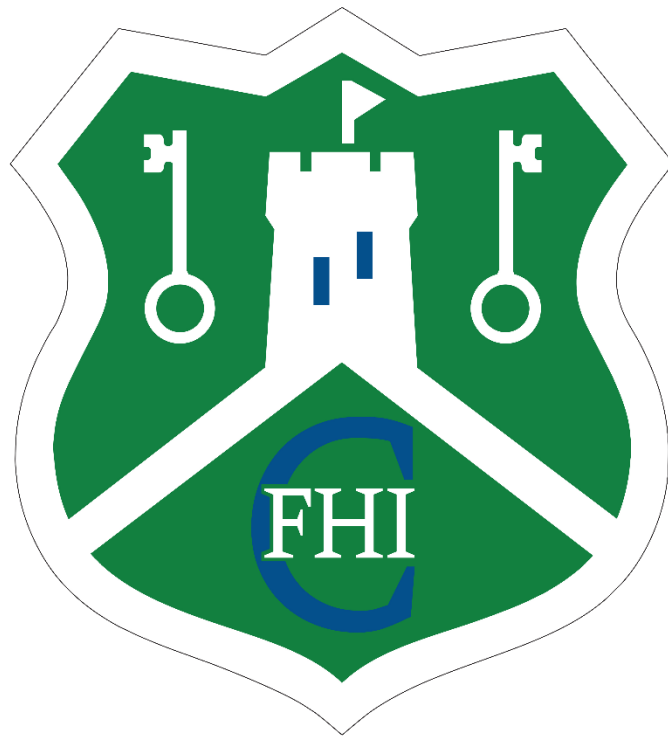


Fort Hill Integrated College

How to access Remote Learning



In this document there are instructions for:

Accessing Google Classroom/Google Drive

Accessing OneNote/OneDrive/Outlook (School email)

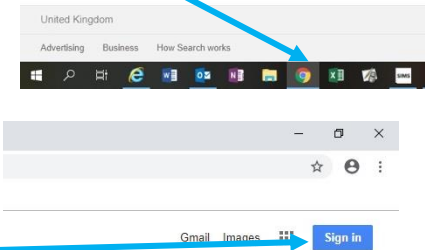
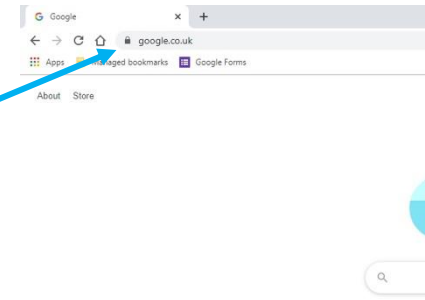
Accessing/Downloading Office 365 (Teams/OneDrive/OneNote)

Accessing myfiles (School/Shared Documents)

How to access Google Classroom/Google Drive.

On a computer:

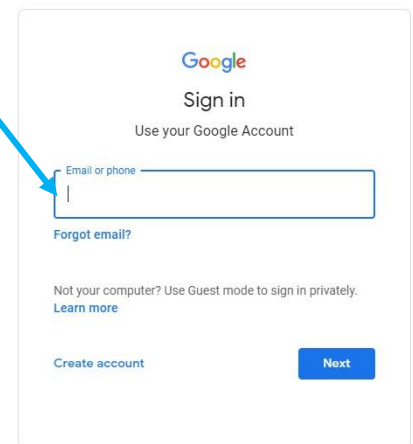
1. Use Google Chrome and type in "google.co.uk"



