

# MY-SCHOOL



## Access outside of school or BYOD

Guidance for accessing MY-SCHOOL from outside school or inside school while connected to wireless on a Bring Your Own Device.

## Logging in Outside of School/BYOD

1. Open your web browser
2. Go to [www.c2kschools.net](http://www.c2kschools.net)
3. Log in to MY-SCHOOL using your C2k Username and Password

MY-SCHOOL will be loaded.

## Accessing Email (Outlook Web Access)

To access Email (OWA):

- From the **Launch** panel, select **View All**, then select the **Communication** section and click on **OWA Email**.

## Accessing Documents

**MyFiles** provides secure access, over the Internet, to files stored on personal mapped drive i.e. **My Documents** and **Shared** folders.

To access **My Documents** or **Shared** areas:

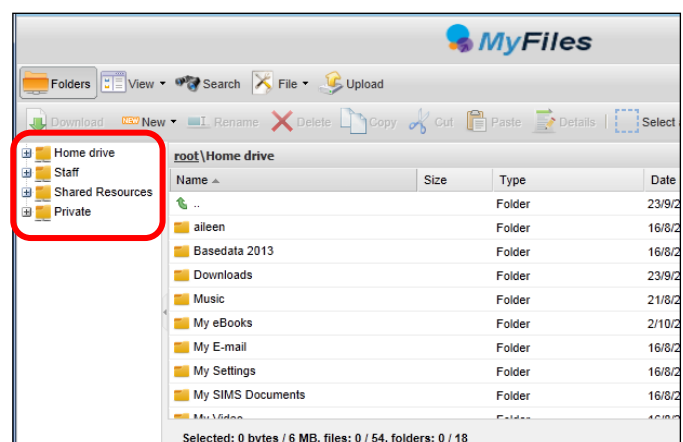
- From the **Launch** panel, select **View All**, then select the **Files and Apps** section and click **MyFiles**.

This will open a view of MyDocuments within school.

*MyFiles should only be used to access files and documents when not connected to the school network, eg at home or on a BYOD. When using a C2k managed device in school, access 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 such as Staff area, Private folders, are accessible from the panel on the left.





The **root\ panel** will indicate the chosen area

- Click the required area to view the contents in the main part of the screen

*To view/open a document it is necessary to have the software on the device being used, eg if the file is a MS Word file then MS Word must be on the device.*

## Opening Documents

- Right click the required file, select **View, edit and sharing**

The next menu depends on the type of file being opened, eg if it is a word file select **Edit in MS Office**, if it is a picture file select **View in Browser**

1. For a Word document, Select **Edit in MS Office**
2. If required enter credentials, **username** and **password**
3. Placing a tick in the following check box means the prompt for credentials will not appear again -  Remember my credentials

The file will be opened on screen


4. Edit the document as required
5. 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

6. Close the document.

## Downloading Documents

To download a document:

1. Select the required document and click  on the toolbar
2. OR right click the required document and select Download

A message appears at the bottom of the screen regarding opening or saving the document

3. Click 

Save the document to an appropriate location on the device, eg PC at home (remember the location as it will be needed when uploading back to MyFiles)



4. Edit the document as required, remembering to save regularly
5. When finished working on the document , save and close

## Uploading Documents

To Upload a document to MyFiles:

1. Open **MyFiles**

2. Click  on the toolbar

3. The Uploading of multiple files box appears



4. 2 tabs are available: **Simple** and **Flash**. Either tab can be used to upload file(s)
5. Click **Browse**
6. Navigate to the location of the document (the area where document was saved)
7. Select the **File** and click **Open**  
Multiple files can be uploaded if required.
8. Click **Upload**

The document will be available in **My Documents** when you next log onto a C2k managed device in school.