



St. Colman's Primary School
and
All Saints' Nursery Unit
(Annaclone)

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Progress Through Partnership, Leading To Excellence



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MICROSOFT OFFICE THIS CHRISTMAS!!!

All staff and pupils users 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 you/your child's C2k Username in the format auser123@c2ken.net
3. At the next box re-enter your C2k username and your password
4. Click Install Office to download the version of MS Office you require

You can also use a C2k username and password to sign in to Office apps on tablets and smartphones.

If you require any further information – don't hesitate to contact us in the school.