

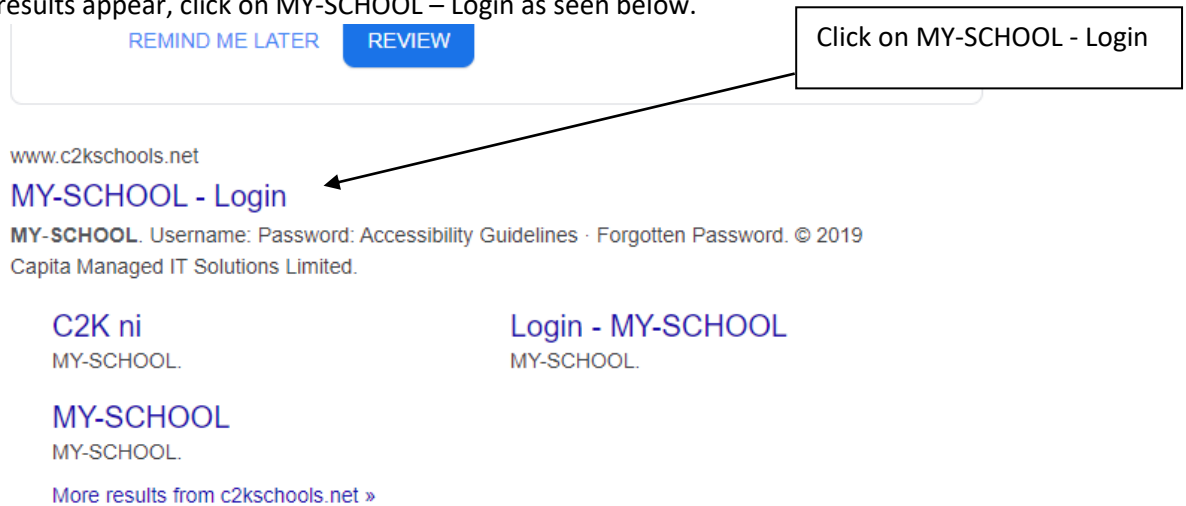
Step 1

Load up your internet browser e.g. IE or Chrome. Go to Google search and search for “C2K myschool”.



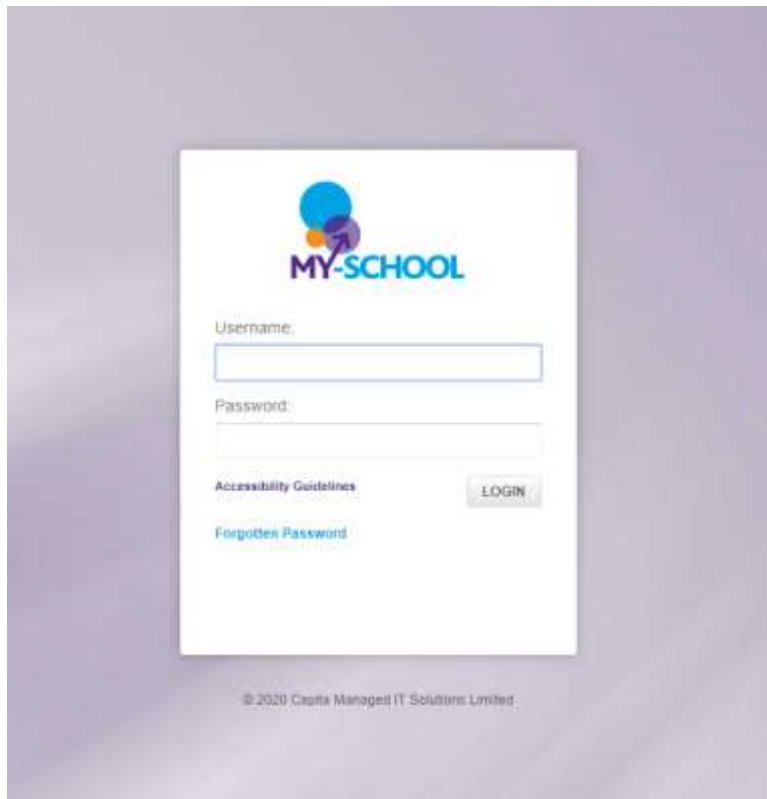
Step 2

After the results appear, click on MY-SCHOOL – Login as seen below.



