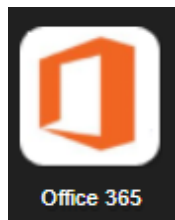




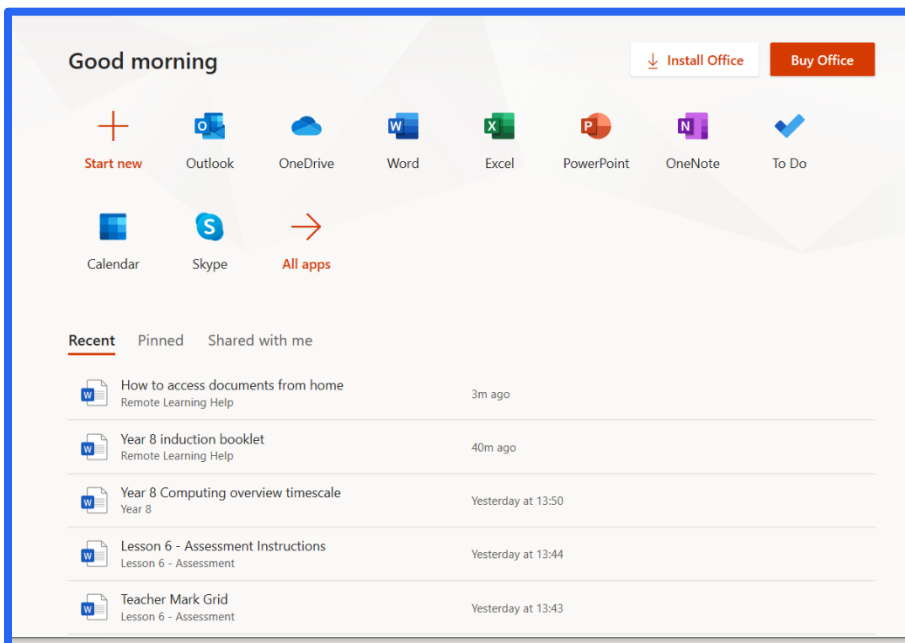
Office 365

Downloading Office 365 for home use:

You can download a FREE copy of all the Office software you will need to use while working from home. Click on the Office 365 logo:



You will now see this window



Click on the “**Install Office**” button. When prompted use your school username and password.

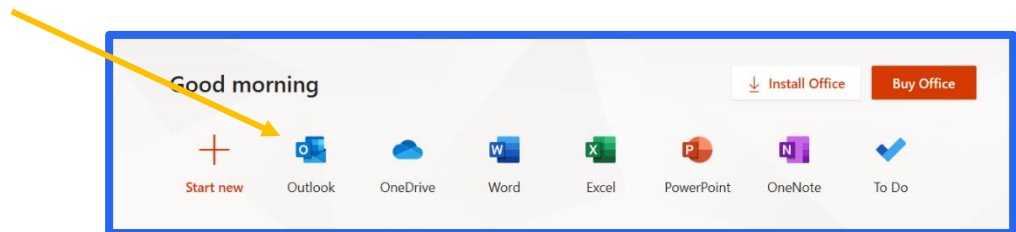
Your school email address will be:

