

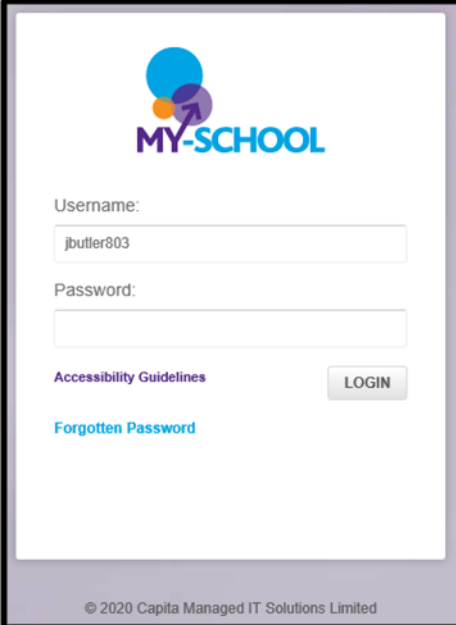
## Accessing work and e-mails from home

### To access e-mail through Office365 on MySchool

In order to access your emails at home, all you will need is:

- An internet connection
- A browser i.e. Internet Explorer, Google Chrome or Firefox.

1. Go to <https://www.c2kschools.net> and sign in using your **C2K Username and Password**

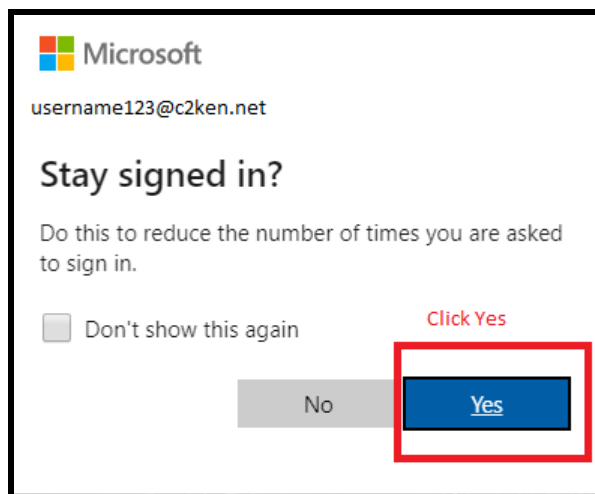


The screenshot shows the MySchool login interface. At the top is the MySchool logo, which consists of three overlapping circles in blue, orange, and purple above the text 'MY-SCHOOL'. Below the logo are two input fields: 'Username:' with the text 'jbutler803' and 'Password:'. To the left of the password field is a link for 'Accessibility Guidelines' and below it is a link for 'Forgotten Password'. To the right of the password field is a 'LOGIN' button. At the bottom of the page, there is a copyright notice: '© 2020 Capita Managed IT Solutions Limited'.

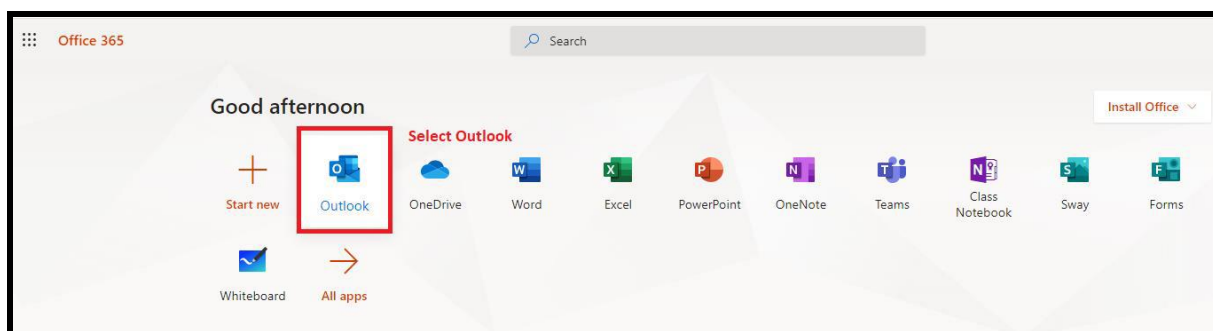
2. Click on **Office 365** on the Launch panel



### 3. You may be asked to Sign in or stay signed in



### 4. Select Outlook



### To install email on a mobile phone:

#### For Apple Devices

- ✓ Go to **Settings > Passwords & Accounts**, then select **Add Account**
- ✓ Select **Exchange**
- ✓ Enter your **Name, C2K Email Address (username@c2ken.net)** and **C2K Password**
- ✓ Give an account description e.g. My School Email
- ✓ Click **Next** and select **Sign In**
- ✓ Log in with your C2K Username and Password
- ✓ Click **sign in or Next** and press **Save**

