

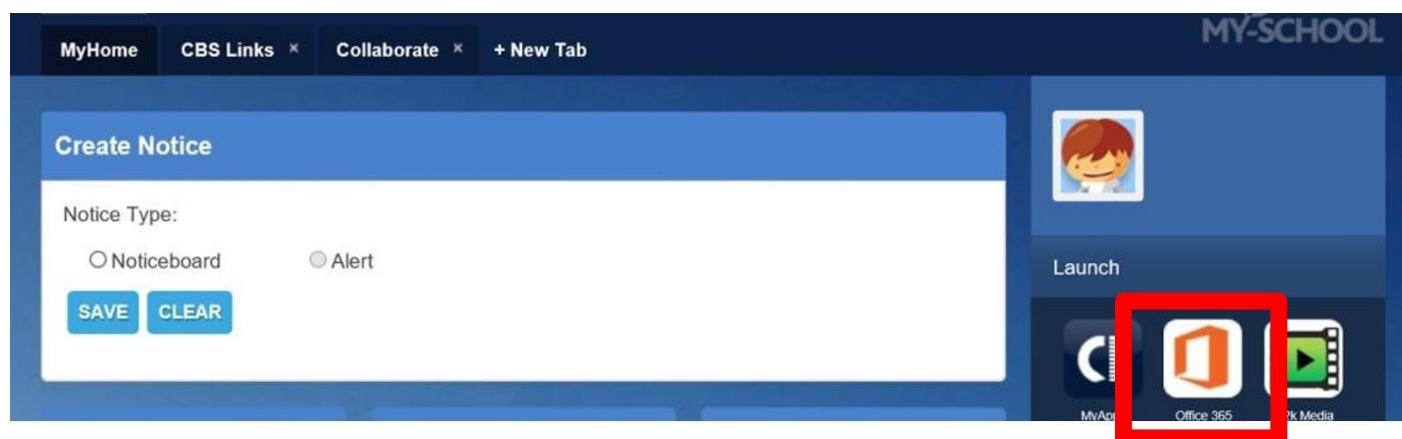
Microsoft Office 365 Guide (Free Download and Apps)

Using Office 365 for School Work

Many class notes, resources and classwork are now available online – if there are any questions, just ask your teacher. These may be useful in catching up after absence or to have class notes and guides to help with homework.

Google 'MySchool' or go directly to www.c2kschools.net to access a 'MySchool' homepage as shown below.

When signing in, use your C2K username and password in this format <username>@c2ken.net, NOT @c2kni.net

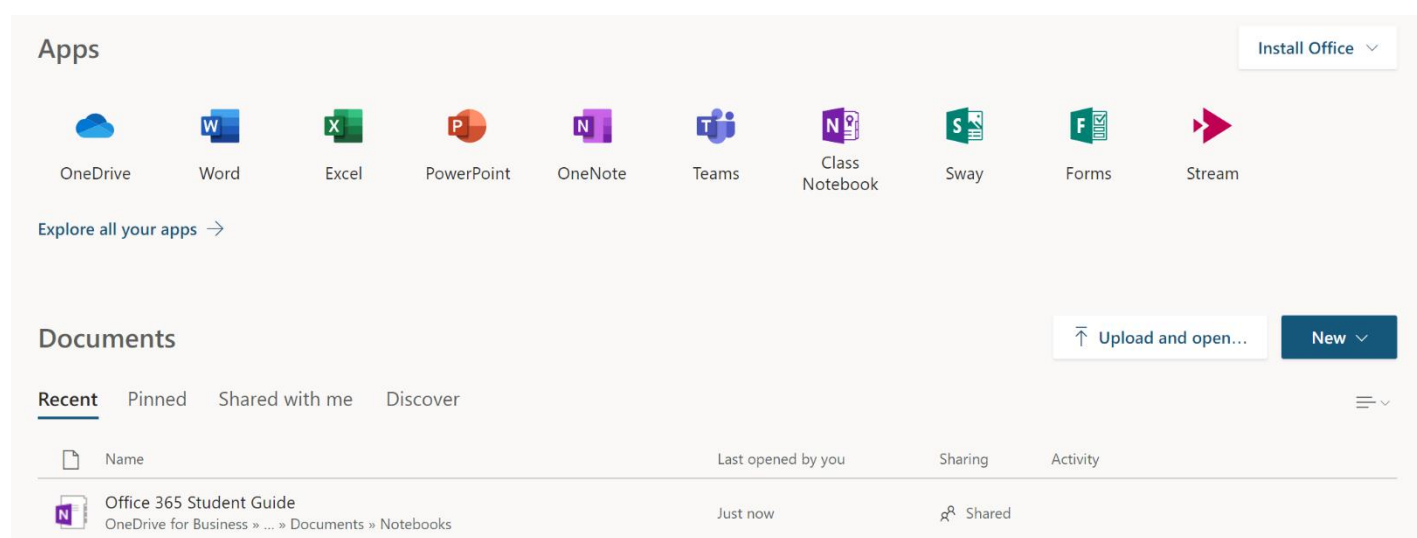


Click the **Office 365** icon to access online Microsoft Office Apps or Install Office 2016 ([Click for Install Guide below](#))

What is Microsoft Office 365

Microsoft Office Online is a suite of online applications that lets you create Word documents, Excel spreadsheets etc.