username123@c2ken.net

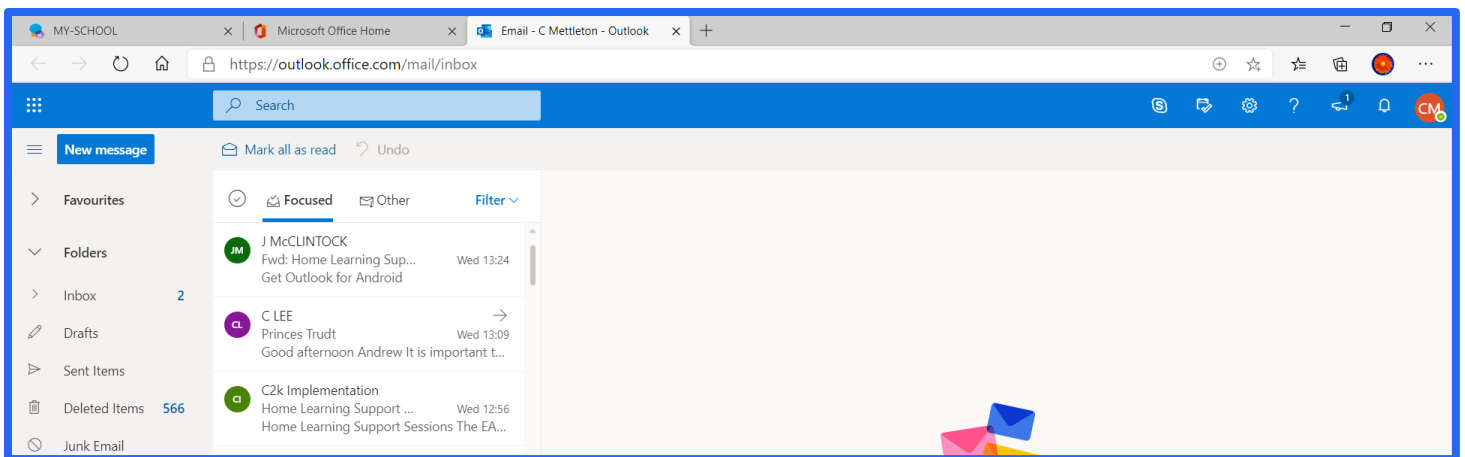


Accessing Email:

To access your school email click on **“Outlook”**



You will now see this window:

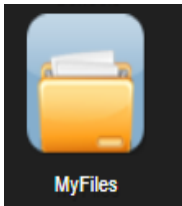


To view your message just click on the email and the text will appear.



My Files

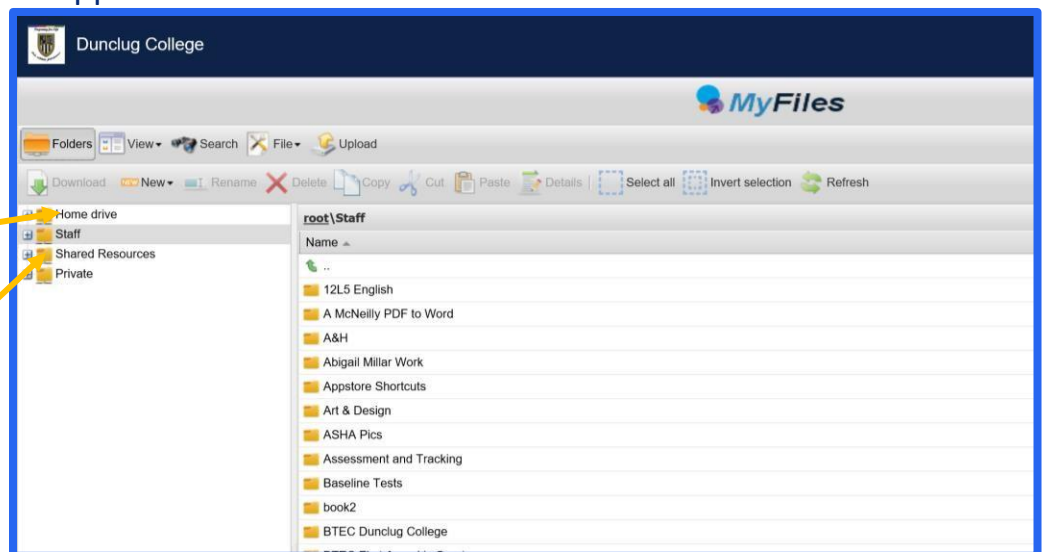
Click on the My Files logo



You will now see this window appear:

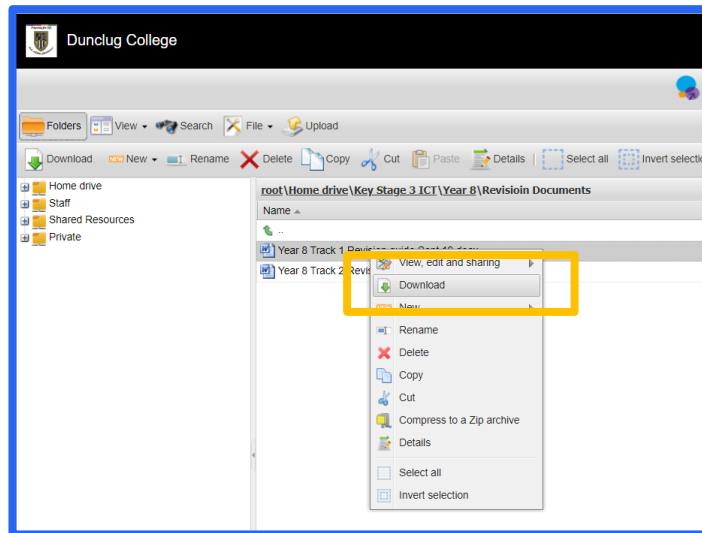
The Home Drive is where all your school work / files will be saved.

