Fort Hill Integrated College

How to access Remote Learning



In this document there are instructions for:

Accessing Google Classroom/Google Drive Accessing OneNote/OneDrive/Outlook (School email) Accessing/Downloading Office 365 (Teams/OneDrive/OneNote) Accessing myfiles (School/Shared Documents) How to access Google Classroom/Google Drive.



Not your computer? Use Guest mode to sign in privately.

Learn more

English (United States) 👻

Create account

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How to access Google Classroom/Google Drive.

З. Click on the waffle (9 small squares) this will open up all the Google Education apps, including Google Classroom and Google Drive.

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How to access Google Classroom/Google Drive.

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How to access OneNote/OneDrive/Outlook (Email).

On a computer:

1. Go to <u>www.c2kschools.net</u> or google "c2k myschool"



2. Sign in with your normal <u>school</u> username and password.

NB. This is not the email address, just the username

eg: jbloggs123

3. From your My School homepage open Office 365

4. When you're presented with your range of apps, click on OneDrive to access documents saved online and any Class Notebooks your teacher has added you to.



Click on Outlook to open your school email account.



How to access OneNote/OneDrive/Outlook (Email).

5. If it's your first time accessing OneDrive, you will need to exit out of pop-up tutorials that will appear.

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How to download Office 365 through C2K.

On a computer: Google c2k my school Q Q All I News I Images O Shopping I Videos : More About 67,100 results (0.37 seconds) Go to www.c2kschools.net or google 1. MY-SCHOOL - Login "c2k myschool" MY-SCHOOL. US Accessibility Gui es · Fornotten Password © 2019 Capita Managed IT Solutions Limited. You've visited this page 3 times. Last visit: 06/03/16 Login MY-SCHOOL. My School MY-SCHOOL. ... MY-SCHOOL Username: Pas CHOOL 2. Sign in with your normal school username and password. NB. This is not the email address, just the username LOGIN eg: jbloggs123 3. From your My School homepage open Office365 = х Click 'Install Office'. Click "save", "run" or "ok" 4. ND >> depending on your computer. Open the file once saved and run. If you are asked to sign in use 17 your school username with @c2ken.net as the email address with your school password. e.g. jbloggs123@c2ken.net Please note you can use these programmes online through steps 1, 2 and 3 without downloading. iii Office 365 🔎 Search СН Good evening Office 365 apps đ ook, On ٥Ţ N

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How to download Office 365 through C2K.

On your phone or tablet:

Office a of iOS a creating	app and upgrade. Find the apps below, so you can sta g and collaborating on the	tull suite art 🛞 go.
٥	Microsoft Office Word, Excel, PowerPoint & More	GET In-App Purchases
w	Microsoft Word Create and edit documents	OPEN
x	Microsoft Excel Spreadsheets and data analysis	OPEN
•	Microsoft PowerPoint Create effective presentations	OPEN
•	Microsoft Outlook Email and calendar	OPEN
N	Microsoft OneNote Capture Notes, Ideas and Memos	OPEN
	Microsoft OneDrive File & photo cloud storage	OPEN
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- 1. Search for Microsoft in your app store.
- 2. Select which app you need to download.

3. Click "Sign In" and enter your school email address. This isyour school username with @c2ken.net added.

e.g. jbloggs123@c2ken.net

4. Enter your school username and password.

Please note this will work with the following Microsoft apps in the Appstore (both Apple and Android):

- Word
- Excel
- PowerPoint
- OneDrive
- OneNote
- Teams
- Outlook (This is your school email account)



How to access myfiles/shared resources.





How to access myfiles/shared resources.

5. Home Drive will give you access to your personal documents. Shared Resources will give you access to folders shared by Staff. <u>Please note to edit these documents you **must** download them first.</u>

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	Cocuments	Folder	2/3/2020 10:25
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	My SIMS Documents	Folder	7/2/2020 10:06
	Cine Drive Back Up	Folder	7/11/2018 15:3
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