

Accessing Email outside of school

To install email on a mobile phone:

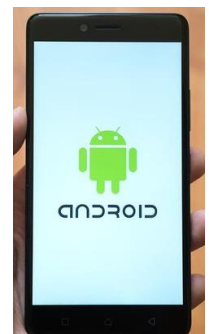
For Apple Devices

- ✓ Go to **Settings > Passwords & Accounts**, then select **Add Account**
- ✓ Select **Exchange**
- ✓ Enter your **Name, C2K Email Address (username@c2ken.net)** and **C2K Password**
- ✓ Give an account description e.g. My School Email
- ✓ Click **Next** and select **Sign In**
- ✓ Log in with your C2K Username and Password
- ✓ Click **sign in or Next** and press **Save**



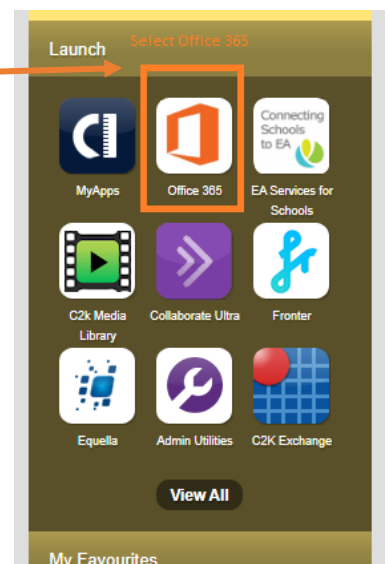
For Android

- ✓ Open your email app and select **Add Account**
- ✓ Select **Office 365**
- ✓ Enter your **C2K Email Address (username@c2ken.net)**
- ✓ Click **Next** and enter your **C2K Username and Password**
- ✓ Click **Sign in** and press **Save**



To access email through Office365 on MySchool

1. Go to <https://www.c2kschools.net> and sign in using your **C2K Username and Password**
2. Click on **Office 365** on the Launch panel
3. You may be asked to Sign in or stay signed in



4. Select Outlook

