

Accessing and Using MySchool Outside School

Logging In Outside of School

- Open Internet Explorer
- Go to www.c2kschools.net
- Log in to MY-SCHOOL using your C2k Username and Password

Accessing Documents:

MyFiles provides secure access, over the Internet, to your school files

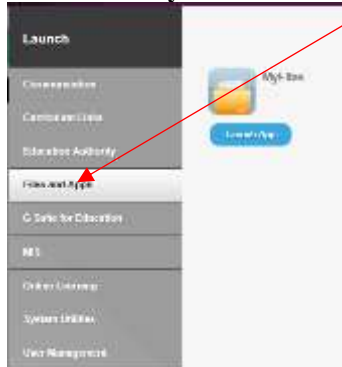
i.e. My Documents and Shared folders.

To access your My Documents/Shared areas:

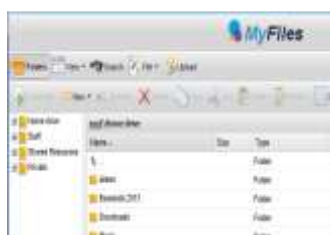
From the Launch panel, select **View All**



Click on **Files and Apps** section on the left hand side & click **MyFiles – Launch App**



The main part of screen displays the contents of the selected drive, eg Home drive, Staff etc.



- Shared areas you have access to, eg Staff area, Private folders, are accessible from the panel on the left.
- The **root** panel will indicate the chosen area.
- Click the required area to view the contents in the main part of the screen

NB To view or open a document you must have the software on the device you are using, eg if the file is a MS Word file then you must have MS Word on the device. Please see the document: **Quick Guide to Downloading Microsoft Office** if you do not have Office installed.

Opening Documents

- Right click the required file, select View, edit and sharing
- The next menu depends on the type of file you are trying to open:
 - If it is a word file, select Edit in MS Office
 - If it is a picture file, select View in Browser
 - If required enter your credentials, your username and password.
- The file will be opened on screen.
- Edit the Document as required
- Click on File |
- Save
 - You will notice the small icon at the top right of the save icon – this means that it will sync with your documents back in school.*
- Close the document.

Downloading Documents

- To download a document:
- Select the required document and click



on the toolbar

- OR right click the required document and select Download
- A message appears at the bottom of the screen regarding opening or saving the document.

Do you want to open or save **Test My Files.docx** (12.1 KB)

- Save the document to an appropriate location on your device, eg PC at home
- Edit the document as required.
- When finished working on the document, save and close

Uploading Documents

- To Upload a document to MyFiles:
- Open MyFiles



on the toolbar

- Click Browse
- Navigate to the location of the document (the area where you saved the document)
- Select the file and click Open - Multiple files can be uploaded if required.
- Click Upload
- The document will be available in your My Documents when you next log onto a C2k managed device in school.

Quick Steps for Editing using MyFiles

- Select View, Edit and Sharing – Edit in MS Office on the particular file that you are trying to edit
- Enter Username and Password if required
- Edit file as required
- **File | Save** the Document.