Shared Resources is where staff will put work or resources for you.



Downloading Documents:

To access any of your school work double click on the folder you have saved the work in. Once you have found the document you are looking for double click and select download:

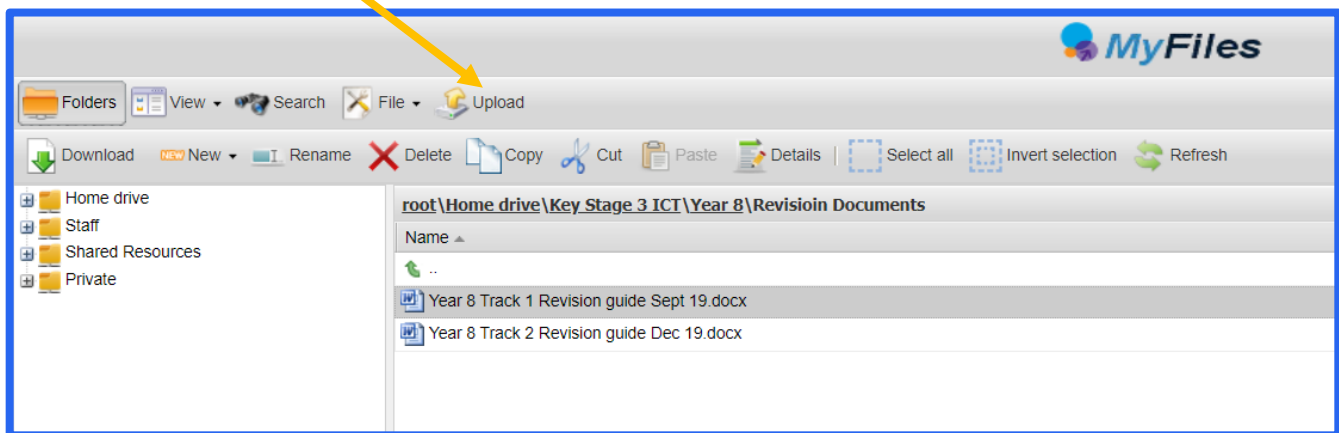


You must save the document to your own device before you make any changes to it.

Once you have completed your work save the changes and then upload them to your school home drive.

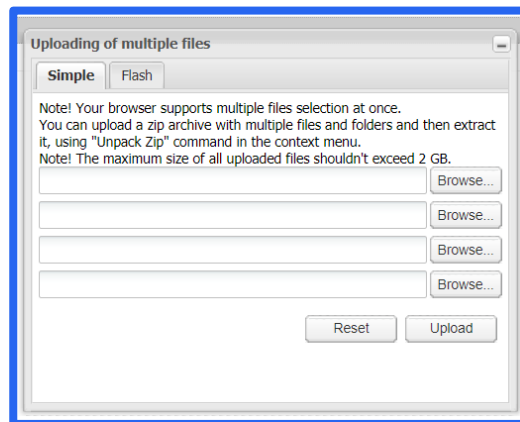
Uploading Documents:

Click on the upload button

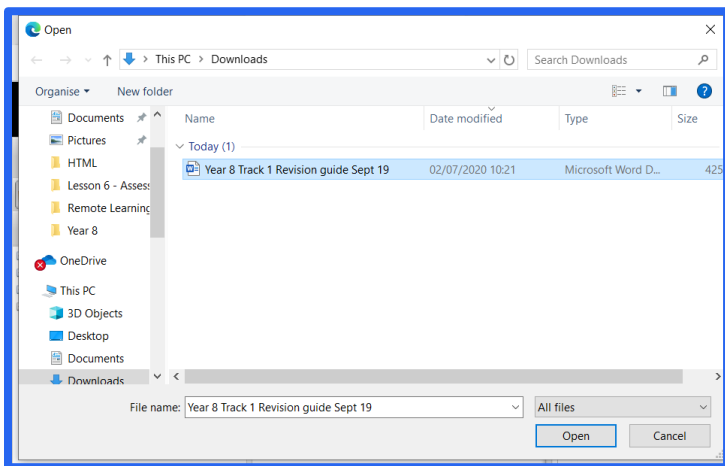




Then click on browse:



Navigate to the file you want to upload and click on open:



Then click on **upload**.

Top Tip: Uploading your work to your school folder will mean it will always be there and can be recalled if “lost”.