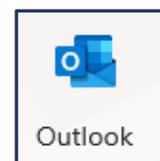


1. The easiest way to access your emails from home is to download the **MS Outlook app** to your device.



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

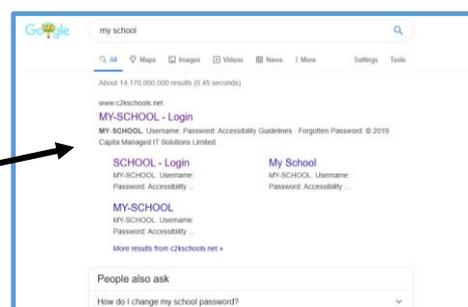
Note: P3 – P7 children’s usernames and passwords are written in their school diaries. Their email address is **username** with the **@c2ken.net** extension ie ausername123@c2ken.net

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:** jbloggs123, **Password:** password88

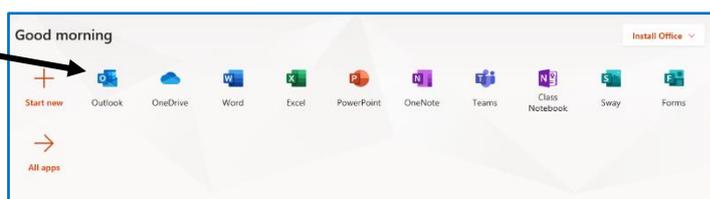
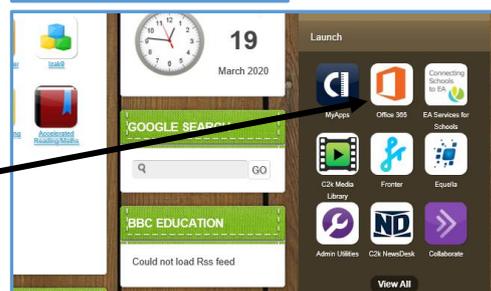


Once logged in you will see the MySchool home page.

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.