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

e.g. jbloggs123@c2ken.net

and your normal school password

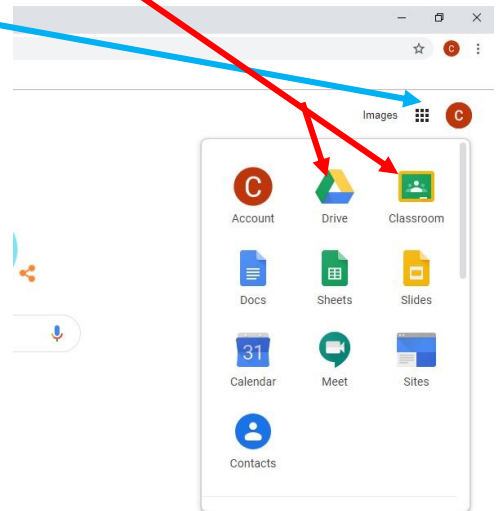


English (United States) Help Privacy Terms



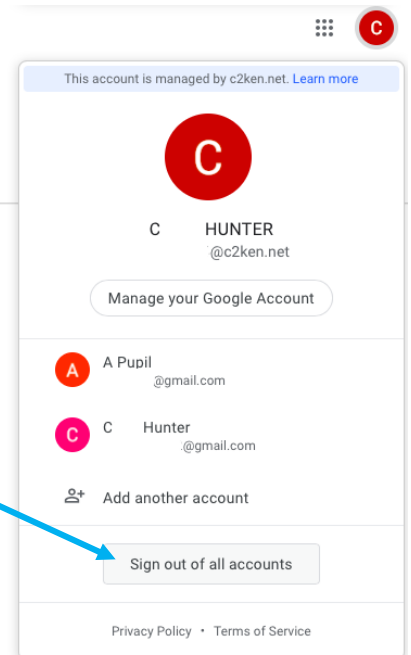
How to access Google Classroom/Google Drive.

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



N.B. To access a specific class your teacher will have emailed you an invite to the class via Outlook. You can also click on the blue 'Join' button within Google Classroom.

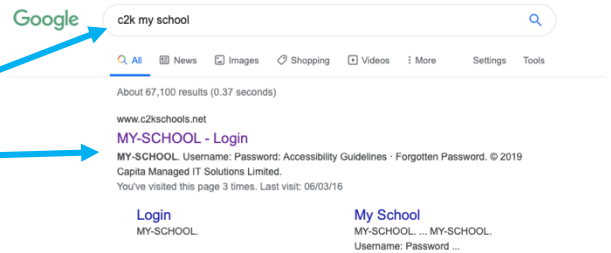
If you cannot see your classes, please click on the icon with your initial and click, 'Sign out of all accounts'. Then re-sign in with your c2k account only.



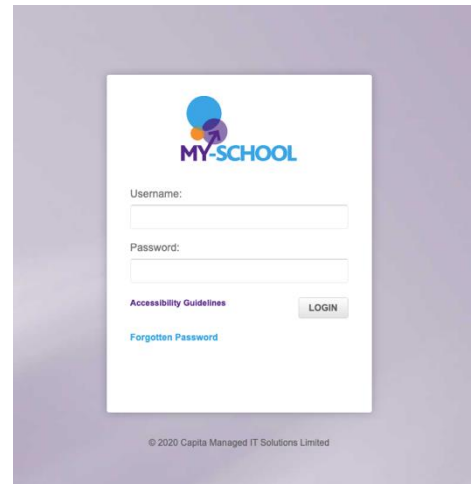
How to access Google Classroom/Google Drive.

On a computer:

