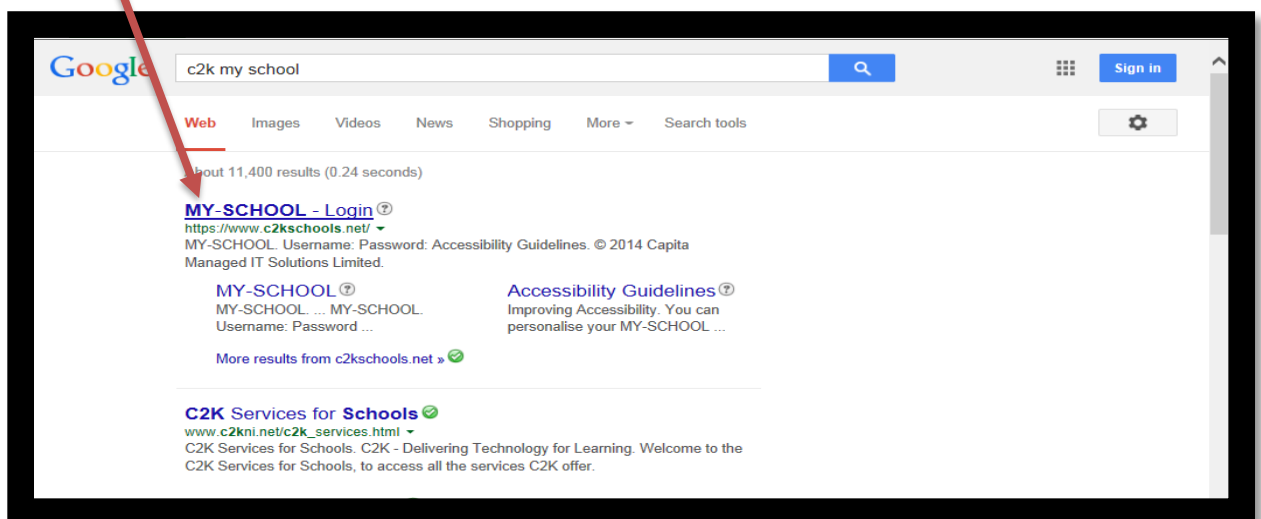# Access C2k My-School from home

1. Open your internet browser, then search/open Google.
   In Google search for c2k my school.  (Alternatively enter the web
   address https://www.c2kschools.net in your web address bar.)



2. From the search results click the **MY-SCHOOL LOGIN.**  This should be the
   1st option on the list of search's.

3. The following screen will appear.  Here enter your c2k username and password in the appropriate fields and click login.  This is the logon that you use in school to log on to the C2k Network.
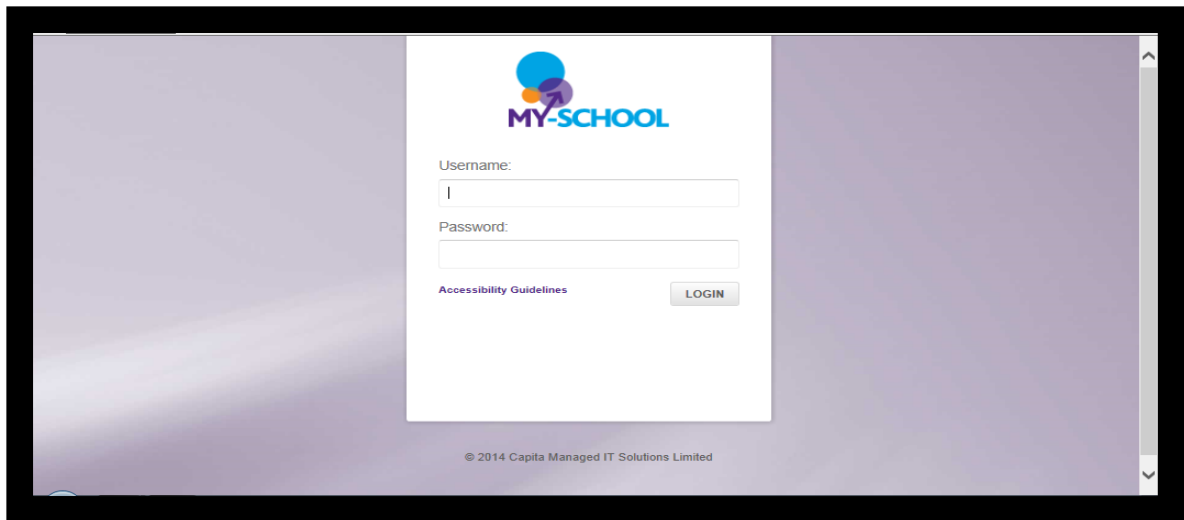


