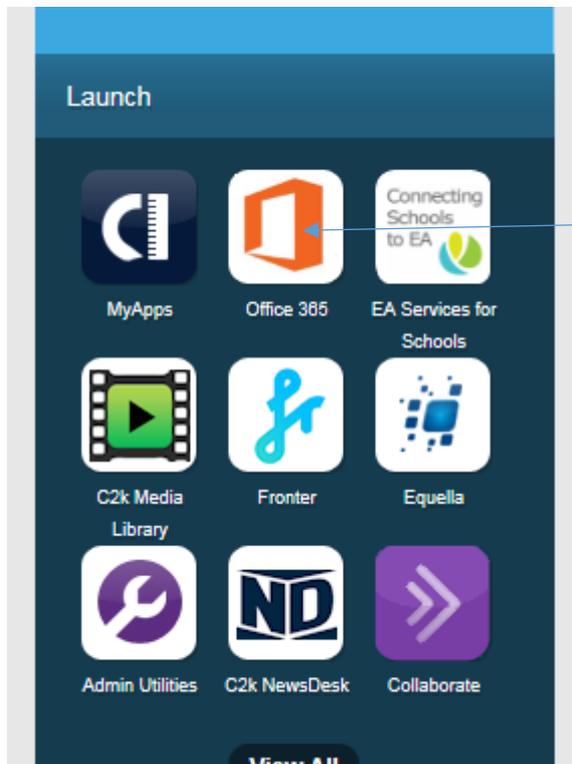


## Guidance for installing Microsoft Office if your school has signed up for Office 365.

Login into my school on the personal device you wish to install Microsoft office on.

On the launch panel click on Office 365



If you are asked to sign in again on the screen below ensure you use your username with @c2ken.net

2) Enter Username & Password again :

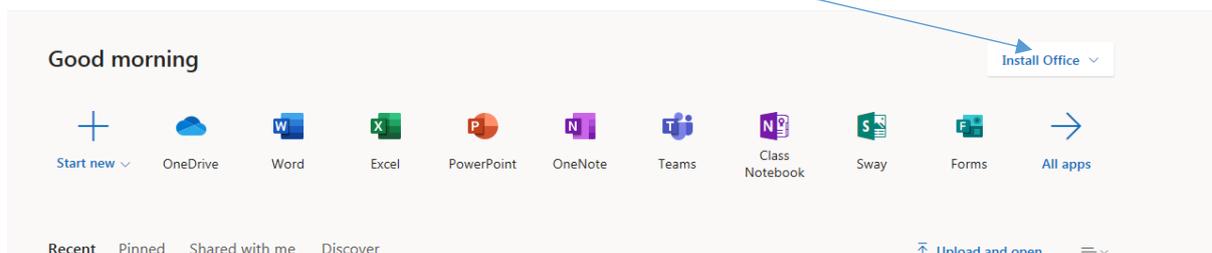
**Enter:** User name: <c2k [username.@c2ken.net](#)  
(i.e. [jbloggs123@c2ken.net](#))

**Enter** your C2k password:

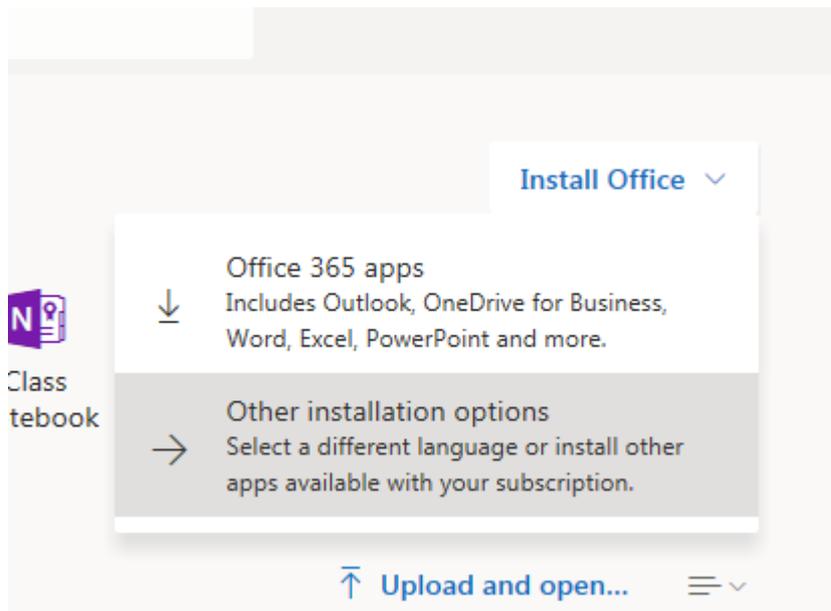
Click | **Sign In**

The image shows a 'Sign In' form for the domain adfs.c2kschools.net. The form has a title 'Sign In' and a subtitle 'adfs.c2kschools.net'. Below the subtitle, there is a text input field for the user name and a password input field. The text input field has a placeholder 'Type your user name and password.' and an example 'Example: Domain\user'. The password input field has a placeholder 'Password:'. There is a 'Sign In' button at the bottom right of the form.

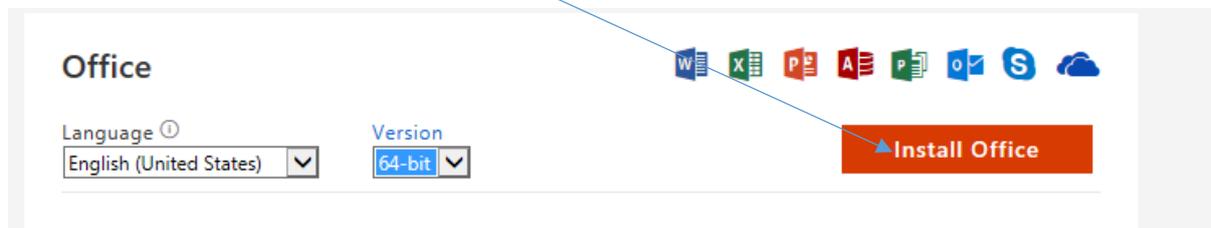
Click on install office in the top right side of the page



Chose other installation



Then click on install Office



For iOS and Android:

- a. Download from your app store
- b. Sign in with your school credentials as above for full editing capability