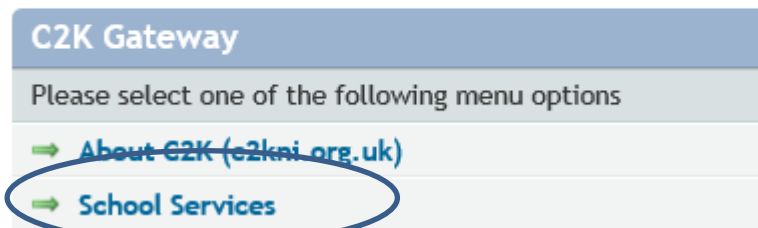

Accessing and Using MySchool: - outside school or on a guest device in school

Changing Your Password from Home

- Open your web browser
- Go to www.c2kni.net
- Click on **School Services**

Welcome to the **C2K Gateway**. Here you can find out more [about C2K](#) and what it does or, alternatively, you can access various tools via [school services](#).



- Select the **Change Your Password** option



- Complete all fields, then click **Change Password**.

Change Password

Please complete all fields marked with *


Username *

Current Password *

New Password *

Re-enter Password *

Verification * Type the characters shown in the image below



Logging In Outside of School/BYOD

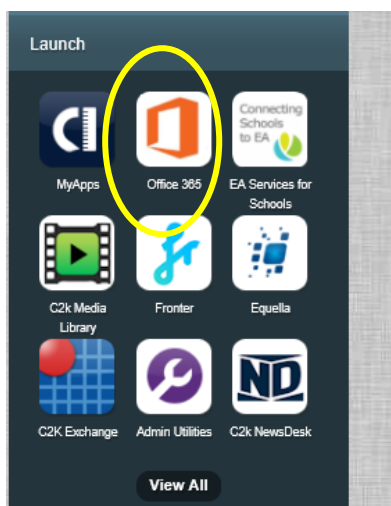
- Open your web browser
- Go to www.c2kschools.net
- Log in to MY-SCHOOL using your C2k Username and Password

Your MY-SCHOOL will be loaded.

Accessing Email (Outlook Web Access)

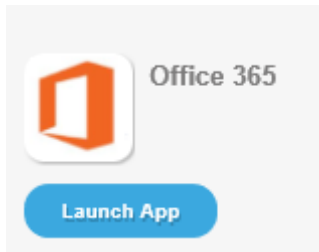
To access Email (OWA):

- From the **Launch** panel, click on the **Office365** icon



Or

- Click **View All** then click on **Communication section**, click **Office 365**



Sign In

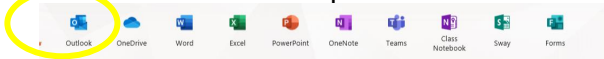
adfs.c2kschools.net

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

adfs.c2kschools.net

Continue to Sign In

- Click **Continue to Sign In**
NB: From home you may have to enter your C2K user name & Password.
- From the **Office 365** options select the **Outlook** option



Accessing Documents

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

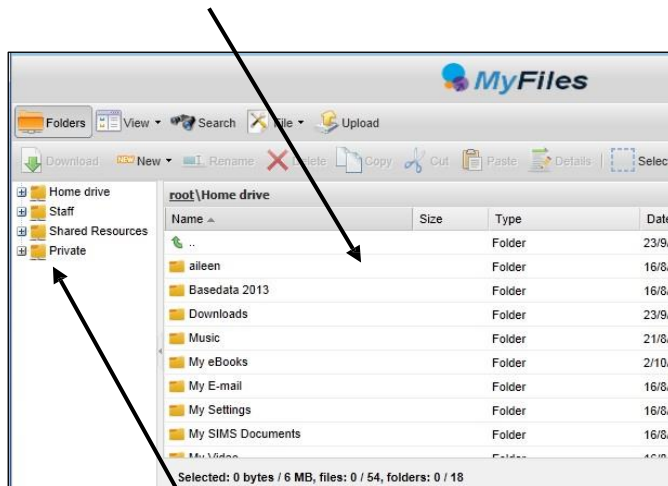
To access your My Documents or Shared areas:

- 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



- 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.

If you place a tick in the following checkbox **Remember my credentials**

This means it will not ask you for your credentials again on this machine.

The file will be opened on screen.

- 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.

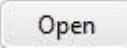
Downloading Documents

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, eg

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

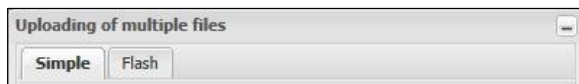
- Click 
- Save the document to an appropriate location on your device eg PC at home (you will need to remember this if you want to upload the document back to MyFiles!)
- Edit the document as required, remembering to save regularly
- When finished working on the document, save and close

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**

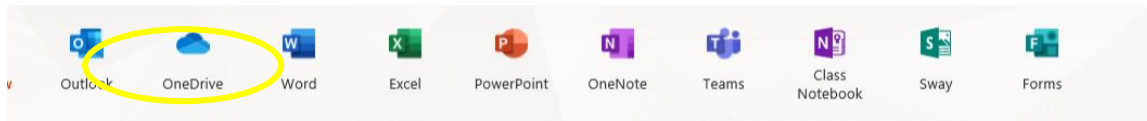
The document will be available in your My Documents when you next log onto a C2k managed device in school.

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.

Working Online

Documents that have been saved to One Drive can be accessed from the **Office 365** portal, access is gained through the same method given above for email.



One Drive will open in a new tab, double-click on the document you want to work on. It will then launch the relevant Microsoft programme in a new tab.

The document will **save** automatically. Close the tab when editing is complete.

NB: All C2K network users have, for their time in the organization, use of 5 Licenses for Office 365. Both Windows and Mac versions are available.