1. Using Google Chrome, go to www.c2kschools.net or google “c2k myschool”



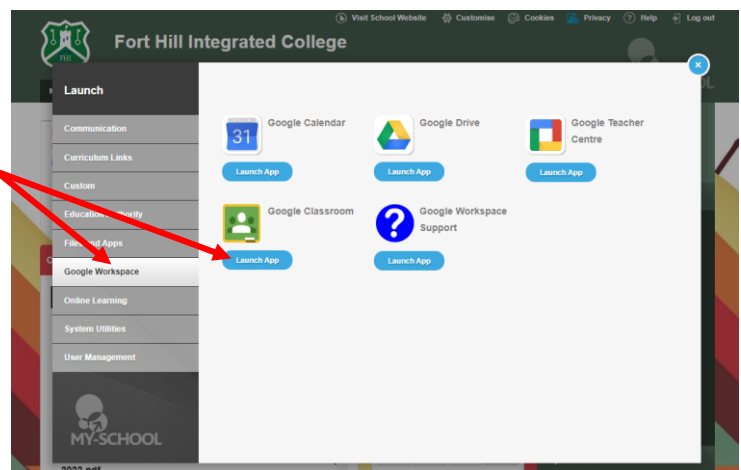
2. Sign in with your normal school username and password.
NB. This is not the email address, just the username
eg: jbloggs123



3. From your My School homepage open View All



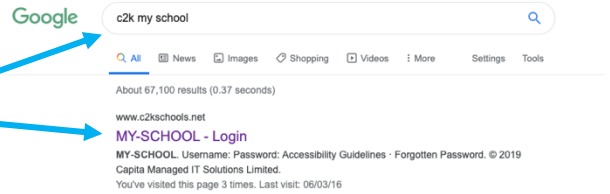
4. Click 'Google Workspace' then 'Launch' under Google Classroom.



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

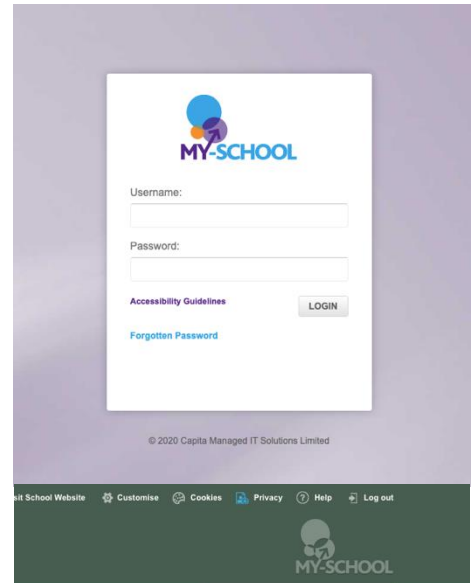
On a computer:

1. Go to www.c2kschools.net or google “c2k myschool”

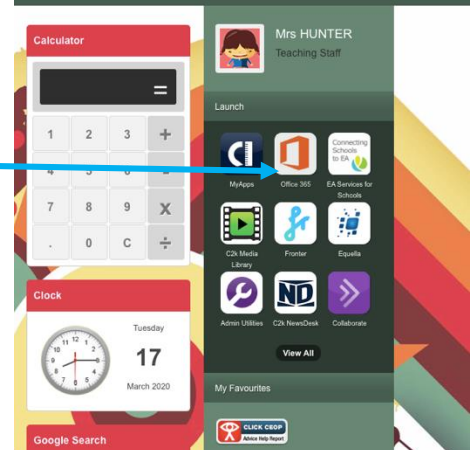


2. Sign in with your normal school username and password.
NB. This is not the email address, just the username

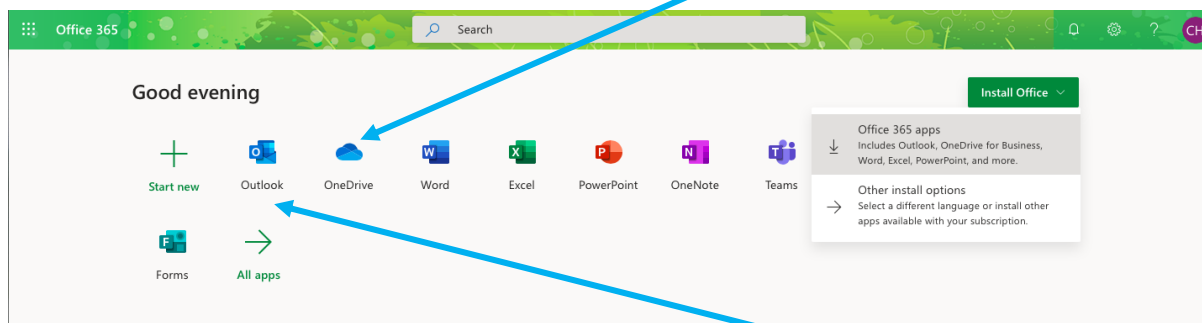
eg: jbloggs123



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.

