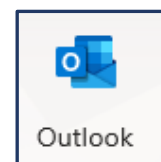


1. The easiest way to access your emails from home is to download the **MS Outlook app** to your device.



When requested for your email address, username or password make sure to use example format below:

Username: ie ausername123

Password: ie password99

Emails address: ie [auser123@c2ken.net](mailto:auser123@c2ken.net)

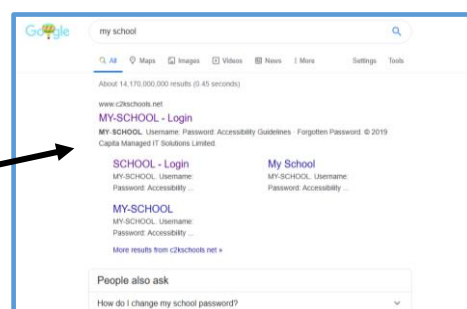
**Note:** P3 – P7 children's usernames and passwords are written in their school diaries. Their email address is **username** with the **@c2ken.net** extension ie [ausername123@c2ken.net](mailto:ausername123@c2ken.net)

2. Alternatively, login to Office 365. This can be done through the MySchool

To access MySchool from home

Google My School and click on

**MySchool Login**

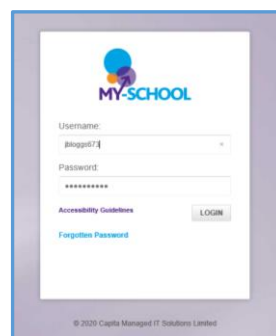


Enter your login details

(**username and password are in homework diaries**).

An example: **Username:** jblogs123, **Password:** password88

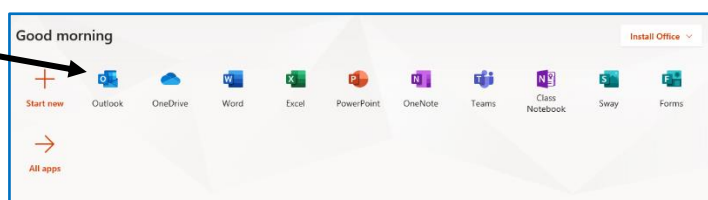
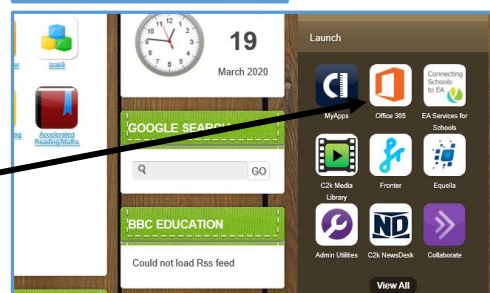
Once logged in you will see the MySchool home page.



You can access your **emails** and other Microsoft Office programs (Word, Excel etc) through **Office 365**

Click on the **Office 365** app

To access emails, click on **Outlook**



3. **Note:** You can also logon to Office 365 by searching for **Office 365 login** on any device and entering your email address, username and password when requested in the format indicated above.