



Accessing C2K from outside school

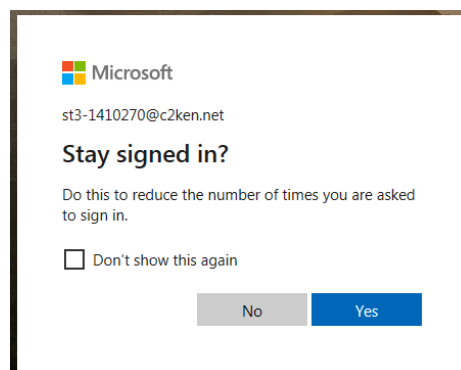
1. Browse to www.c2kschools.net
2. Log on using your C2K username + password



C2K Schools Home Screen (www.c2kschools.net)

Access School C2K Email:

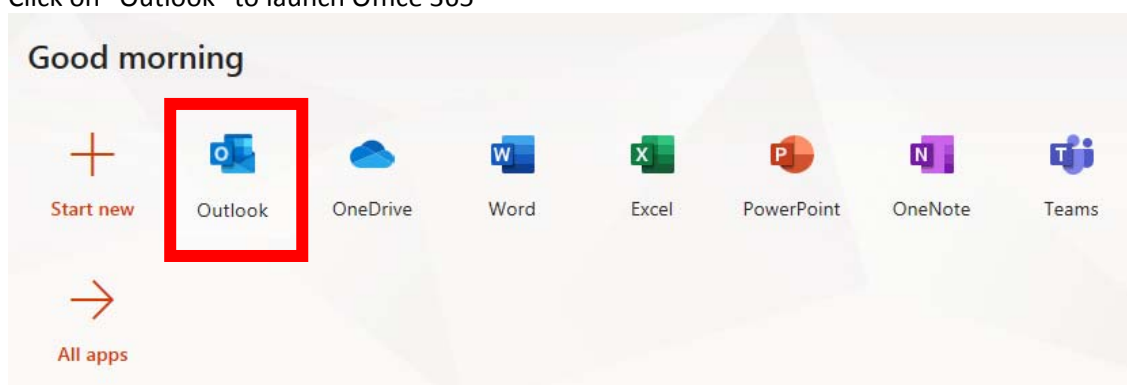
1. Click on Office 365 icon (from the launch pad group of 9 icons)
2. If prompted to log in again username is in the format of `c2kusername@c2ken.net`



Answer Yes or No to stay logged in.

If other people use your computer I would advise clicking "No" to stop them accessing your email and possible confidential information.

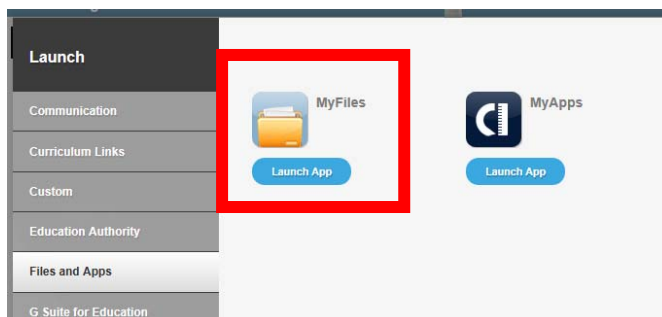
3. Click on "Outlook" to launch Office 365





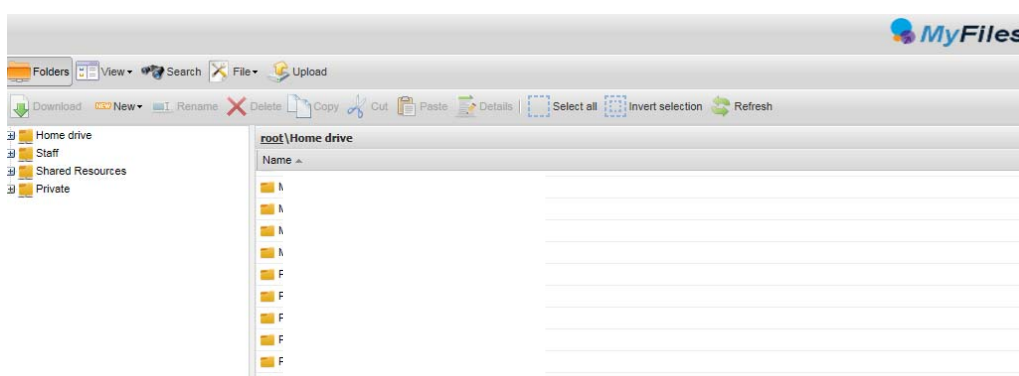
Access School C2K Files / Documents / Shared Resources:

1. Click on View All (from underneath the launch pad group of 9 icons)
2. Click on Files & Apps from the left-hand tabs
3. Launch app – MyFiles



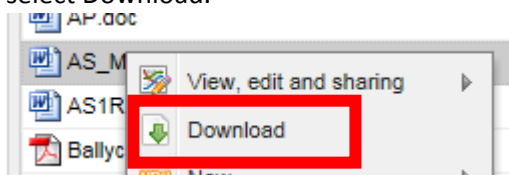
Files and Apps > MyFiles

4. Your MyDocuments folder automatically opens. Shared Resources are accessible by expanding the list on the left-hand side.