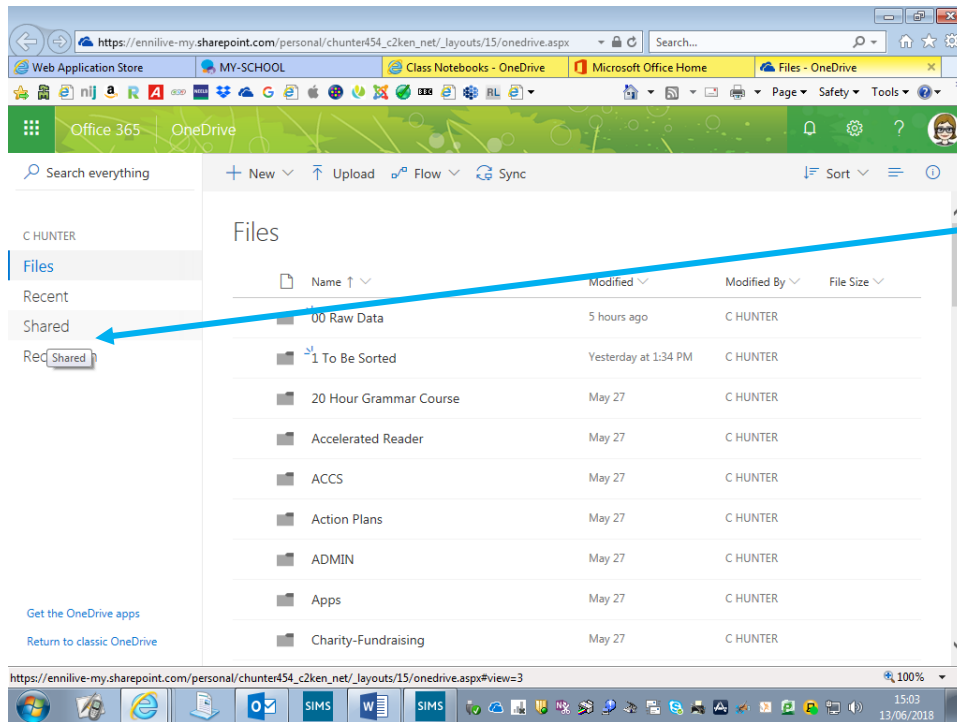


Click on Outlook to open your school email account.



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.



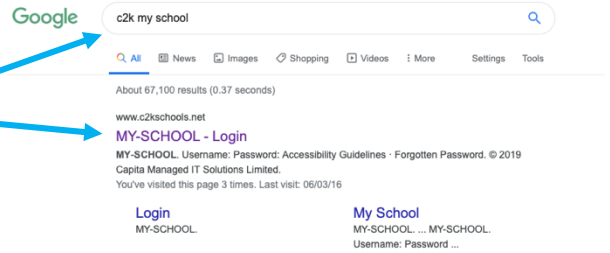
Click on the 'Shared' menu to see all the Class Notebooks you are a member of.



How to download Office 365 through C2K.