4. You are now logged on to C2k My school.
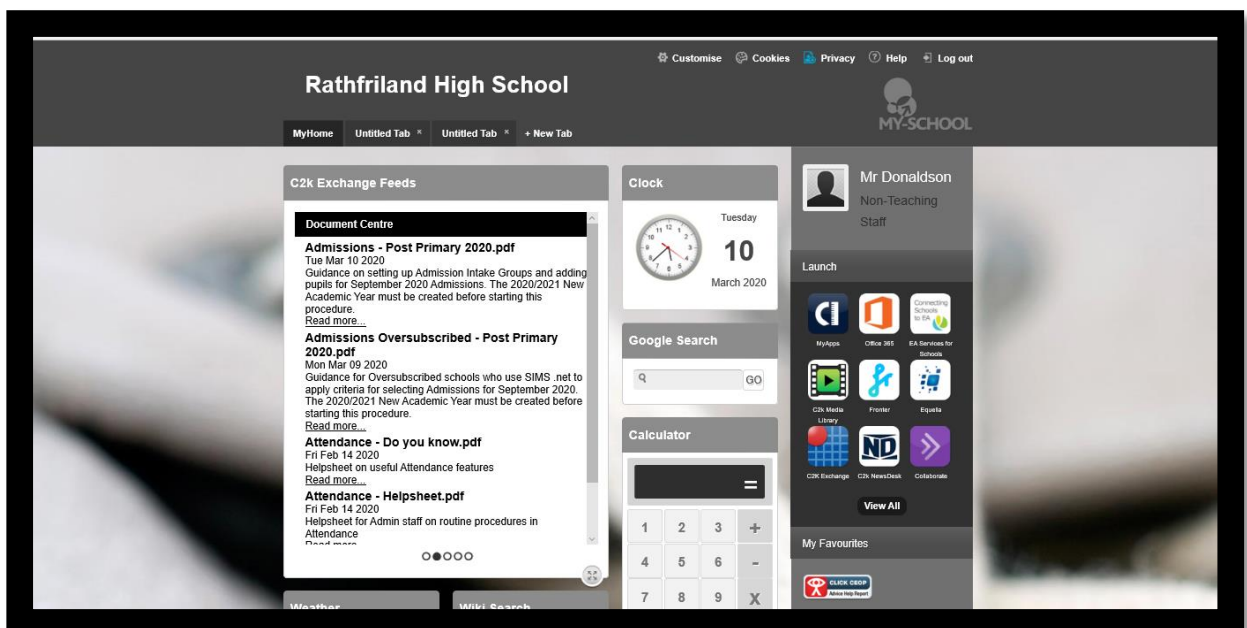


- Please note apps/programmes are not available for use at home.
- For access to Microsoft Word etc please use one of your 5 free installs of the Microsoft Suite.  There is a link on the Home Page of the Rathfriland High school website with instructions on how to download and install this.  Rathfriland High Web address is https://www.rathfrilandhigh.co.uk/

Instructions for Downloading Microsoft Office

# To Access Files from Home

If you need access to files saved in school from home, or need to add files from home to school, please follow the following steps to download files from my school.

1. From the home Screen of C2k My School click the View all button on the lower right of the Screen. (See below)
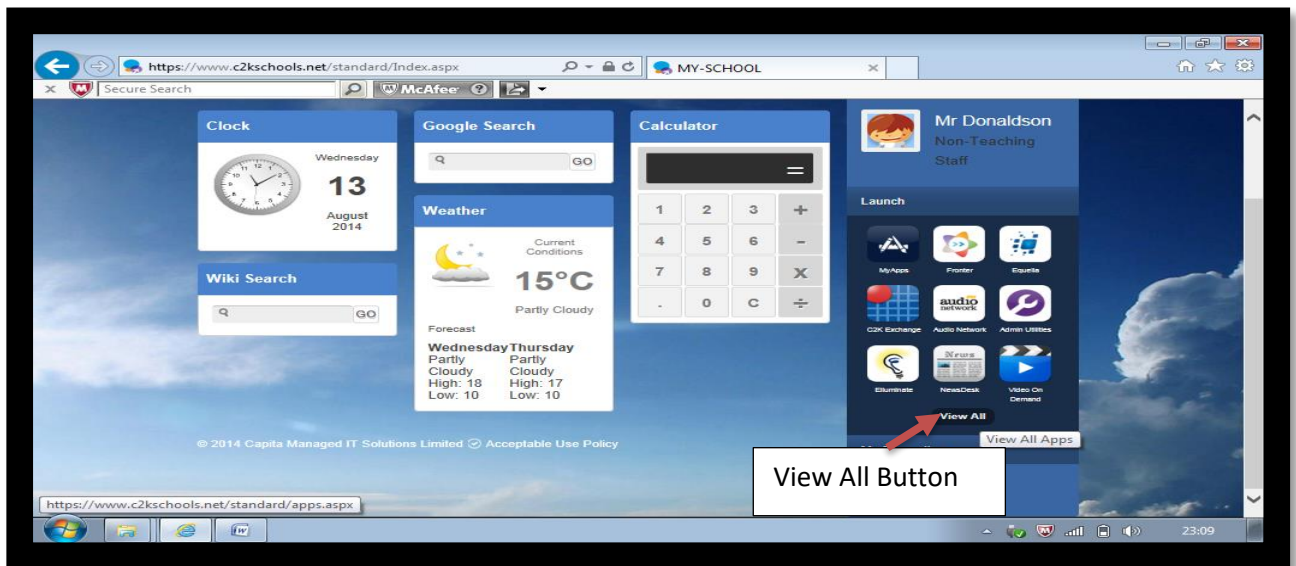


2. From the box that will appear you will see tabs down the left of dialogue box, on this click on **files and Apps**.  Then click the option **my files.**

It will take a few seconds for files to load depending on your internet speed. The screen that loads will open into your own My Documents (the files on your account in school).