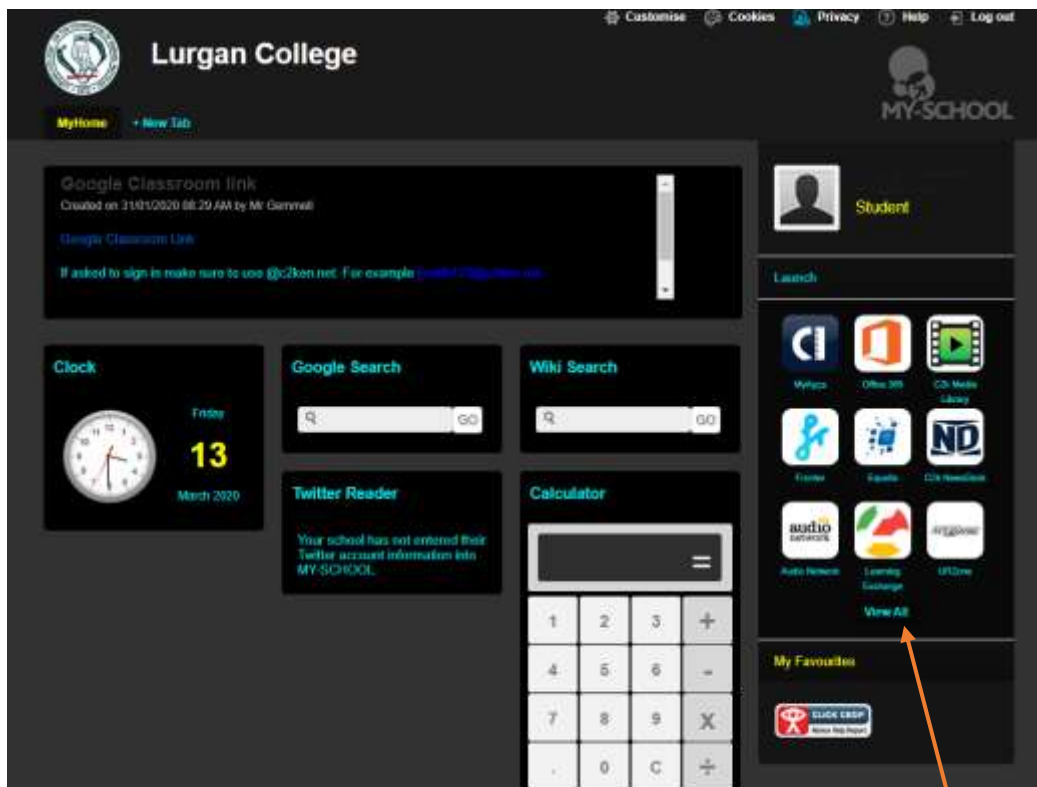
Step 3

Sign in with your C2K details e.g. Jsmith123 and password



Step 4

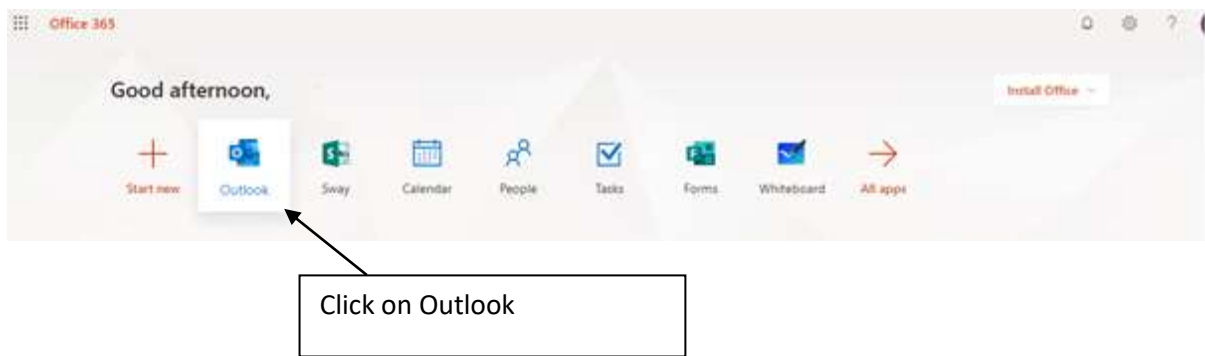
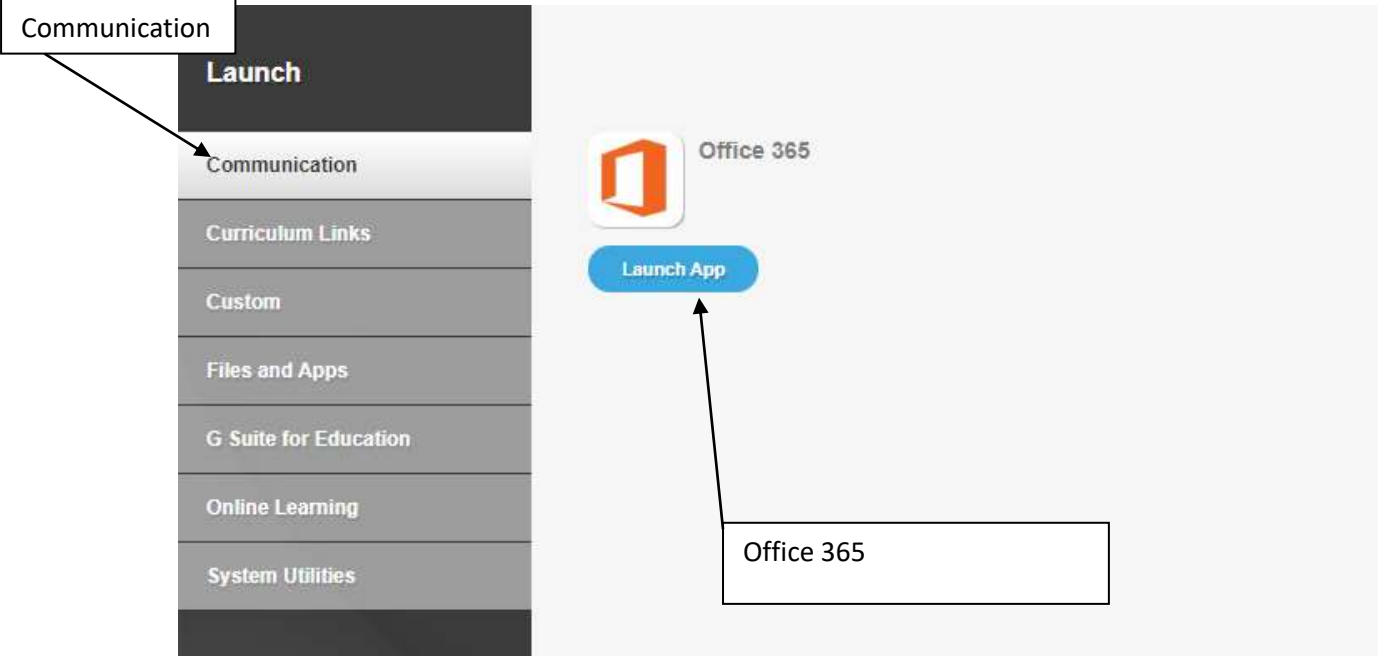
Once you have logged in, click on View All. See screenshot



Click on View All

Step 5 – Email

To access emails, choose Office 365 under the Communication section. The Office 365 website will load up, finally choose Outlook to access your school emails. (See Step 6 if you want to open MyFiles).



Step 6- MyFiles

To access MyFiles click on Files and Apps down the left and Choose MyFiles after completing **step 4**.
(If you need to access emails see step 5)