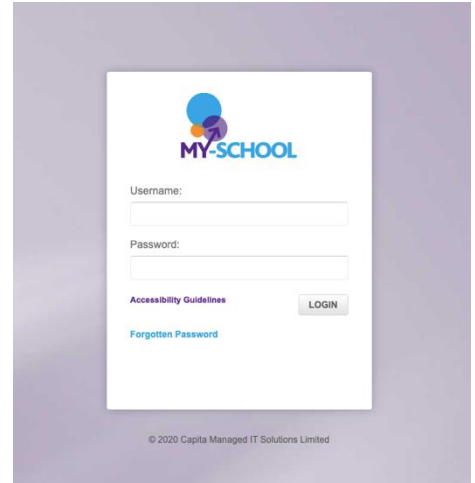
On a computer:

1. Go to www.c2kschools.net or google “c2k myschool”



2. Sign in with your normal school username and password.
NB. This is not the email address, just the username

eg: jbloggs123

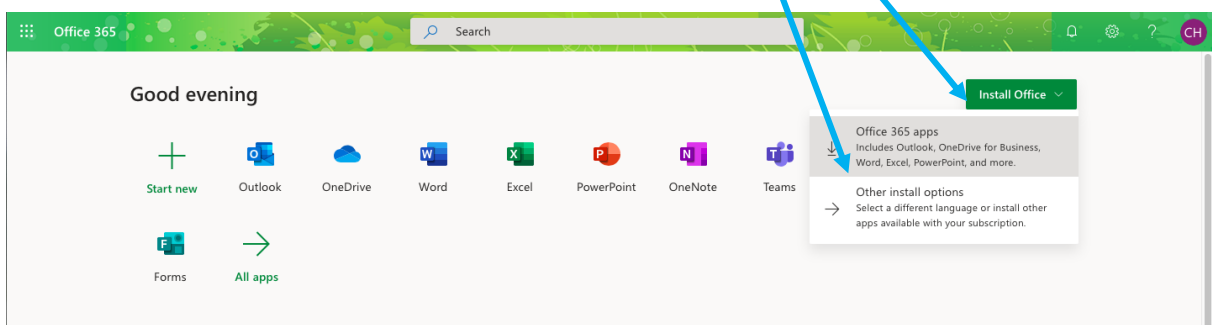
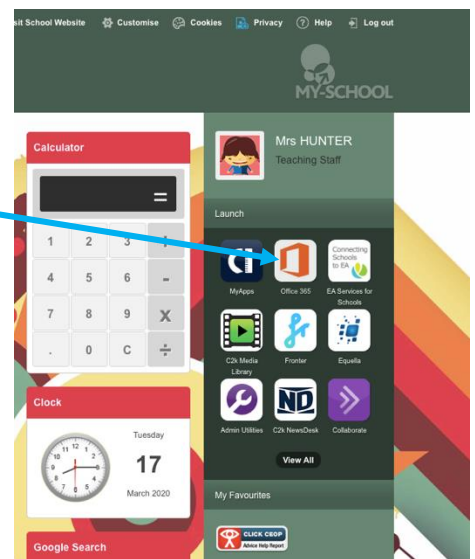


3. From your My School homepage open Office365

4. Click 'Install Office'. Click “save”, “run” or “ok” depending on your computer. Open the file once saved and run. If you are asked to sign in use your school username with @c2ken.net as the email address with your school password.

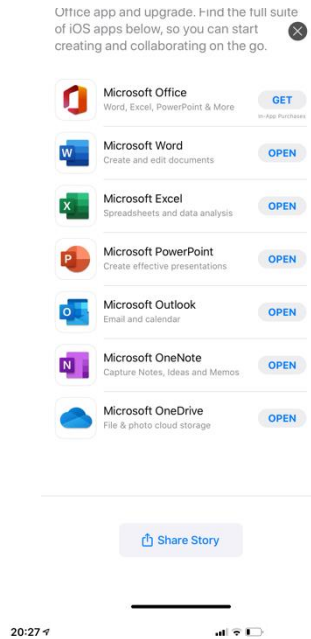
e.g. jbloggs123@c2ken.net

Please note you can use these programmes online through steps 1, 2 and 3 without downloading.



How to download Office 365 through C2K.