Should you need access Shared Resources, you will find these along the left hand side of the screen. Simply click on the required resource and again it will take a few seconds for files to load depending on your internet speed.
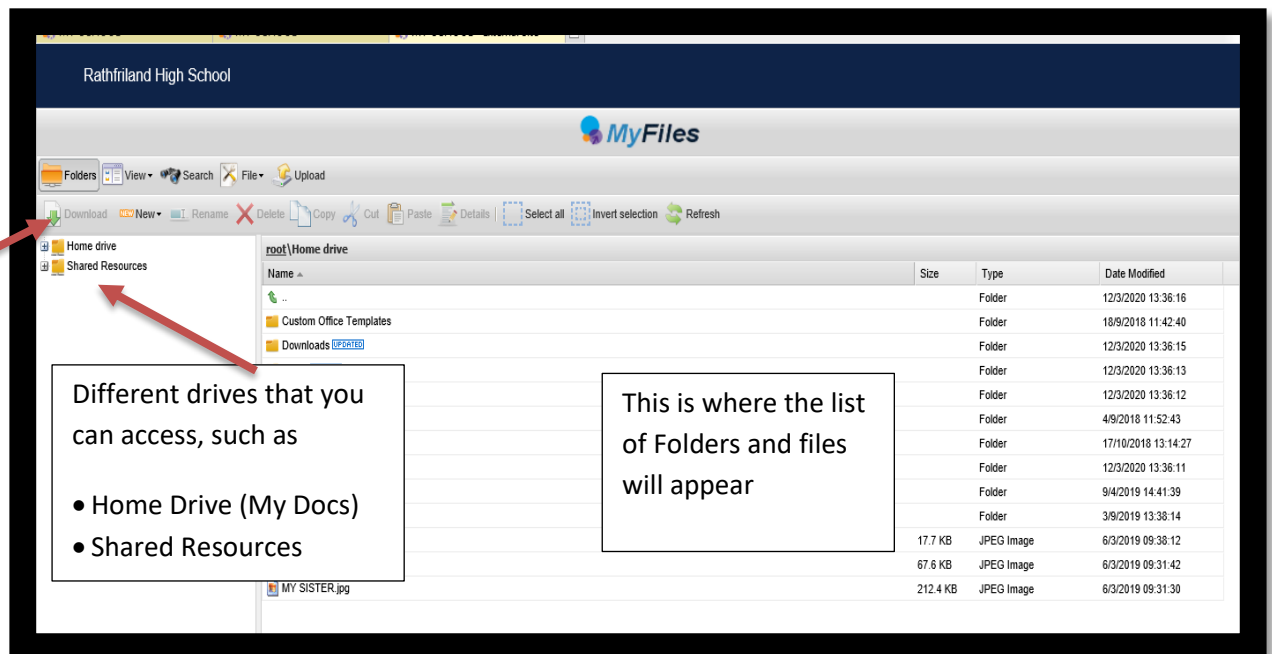


