



## Putting Your Laptop onto the C2K Network

This should be done every Friday so that your laptop is up to date.

**Step 1:** Take out your laptop. Open it and plug in the charger.

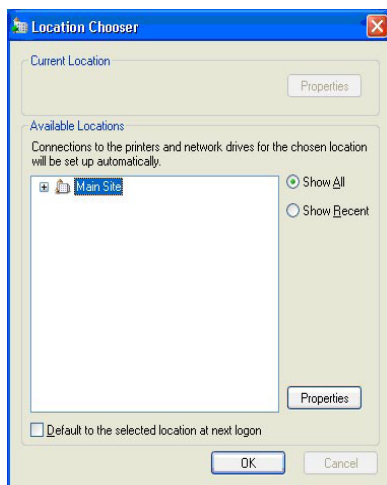
**Step 2:** Take the network cable out of the back of your PC or network printer and plug into the back of your laptop.



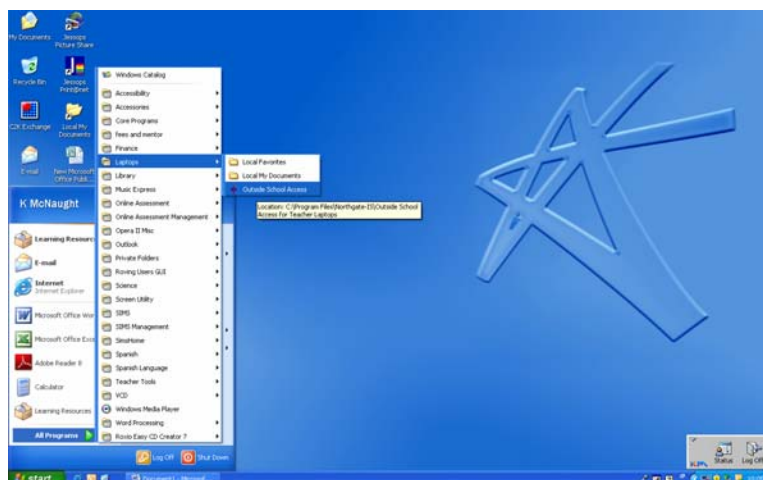
This is what the network cable looks like.

**Step 3:** Turn on the laptop and leave it at the logon screen for 1hr.

**Step 4:** After the hour log in. When the screen below appears select main site and click ok.

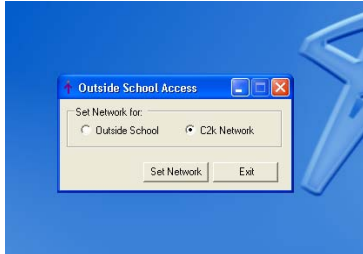


**Step 5:** Log onto the C2K network by selecting;  
Start → All Programs → Laptops → Outside School Network

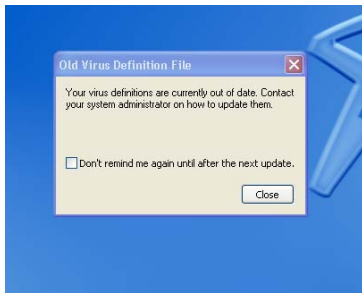




**Step 6:** Click on C2K network and then click Set Network.



**Step 7:** If the following screen appears click **close**, it is informing you that your anti-virus software needs updated. This update will happen automatically but it may take 30min or more so please leave your laptop powered on and logged in. **You can continue with Step 8. If this screen does not appear continue to step 8.**

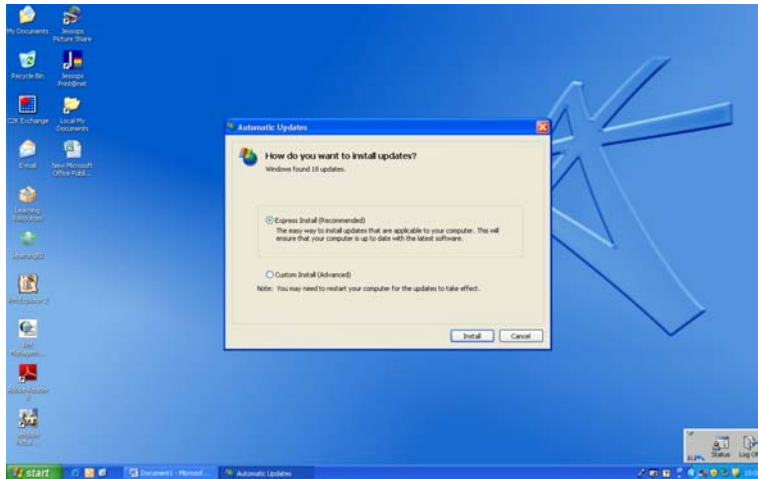


**Step 8:** Check for updates on your laptop. Look at the bottom right hand corner of the desktop (beside the time) and you should see the icon shown in the image below. Click this icon. **If this icon does not appear there may be no updates to install, so continue to step 11.**



