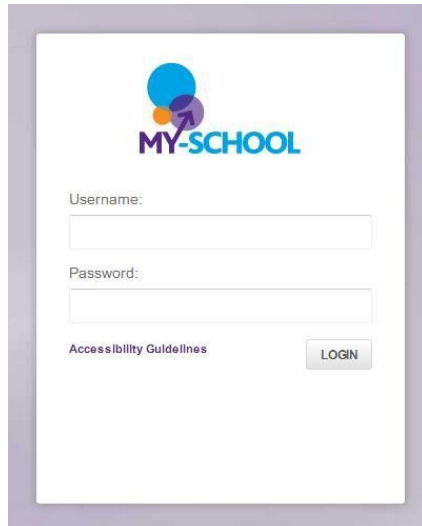
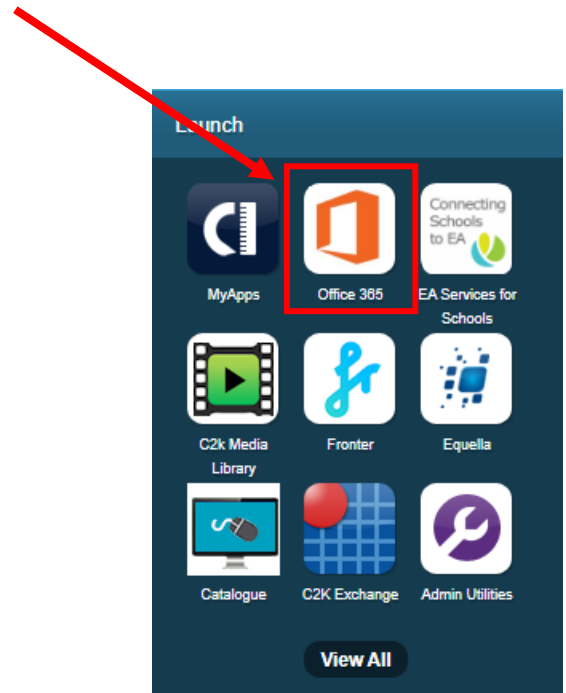


Accessing Your C2k Email from Home

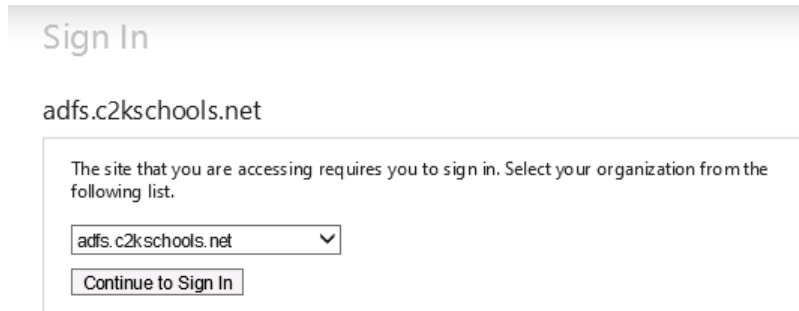
1. Open your web browser and go to: <https://www.c2kschools.net/>
2. Enter your **C2k** username (e.g. jsmith123) and password

A screenshot of the MySchool login page. It features the 'MY-SCHOOL' logo at the top, followed by 'Username:' and 'Password:' labels with corresponding input fields. Below the fields are links for 'Accessibility Guidelines' and a 'LOGIN' button.

3. Once you have logged on successfully you will be directed to the **MySchool** Homepage. On the right hand side of the screen it should have your Launchpad for apps, from there select the Office 365 icon.



It will then take you to another login screen which should look similar to the one below.

A screenshot of a 'Sign In' page. At the top, the text 'Sign In' is displayed. Below it, the domain 'adfs.c2kschools.net' is shown. A message states: 'The site that you are accessing requires you to sign in. Select your organization from the following list.' Below this message is a dropdown menu with 'adfs.c2kschools.net' selected. At the bottom, there is a button labeled 'Continue to Sign In'.

You then click "**Continue to Sign in**". You will then see the home page for Office365, where you will see a taskbar of apps that you can use, including your emails.

Below is what the taskbar will look like, to access your emails you click on the **Outlook** icon.

