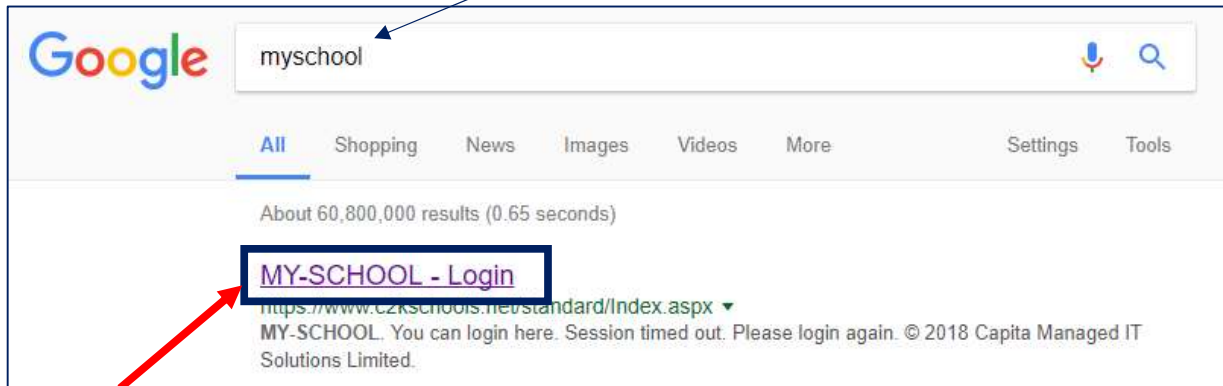




ACCESSING SCHOOL EMAILS AT HOME



1. Open a web browser such as Internet Explorer/Google Chrome/Safari
2. Using Google search engine, search **myschool**



3. Click on the first link that appears when you search for **myschool** (shown above)
4. When you click on the link highlighted above, you should be presented with the screen below
5. Enter your **username** and **password** that **you use in school** and click **Login**

MY-SCHOOL

Username:

Password:

[Accessibility Guidelines](#)

[Forgotten Password](#)

If you enter your school username and password correctly, you should be presented with your MySchool profile home screen (below)...

St Patrick's College Banbridge

Visit School Website Customise Cookies Privacy Help Log out

MyHome Collaborate + New Tab

MY-SCHOOL

Mr McCabe
Teaching Staff

Launch

MyApps Office 365 C2K Media Library

Frontier Equella C2K Exchange

ND

C2k Exchange Feeds

Document Centre

Quick Check 41 Dell Optiplex 3050 Troubleshooting IWE or Panels Interactive Problems.pdf
Fri Aug 24 2018
Interactivity and_or Display Problems
[Read more...](#)

DENI Exams Performance Summary Procedures September 2018.pdf
Fri Aug 24 2018
Procedures to support post primary schools in completing the DE Exam return.
[Read more...](#)

CTF Import Incident - How to identify and correct data.pdf
Thu Aug 23 2018
Guidance on how to restore the CTF Import/Export functionality
[Read more...](#)