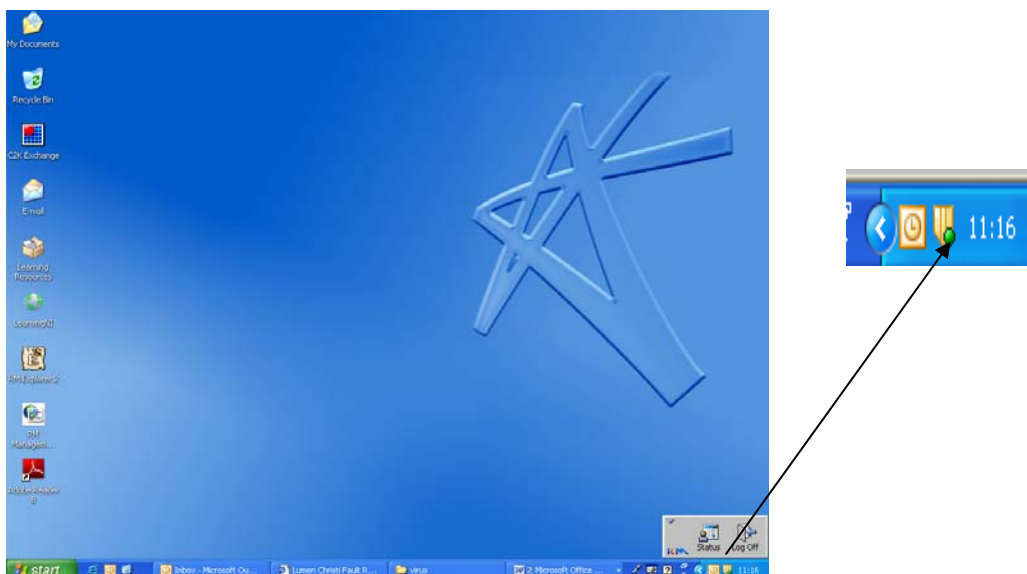


**Step 9:** Once the icon has been clicked the following screen will appear, make sure that Express Install is selected and then click install.



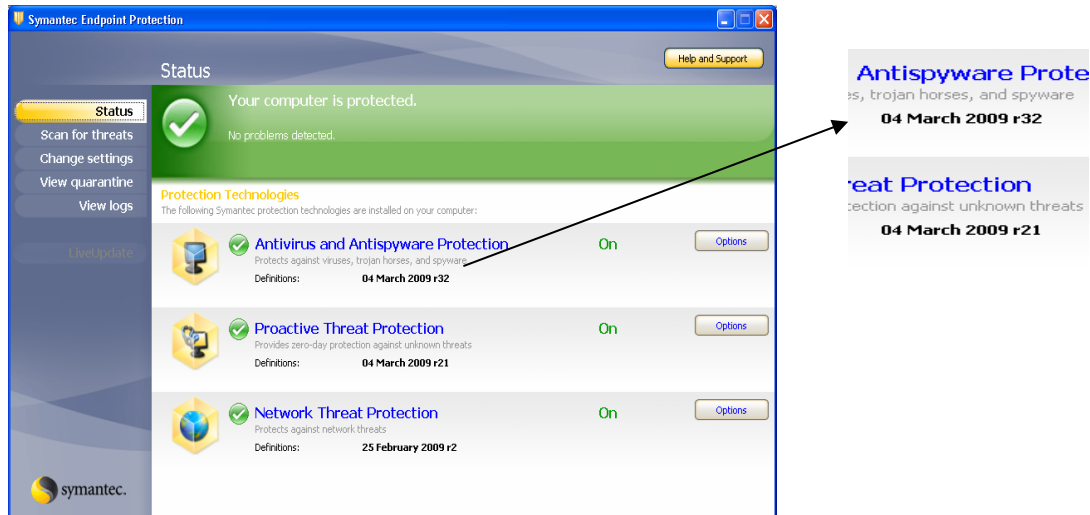
**Step 10:** When all of the updates have been completed you will be asked to restart the Laptop. Restart the laptop even if you received the message shown in step 7.  
If any of the updates fail you will be informed of this and please put a ticket on the system so that we can look at the laptop.

**Step 11:** Log back into the laptop and click on the link in the bottom right hand corner as shown in the figure below.





**Step 12:** If the date shown is within the past week your laptop is up to date but if it is any later please put this in the ticket system as we may have to update the antivirus manually.



**Please remember that it may take a while for the updates to come down so altogether your laptop should be on the network for at least 1 ½ hrs before logging a ticket.**

If all updates have installed and antivirus is up to date, you can remove the laptop from the network.

**To access your home network** when you take your laptop home after putting it onto the school network, you must again follow **Step 5** and in the image shown in **Step 6** select **Outside School** and click select network.