

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

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 View All then click on Communication section, click OWA Email



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:

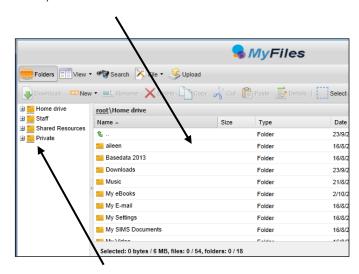
 From the Launch panel, Select View All then click on Files and Apps section on the left hand side and then click MyFiles - launch app



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

root\Home drive

 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 check box 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
 Download 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, eq

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

- Click Open
- 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 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.

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.