3. Once you have clicked on the Drive that you require and allowed it to load, browse the drive to locate the file that you require.
4. Once located, you can then either single click on the file and then click the download button on the top left of the screen, or else right click on the file and select download.
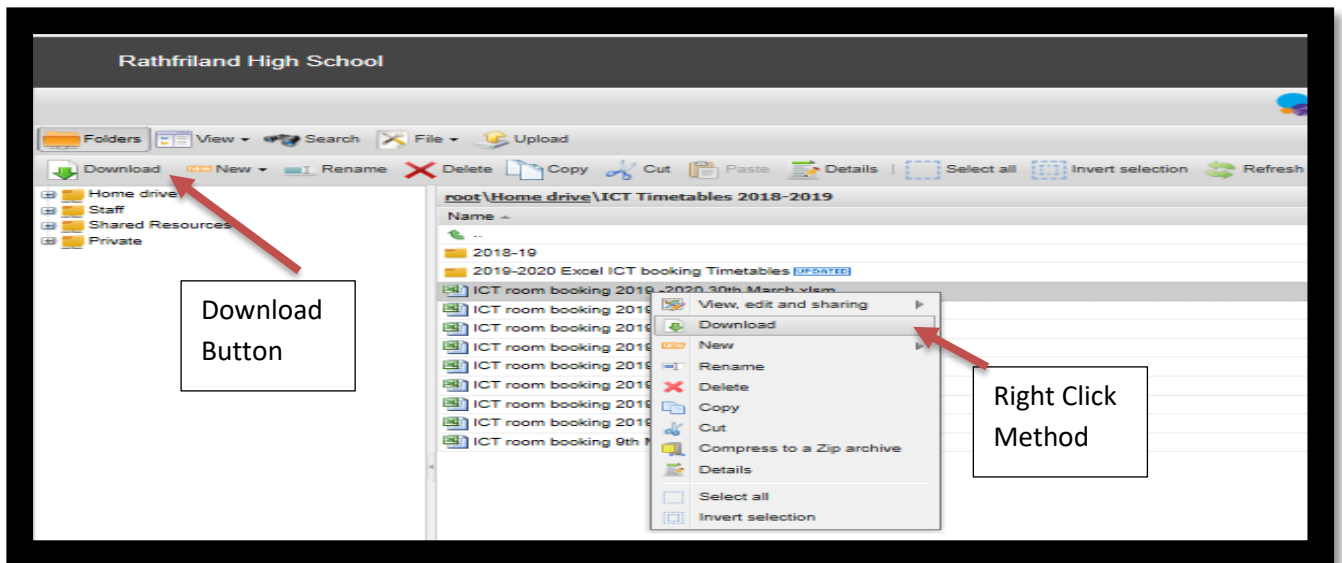
5. A message similar to the one below will appear at the bottom of the screen to confirm the download. Click save - the arrow beside the save button to display the save as option.
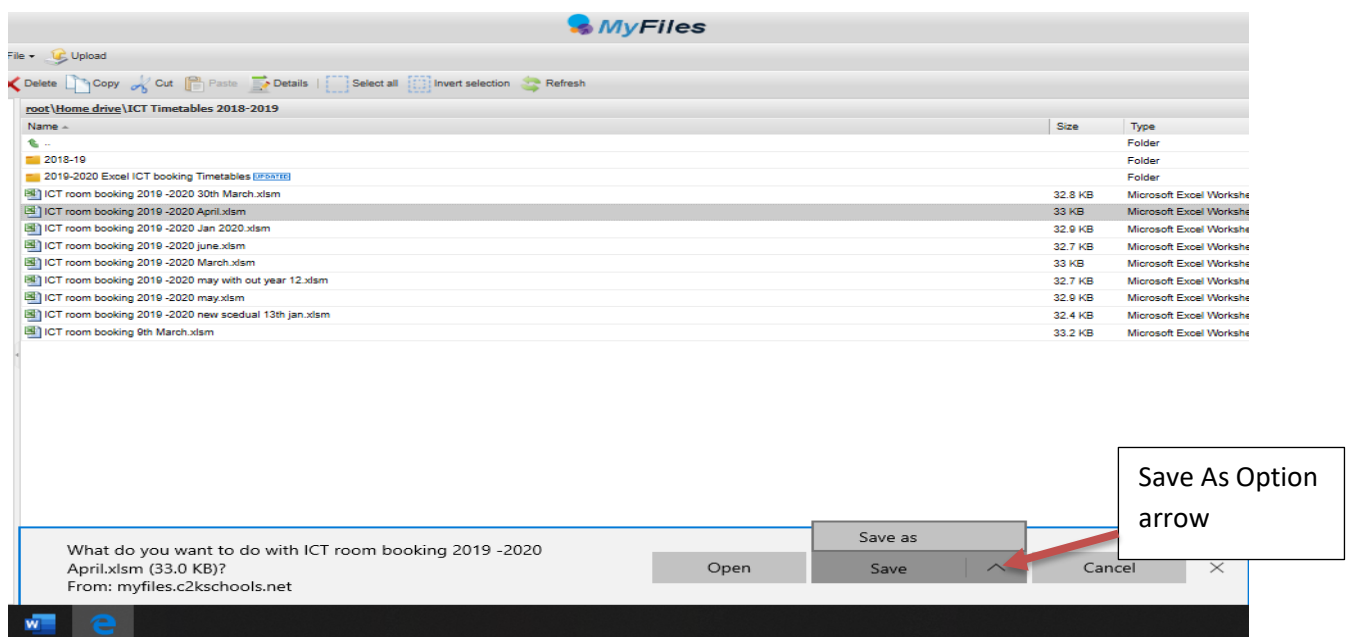
6. Click the save as option to open the save as dialogue box that will allow you to rename the file and select the location (folder) where you wish to save it.

**Please note** if you click the save option the file will automatically download saving to your downloads folder with out you choosing a filename. This file will be called the same as you have called it in school.
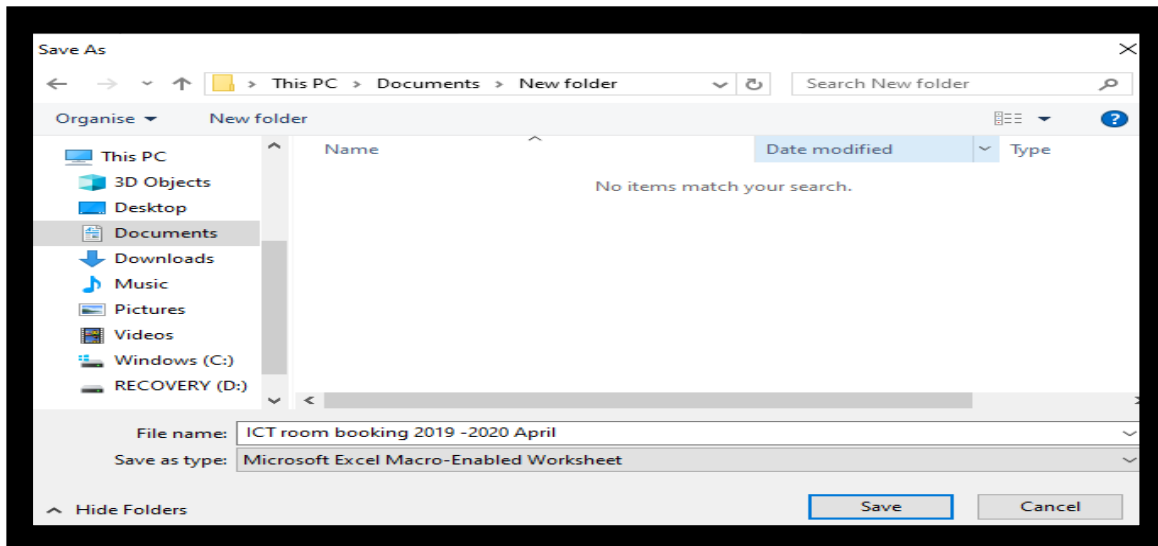
# To Upload a file to School

