## 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 <u>office.com</u> 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.)



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

Mi	icrosoft				
It looks account use?	like this email is used with more than one t from Microsoft. Which one do you want to				
Å	Work or school account Created by your IT department sgilliland220@c2ken.net				
8	Personal account Created by you sgilliland220@c2ken.net				
Tired of account.	Tired of seeing this? Rename your personal Microsoft account.				
	Back				

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

dfs.c2kschools	net		
Type your user nam	e and password.		
Password:	sgilliland220		Example: Domain\username
		Sign In	]

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.

