

Accessing and Using MySchool: - outside school or on a guest device in school

Logging In Outside of School/BYOD

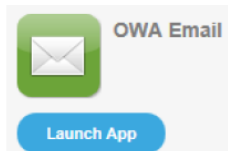
- Open your web browser
- Go to www.c2kschools.net
- Log in to MY-SCHOOL using your C2k Username and Password

Your MY-SCHOOL will be loaded.

Accessing Email (Outlook Web Access)

To access Email (OWA):

- From the **Launch** panel, click on **View All** then click on **Communication section**, click **OWA Email**

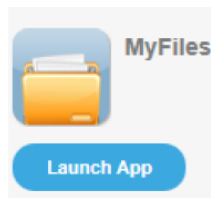


Accessing Documents

MyFiles provides secure access, over the Internet, to files stored on your personal mapped drive i.e. My Documents and Shared folders.

To access your My Documents or Shared areas:

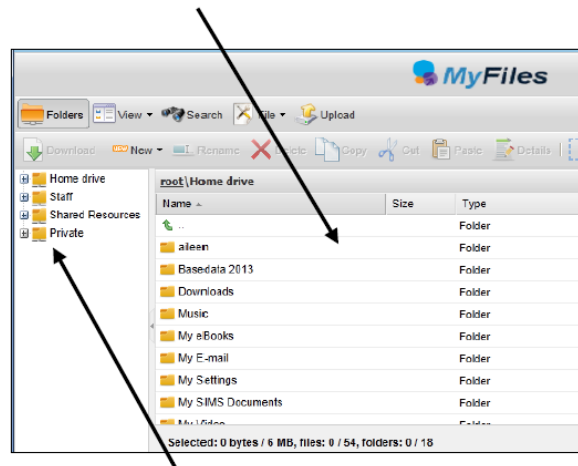
- From the **Launch** panel, Select **View All** then click on **Files and Apps** section on the left hand side and then click **MyFiles – launch app**



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 or on a BYOD. 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, Staff etc.



Shared areas you have access to, eg Staff area, Private folders, are accessible from the panel on the left.

