

Accessing Email outside of school

To install on your mobile phone:

For Apple

1. Go to **Settings > Passwords & Accounts**, then tap **Add Account**
2. Select **Exchange**
3. Enter your **Name**, **c2k Email Address** (username@c2ken.net) and **c2k Password**
4. Give account description e.g. School Email
5. Tap **Next** and select **Sign In**
6. Log in with your c2k Username and Password
7. Tap **sign in or Next** and press **Save**

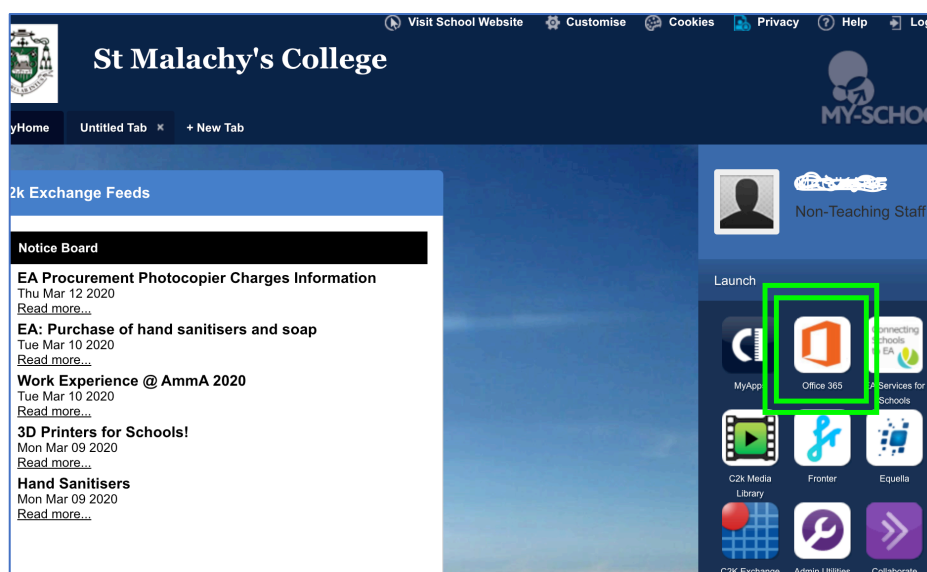
For Android

1. Open your email app and select **Add Account**
2. Select **Office 365**
3. Enter your **c2k Email Address** (username@c2ken.net)
4. Tap **Next** and enter your normal **c2k Username and Password**
5. Tap **Sign in** and press **Save**

Through Office365 on MySchool

Go to <https://www.c2kschools.net> and sign in using your **c2k username and password**

Click on **Office 365** on the Launch panel



Click sign in and select **Outlook**

