

MS Office for Free!

With Black Friday and Christmas on the horizon staff and students (or parents for students) may be planning to purchase new personal devices including tablets.

To avoid the unnecessary purchase of MS Office staff, pupils and guardians do not need to purchase MS Office as it **available free** with a C2k username on up to 5 personal devices in 4 easy steps

1. Visit <http://portal.office.com>
2. Enter 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