If you need to add a file from home to any of the drives, follow the steps below.

1. As before when downloading your files click the required drive and browse to the folder that you want to place the file into.

   Ensure that you have clicked into the folder that you want to place the file.
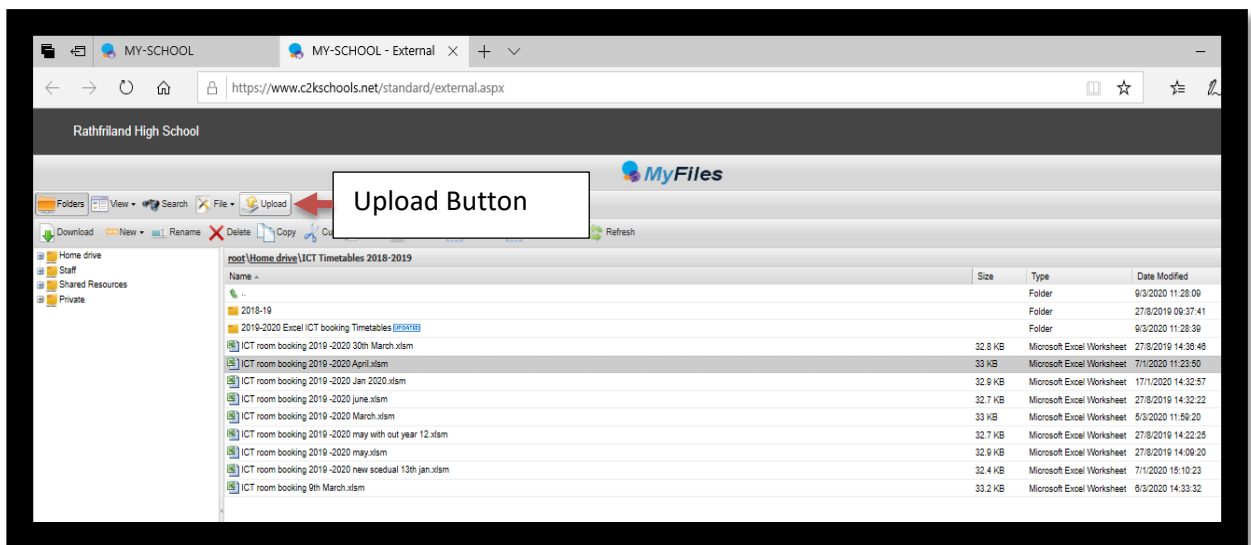