On your phone or tablet:

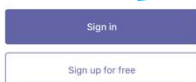


1. Search for Microsoft in your app store.
2. Select which app you need to download.

Microsoft Teams

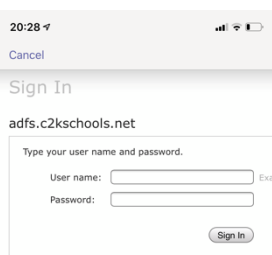


Welcome to Microsoft Teams!
A happier place for teams to work together.



3. Click "Sign In" and enter your school email address. This is your 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):

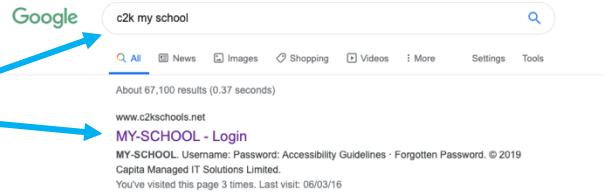
- Word
- Excel
- PowerPoint
- OneDrive
- OneNote
- Teams
- Outlook (**This is your school email account**)



How to access myfiles/shared resources.

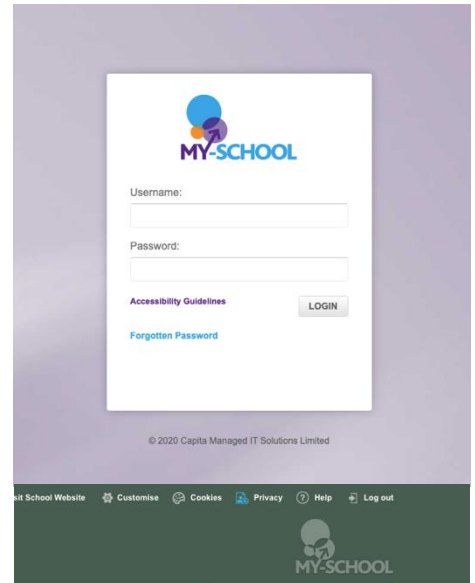
On a computer:

1. Go to www.c2kschools.net or google “c2k myschool”

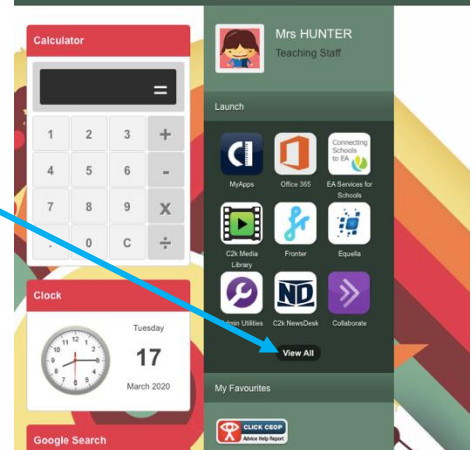


2. Sign in with your normal school username and password.
NB. This is not the email address, just the username

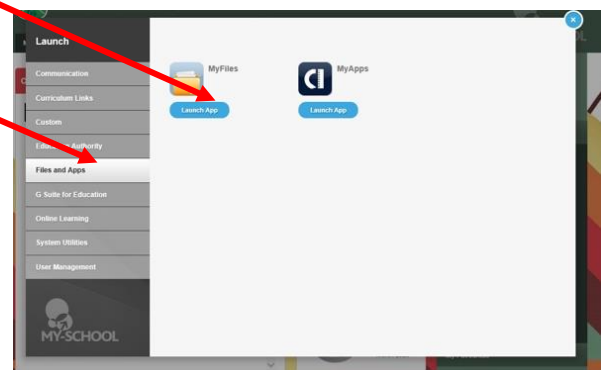
eg: jbloggs123



3. From your My School homepage open View All



4. Click 'Files and Apps' then 'Launch' under MyFiles



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. Please note to edit these documents you **must** download them first.