EN111 - C2k Manager Preparation for the Start of New

Google Search

GO

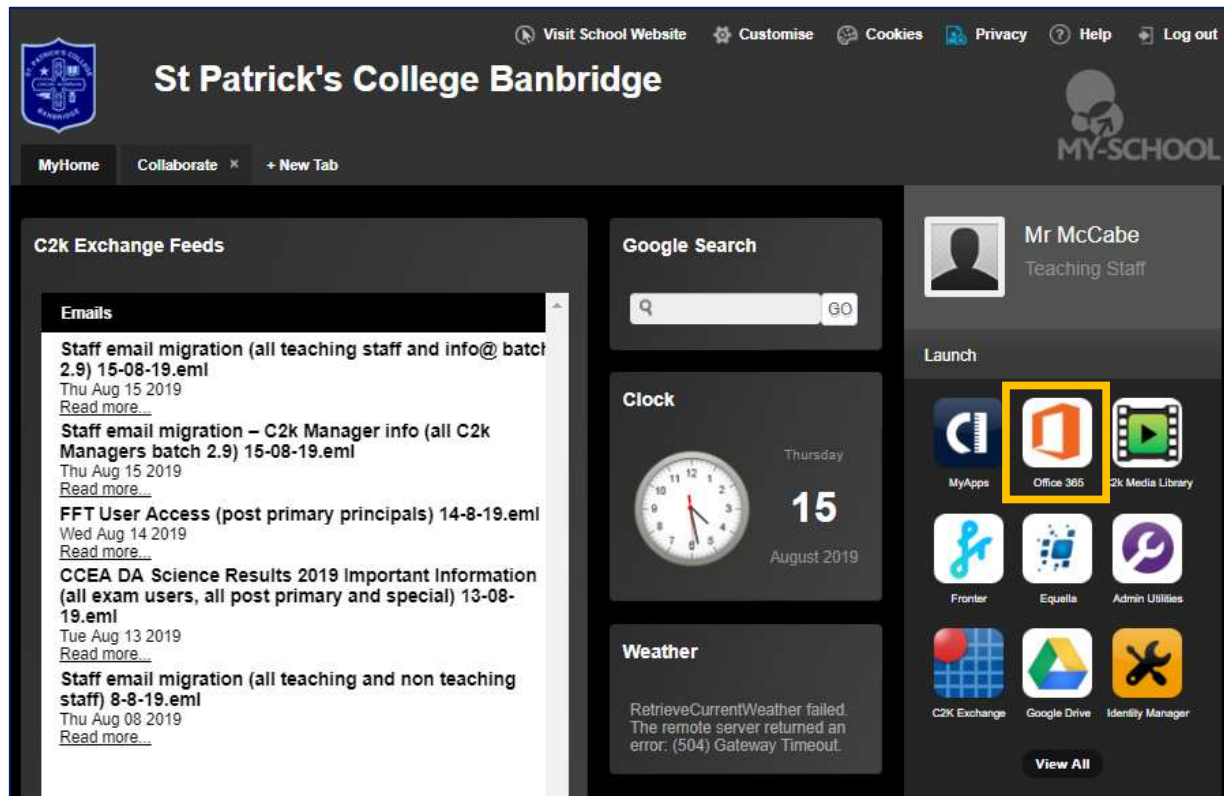
Clock

Tuesday
28
August 2018

Weather

Now that you have successfully logged into your school account from home...

6. Click on the **Office 365** icon (highlighted below)

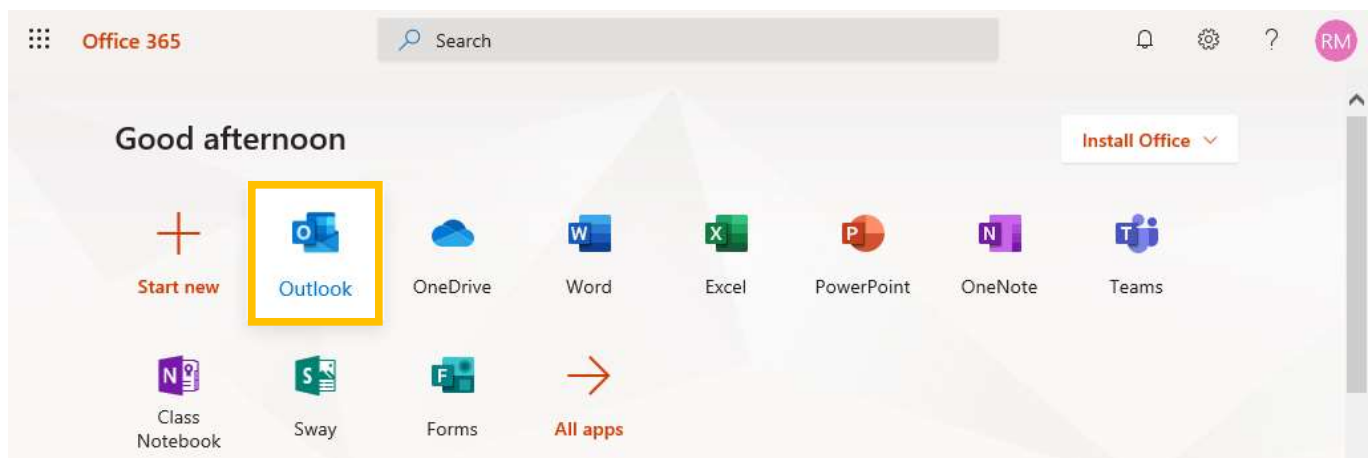


7. Click the “Continue to Sign In” option shown on the Sign In screen show appears...

Please note: if you are asked to enter in a username/password, simply enter:

- Your school username followed by **@c2ken.net** e.g. jbloggs123@c2ken.net
- Your school password

8. When the Office 365 window appears on screen, click **Outlook** to open your school emails.



IMPORTANT: All teaching staff and students have a school email address. It is simply your unique username (used when logging into a computer in school) joined with **@c2ken.net** e.g. jbloggs123@c2ken.net. Your password for your email is the unique password you use when logging into a school computer.