2. Once in the folder that you want to place the document click the upload button at the top of the screen which is marked in the previous screenshot. The following dialogue box will appear.
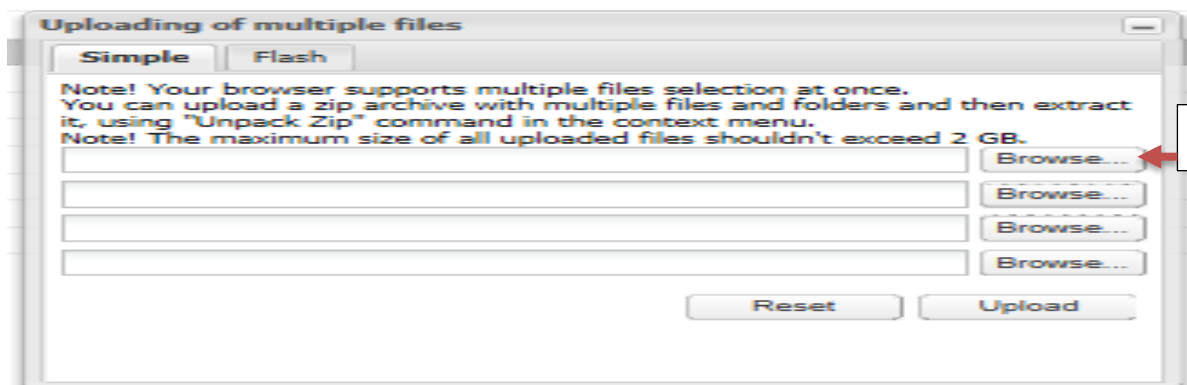
3. Click the browse button which will open a dialogue box allowing you to browse to the location of the file. Once located click on the file and click open on the dialogue box.
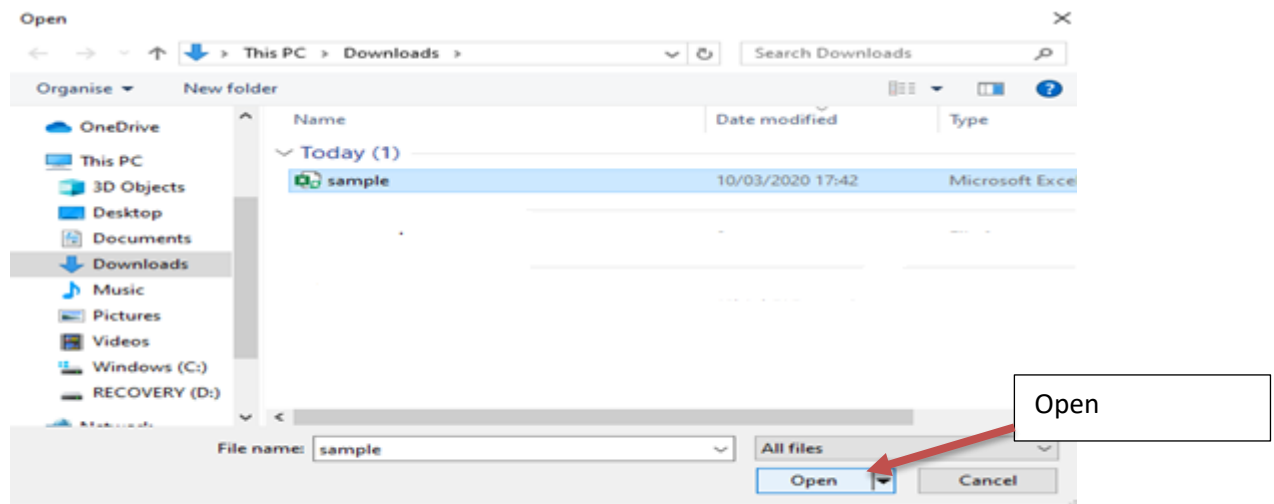


4. You will then appear back at the screen below. You will now notice the name of your file to be uploaded is in one of the fields. You can upload 4 files in one go so if you have more than one file repeat the steps. Once all files are ready to be uploaded click the upload button. The time to do this will again depend on internet speed.
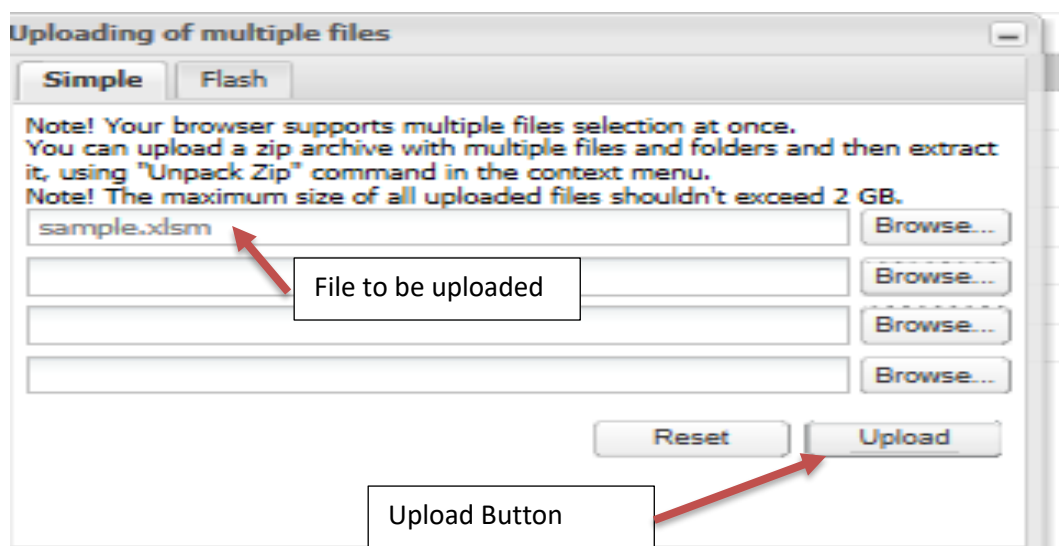
5. Once uploaded if you check the folder where the file was to be saved is there, it shoud have an orange box saying new beside it see below: -



| Name ▲ |
| --- |
| ↰ -- |
| 📁 2018-19 |
| 📁 2019-2020 Excel ICT booking Timetables [UPDATED] |
| 📗 ICT room booking 2019 -2020 30th March.xlsm |
| 📗 ICT room booking 2019 -2020 April.xlsm |
| 📗 ICT room booking 2019 -2020 Jan 2020.xlsm |
| 📗 ICT room booking 2019 -2020 june.xlsm |
| 📗 ICT room booking 2019 -2020 March.xlsm |
| 📗 ICT room booking 2019 -2020 may with out year 12.xlsm |
| 📗 ICT room booking 2019 -2020 may.xlsm |
| 📗 ICT room booking 2019 -2020 new scedual 13th jan.xlsm |
| 📗 ICT room booking 9th March.xlsm |
| 📗 sample.xlsm [NEW] |