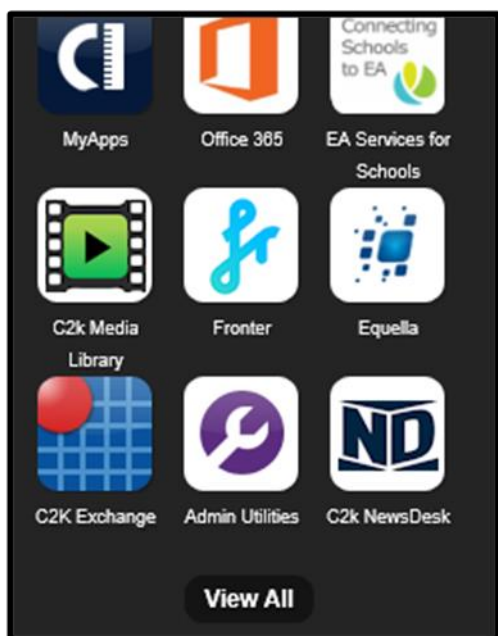
#### For Android

- ✓ Open your email app and select **Add Account**
- ✓ Select **Office 365**
- ✓ Enter your **C2K Email Address (username@c2ken.net)**
- ✓ Click **Next** and enter your **C2K Username and Password**
- ✓ Click **Sign in** and press **Save**

## Accessing Documents

To access your My Documents:

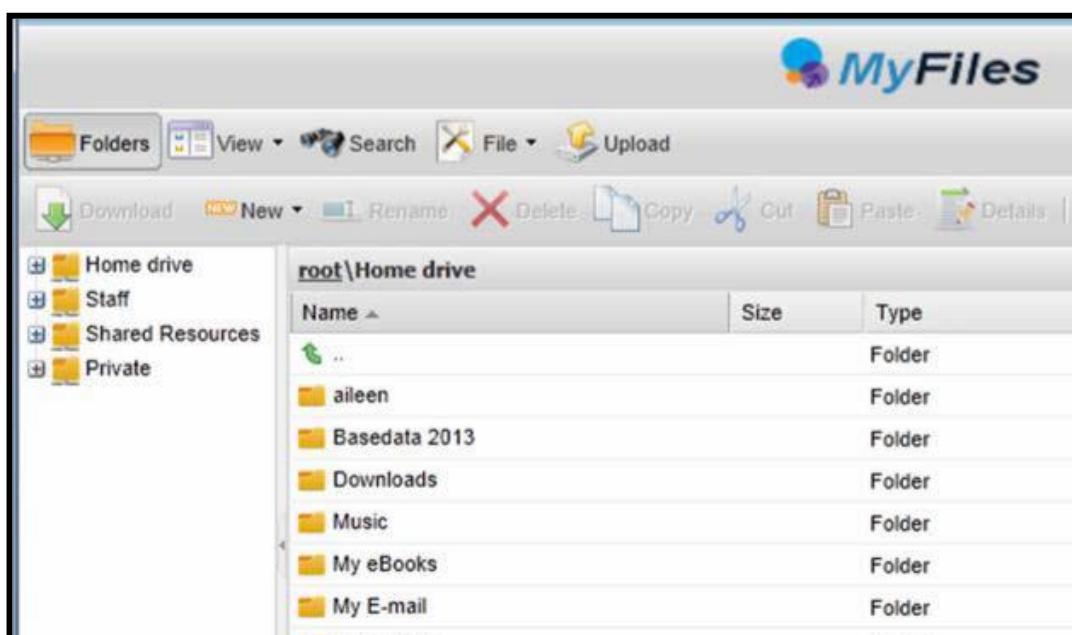
From the **Launch** panel, Select **View All** then click on **Files and Apps** section on the left hand side and then click **MyFiles – launch app**



This will open a view of your **MyDocuments** within school.

**NB** MyFiles should only be used to access files and documents when you are not connected to your school network, eg at home. When using a C2k managed device in school, access your documents using the Start button.

The main part of the screen displays the contents of the selected drive, eg Home drive.



Click the required area to view the contents in the main part of the screen  
**NB To view/open a document you must have the software on the device you are using, eg if the file is a MS Word file then you must have MS Word on the device.**

### Opening Documents

Right click the required file, select **View, edit and sharing**

The next menu depends on the type of file you are trying to open, eg if it is a word file select **Edit in MS Office**, if it is a picture file select **View in Browser**

For a Word document, Select **Edit in MS Office**

If required enter your credentials, your username and password.  
Edit the Document as required.

Click on **File | Save**. You will notice the small icon at the top right of the save icon – this means that it will sync with your documents back in school.



Close the document.

### Downloading Documents

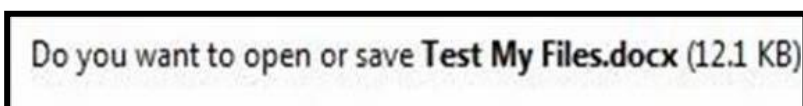
To download a document:

Select the required document and click on the toolbar

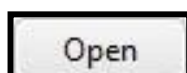
**OR** right click the required document and select **Download**



A message appears at the bottom of the screen regarding opening or saving the document,



Click



Save the document to an appropriate location on your device, eg PC at home (you will need to remember this if you want to upload the document back to MyFiles!)

Edit the document as required, remembering to save regularly  
When finished working on the document, save and close.

## Uploading Documents

To Upload a document to MyFiles:

Open MyFiles

Click on the toolbar

The **Uploading of multiple files** box appears



2 tabs are available: **Simple** and **Flash**. Either tab can be used to upload your file(s).

Click **Browse**

Navigate to the location of the document (the area where you saved the document)

Select the file and click **Open**

Multiple files can be uploaded if required.

Click **Upload**

The document will be available in your My Documents when you next log onto a C2k managed device in school.

### Quick Steps for editing using MyFiles

- Select **View, Edit and Sharing** – Edit in MS Office on the particular file that you are trying to edit
- Enter Username and Password if required
- Edit file as required
- **File | Save** the Document.