

Logging into C2K Outside of School

- 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

- From the **Launch** panel, click on **Office365** which takes you to a second login screen.
- Click on **Continue to Signin.**

adfs.c2kschools.net

The site that you are accessing requires you to sign in. Select your organization from the following list.

adfs.c2kschools.net ▾

- On the Office365 screen click on **Outlook.**

Accessing Files

To access your personal documents or Shared areas:

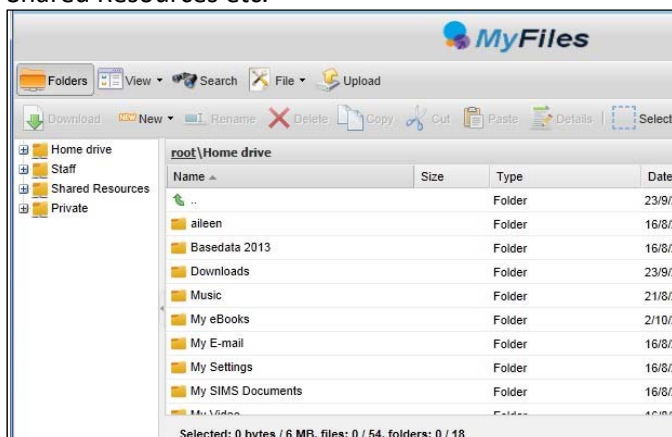
- From the **Launch** panel, Select **View All**
- Click on **Files and Apps** section on the left hand side.
- Click **MyFiles – launch app**



This will open a view of your Documents area 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.

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




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.

Downloading Documents

To download a document:


- Select the required document and click  Download on the toolbar
- right click the required document and select **Download**.

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

Do you want to open or save **Test My Files.docx** (12.1 KB)

- Click 
- Save the document to an appropriate location on your device.

Uploading Documents

- To Upload a document to MyFiles:
- Open MyFiles
- Click  Upload 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.