



FREE Microsoft Office 365

As Christmas approaches and new iPads and laptops will be purchased, I wanted to take this opportunity to remind you that Office 365 is free of charge to all students in education. With Office 365, your child will have 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)
- Use with OneDrive for automatic device syncing
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as your child is a student and the program continues.

To get Office follow these simple steps:

1. For PC and Mac:
 - a) Visit <http://portal.office.com>
 - Sign in with c2k username in the format username@c2ken.net
 - Use your normal c2k password
 - b) On the installation page select your language and click install
2. For iOS and Android:
 - a) Download from your app store
 - iPad: Word, Excel, Powerpoint
 - iPhone
 - Android
 - b) Sign in with your C2K username and password for full editing capability

Please note, the username must be in the format username@c2ken.net.

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