New File that was uploaded
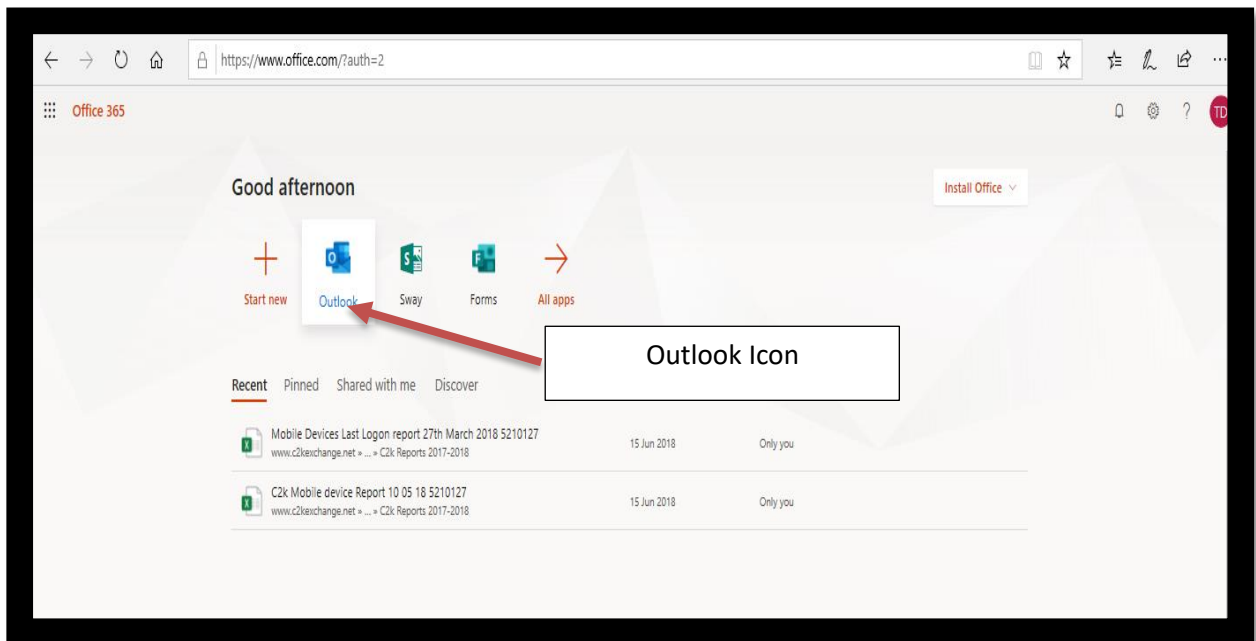
# Accessing your emails from Home

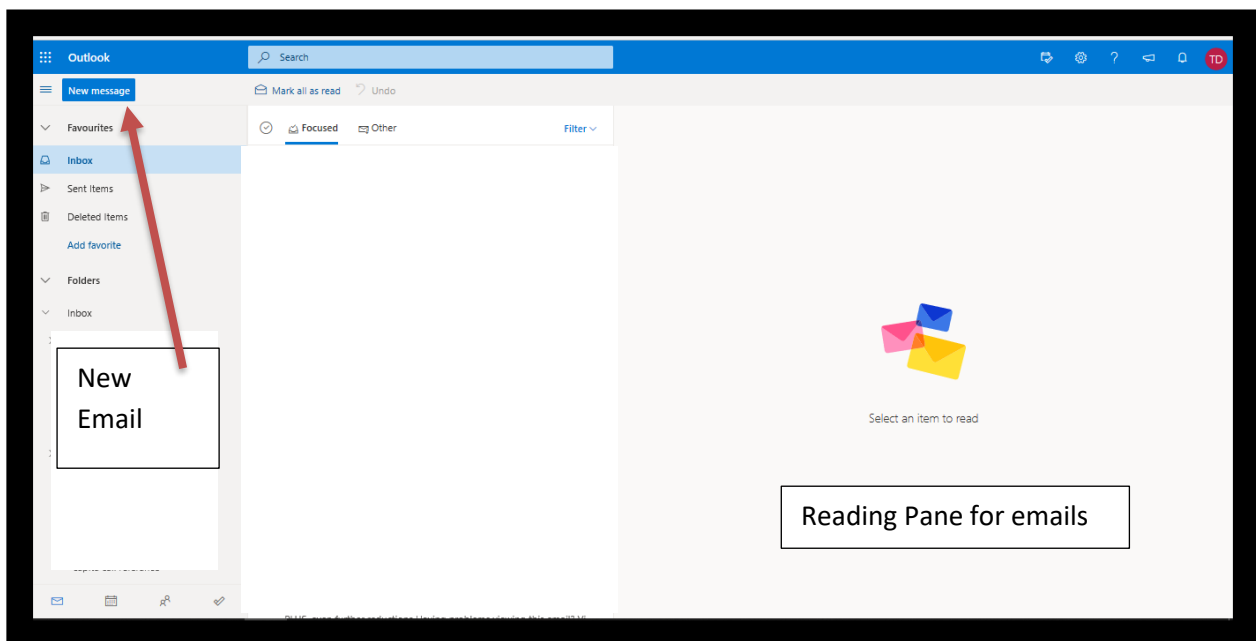1. From the My School Home Screen click on the Office 365 Icon on the right of the screen.
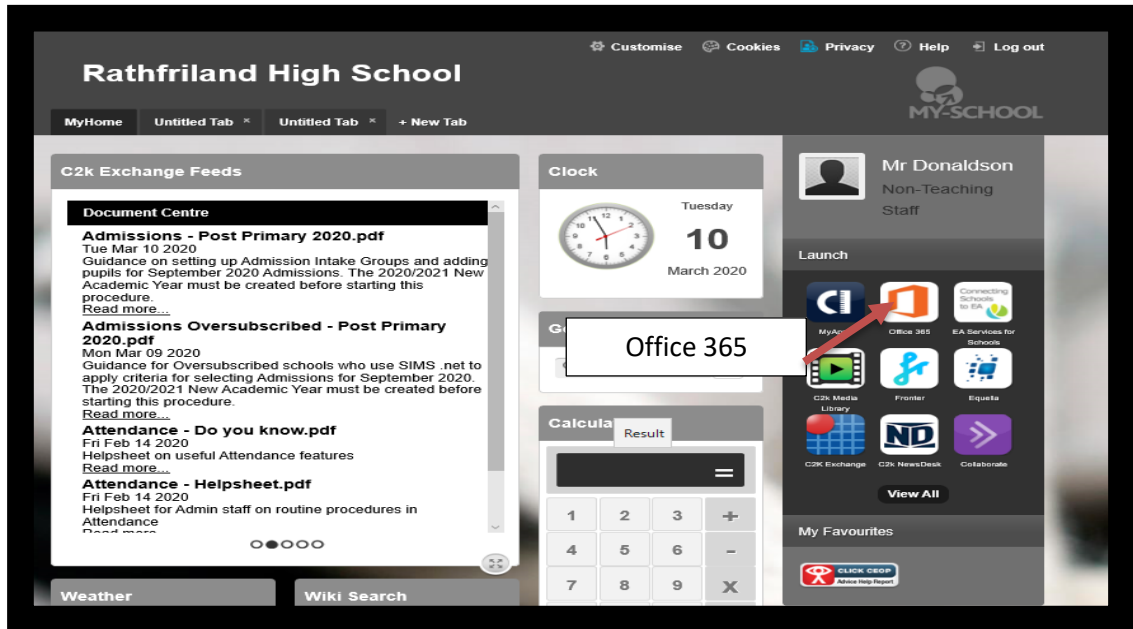


