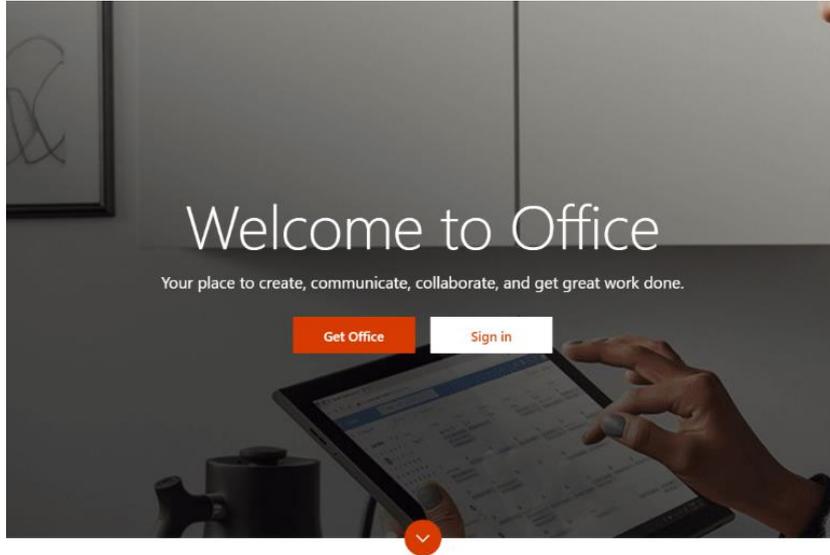


Accessing School E-Mail from Home.

All school email is now held in Microsoft Office 365 and consequently the easiest way to access your email is to log into your Office 365 account.

1. Open your browser (Internet Explorer, Chrome, Firefox, Safari, etc) and type into the address bar office.com and press return.



What is Office 365?

2. Click on the Sign In button and enter your school email address. (Your school username followed by @c2ken.net. No spaces.)



Sign in

sgilliland220@c2ken.net

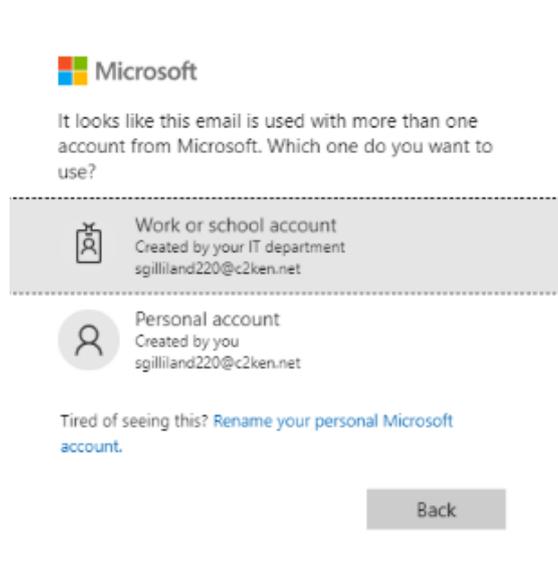
No account? [Create one!](#)

[Can't access your account?](#)

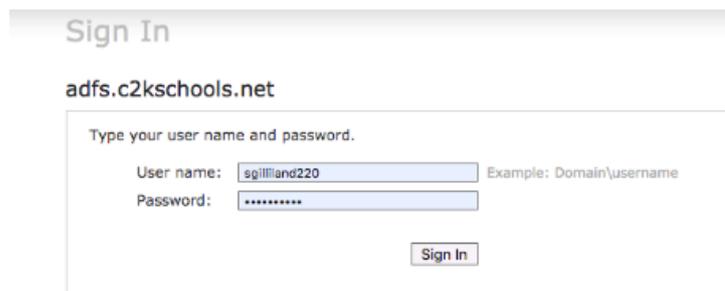
[Sign-in options](#)

Next

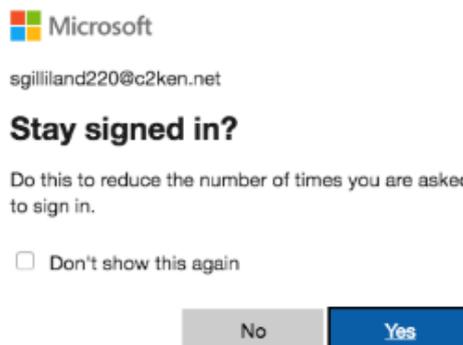
3. Click on Work or school account to get to the c2k login.



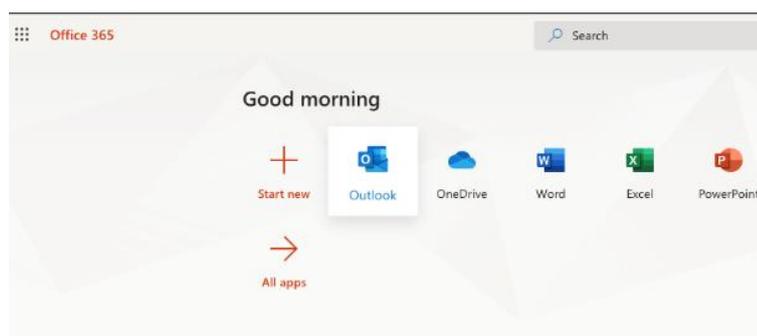
4. On the sign in page enter your c2kusername and your school login password (The same username and password that you use in school).



5. Answer Yes or No to stay logged in, if other people use your computer it would be advisable to select No to protect possible confidential information.



6. Now you have logged into Office 365, choose the Outlook icon to open e-mail.



7. To log out of office click on your initials in the orange (maybe a different colour than orange) circle at the top right hand corner of the browser. A list of options will appear select sign out.