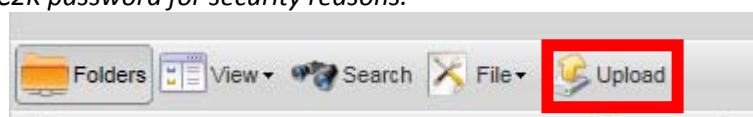


How to edit an existing file:

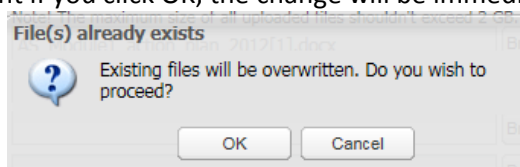
1. Double click on the file & select Download.



2. Click “Save” or the arrow beside Save if you wish to specify where you want it to save to.
3. Work on the file as required, then when ready, click on “Upload” to re-add the file to C2K.
Note: if significant time has passed between download & re-upload you may be prompted to re-enter your C2K password for security reasons.



4. A confirmation message will state that the file already exists & to confirm that it will be overwritten. At this point if you click OK, the change will be immediately made on C2K.

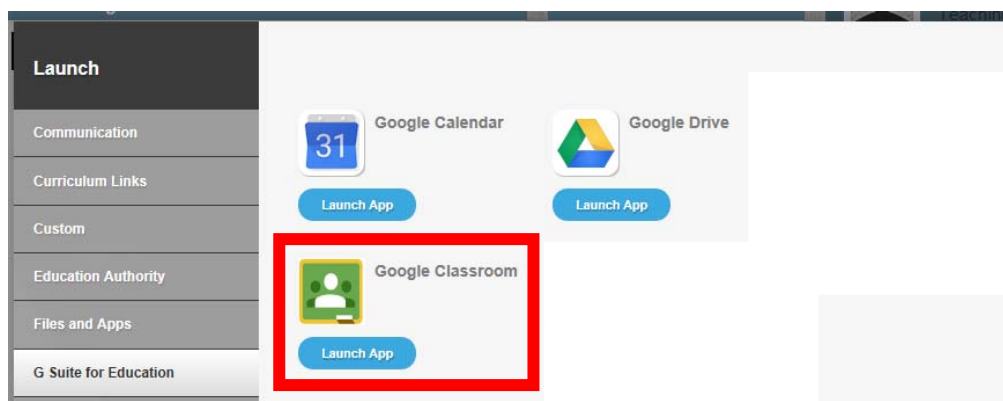




Access Google Classroom:

View Support site at: <https://sites.google.com/c2ken.net/gsuitehelp>

1. Click on View All (from underneath the launch pad group of 9 icons)
2. Click on G Suite for Education from the left-hand tabs
3. Launch app – Google Classroom



4. When prompted to Log in enter your username in the format: c2kusername@c2ken.net

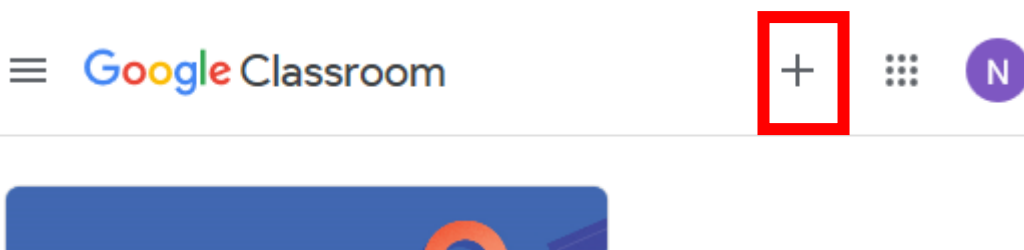
Active Directory Federated
Services V3

Sign in with your organizational account

Sign in

Log in username format: c2kusername@c2ken.net

5. Classrooms you currently are members of are now displayed. To join a class click on the + icon at the top-right of the window. Enter the class code as supplied by the staff member.



6. To securely log out of Google Classroom when finished click on the circled icon at the top-right corner & click Sign out.



Downloading MS Office

To download a copy of Microsoft Office onto your own device, follow instructions provided on our College website, or via:

<http://www.wellingtoncollegebelfast.org/documents/4398/office.pdf>

Office can installed free of charge on up to 5 devices per user account.

Note: Username must be entered in the format: c2username@c2ken.net