2. The following screen will appear, click continue to sign in
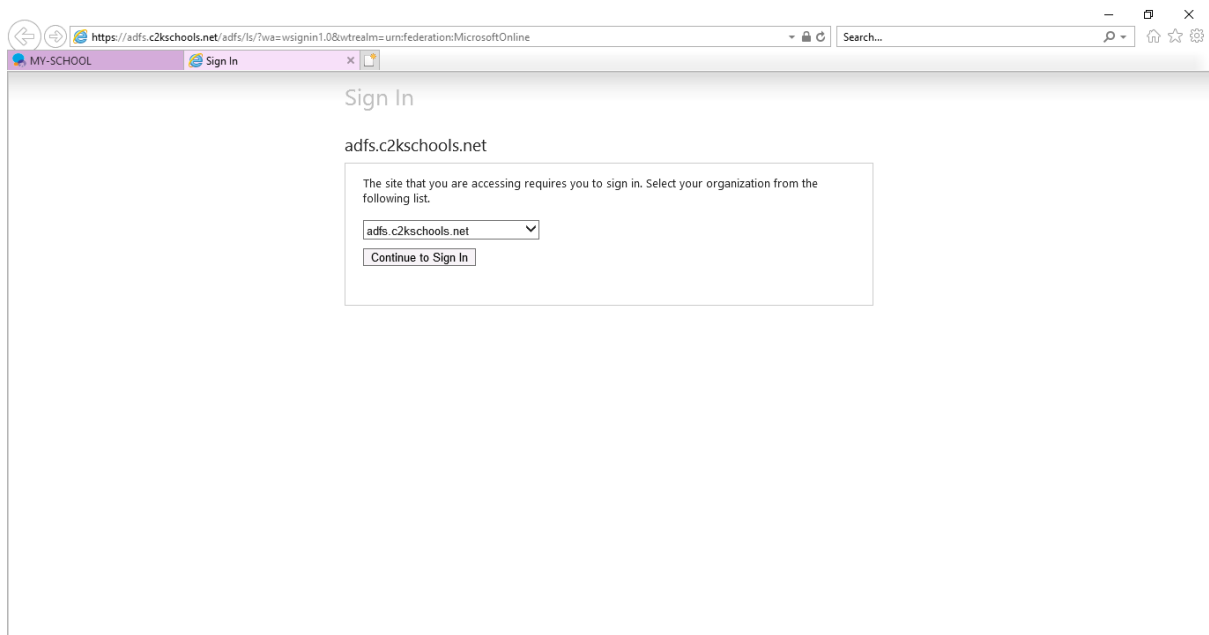
3. On the next screen that appears click on the outlook icon



Outlook Icon

4. Your emails will then open like below,



New Email

Reading Pane for emails

5. Once you New message in what was the reading pane will be where the screen to compose your email will appear. See below: -