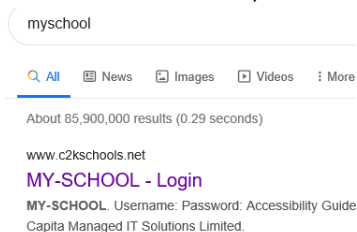
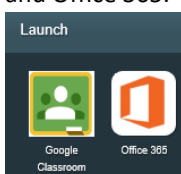


Access applications from home.

1. Open your internet
2. Search for google.co.uk
3. Search for myschool
4. When the search loads, click on the first link



5. You will be asked to login. Please enter your c2k username as e.g. jbloggs123 and your password:
6. This will load into your myschool page, from here on the right hand side you have Google Classroom and Office 365.

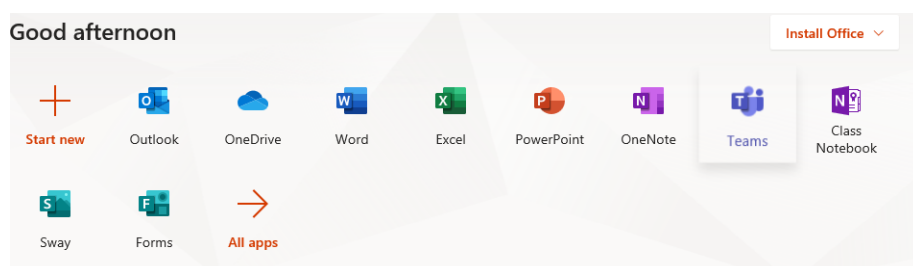


You will also see you MyFiles



This will give you access to your personal work folder.

7. If you click on Office 365 you might be asked to log in, please use your username [e.g. jbloggs123@c2ken.net](mailto:jbloggs123@c2ken.net) and your password.



Here you can access your emails (outlook), word etc.

8. If you open Google Classroom again you may be asked to login, can you please enter your username jbloggs123@c2ken.net and your password.
This will load Google Classroom.
You will see all available classrooms, some might say “accept invitation”, please click accept.
9. In some instances, on your devices you may be logged into a personal email account which will restrict your access to all Google classrooms. Please ensure you are only logged into your school account to access Google Classroom.

You can check this by clicking on the ID symbol in the top right corner of your browser. This icon is always a letter of your name.



If you are logged into a personal account, please sign out and then log back in using your school account only.

e.g. jbloggs123@c2ken.net

10. When Google Classroom loads, please check you have all your classes. If you are not able to view a particular class, please email your teacher.

You can also check your emails and you should find invitations to classrooms already there. Please click on those links to accept the invitation.