The **root** panel will indicate the chosen area

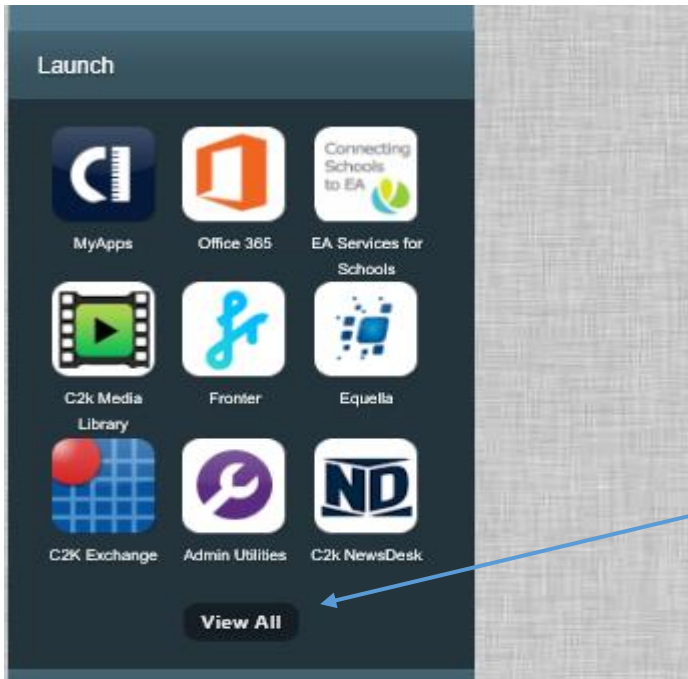
root\Home drive

- Click the required area to view the contents in the main part of the screen

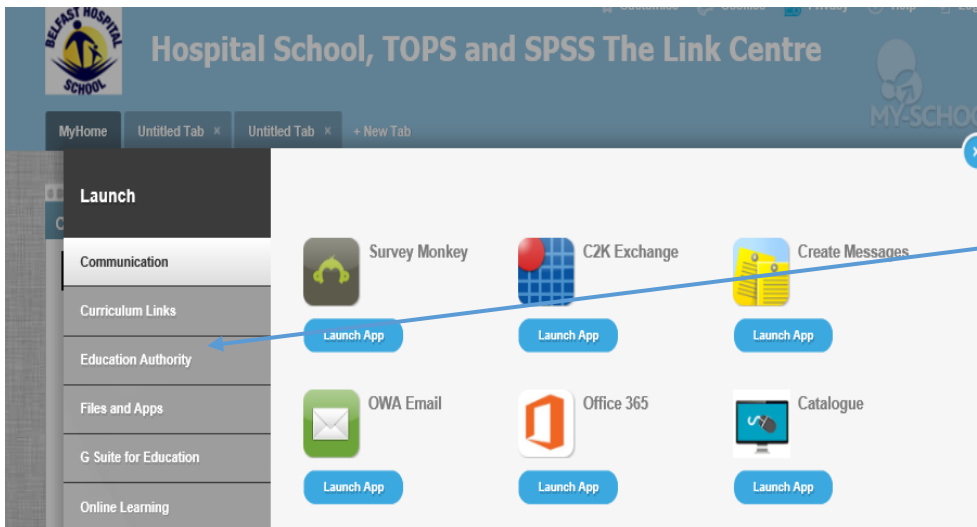
NB To view/open a document you must have the software on the device you are using, eg if the file is a MS Word file then you must have MS Word on the device.

If you have having problems with your username or password, get in touch;
ETA Students should contact ckennedy450@c2kni.net
TOPS Students should contact jhanna409@c2kni.net

Accessing Google Classroom

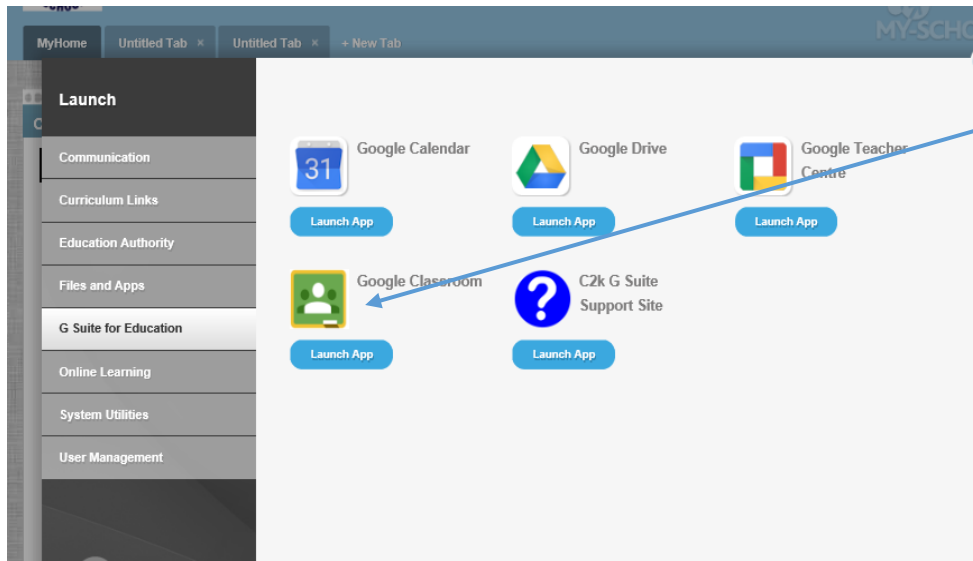


Click on view all



Click on G Suite for Education

It you have having problems with your username or password, get in touch;
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TOPS Students should contact jhanna409@c2kni.net



**Click on
Google
Classroom**

**You will be
able to join
your class
from here.**