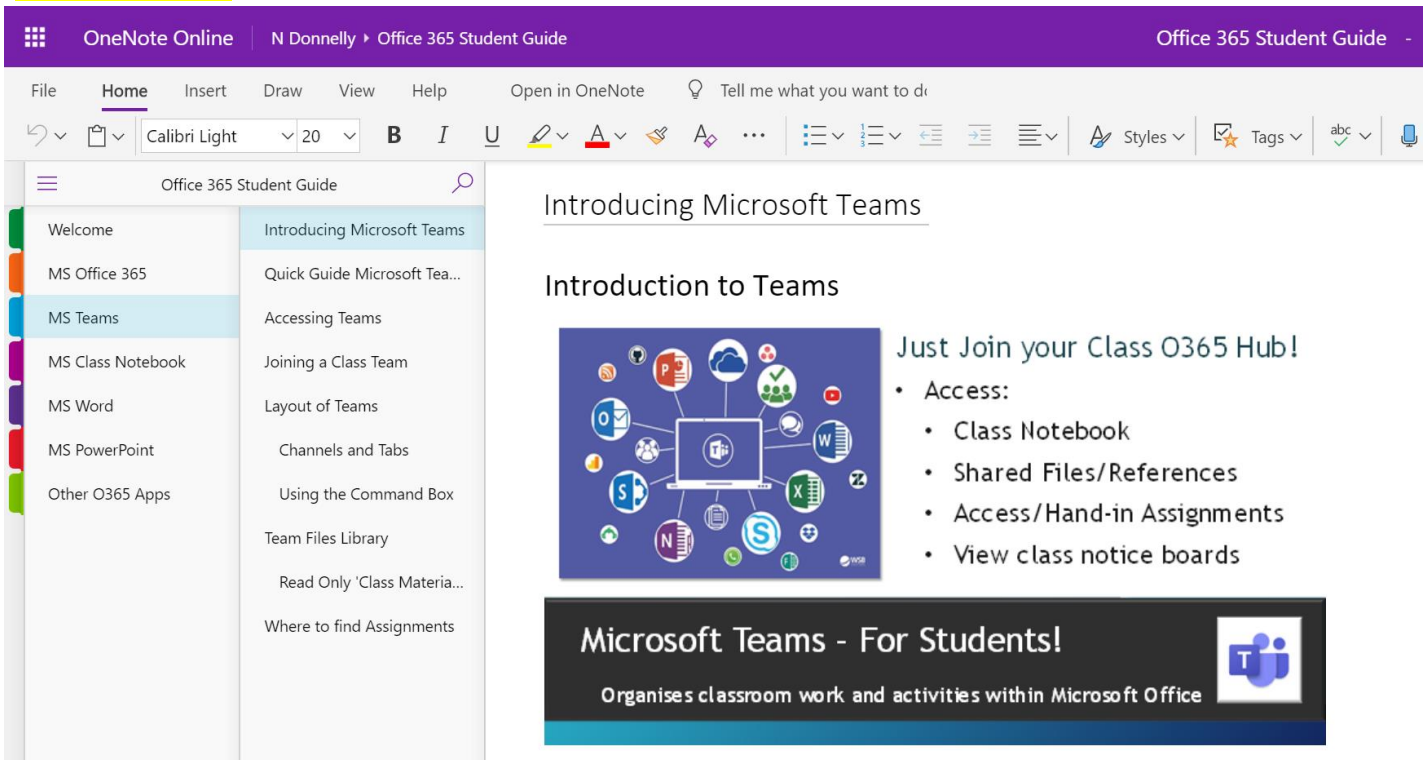
- You can store the documents you create—plus any other files you want—on Microsoft OneDrive, an online file storage service.
- Both of these tools are accessible from anywhere with an Internet connection, and both are free.
- On a personal device, (Your PC, laptop, tablet or phone) you can also have them locally available (without internet) via the OneDrive App



Training Materials in Office 365

Access a OneNote (folder style MS Office document) to avail of Microsoft Office 365 introductions and training. It is laid out online in a folder style, with sections in a tabbed format as illustrated below.

'Open in OneNote' to have this locally available on your smartphone, tablet, PC etc. versions of OneNote



Microsoft Apps and O365 Desktop Access

What is OneDrive - [Video](#)

OneDrive is an online storage service, integrated into Windows 10 and also available as an app, that makes it simple to access and share your files and photos across your devices.

- Simply sign into the OneDrive App with your C2K logon details.
- When you make a change on one device, the updates are available on your other devices so you can pick up right where you left off.

Add files to OneDrive on your PC by dragging them into the OneDrive folder located on the left-hand side of File Explorer on a home PC.

Tablet or Smartphone Apps

- If using a tablet or iPad or smartphone, use Microsoft Office Apps for OneDrive, Word, PowerPoint, OneNote, Excel etc. for easy access to your files and notes.
- These App versions are free from the Google Play or IOS App and Windows stores.
- To see your Class notes, resources etc and uploaded school files, go to App settings, Add Account (often referred to as Work or Business Account) and 'Sign In' with your C2K logon details - @c2ken.net Please ensure that in all App Settings, 'Sync over Wifi Only' is ticked to save your data allowance.