



Microsoft OneDrive

(C2K managed service – part of the Office 365 suite)

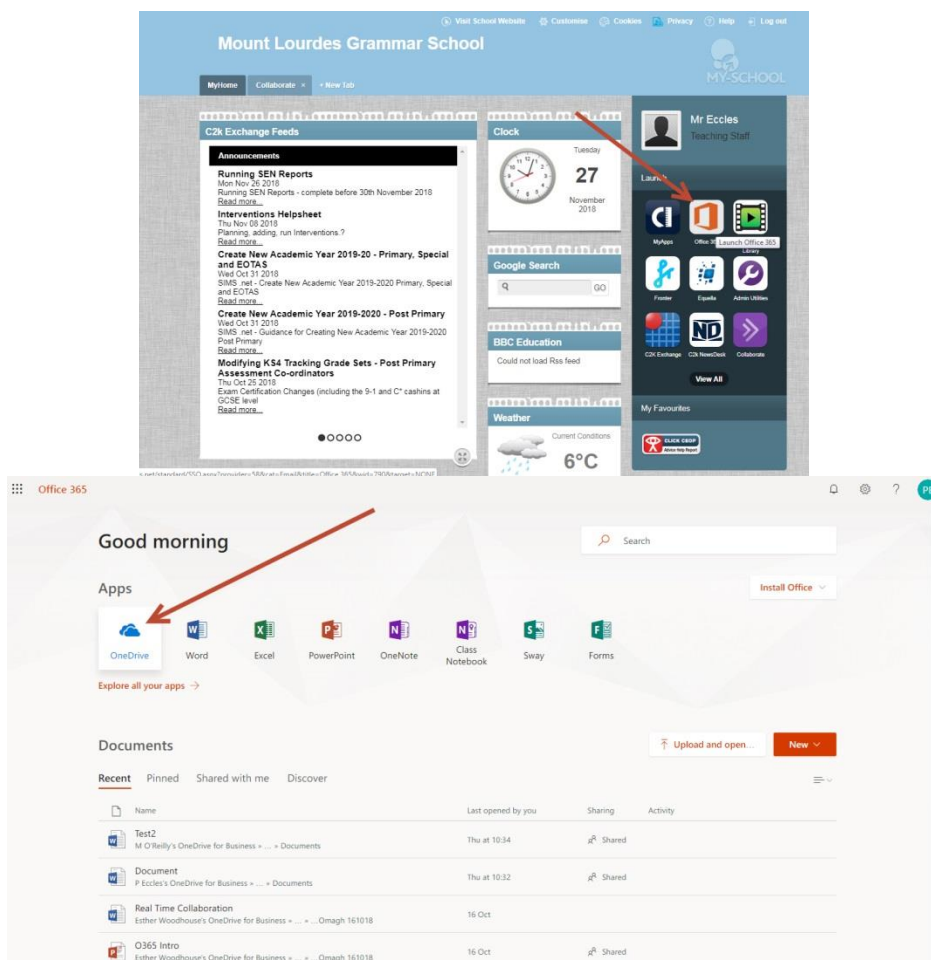
C2K has provided our School with access to Microsoft OneDrive (unlimited storage) through the Office 365 suite of applications. Access to these Apps / services is provided for by use of your Staff / Student C2K Log in, followed by the @c2ken.net extension. For example, peccles***@c2ken.net

NB- students will need to know their C2K username and password to access this service.

OneDrive is great for working on collaborative documents. With Office Online it's easy to work with others because you can send links to folders / documents instead of sending file attachments. That saves on e-mail storage and prevents you from having to reconcile multiple versions of the same document.

Logging in to OneDrive. (students and teachers)

In School – Click 'Office 365' on the MySchool Home Page, then click OneDrive.

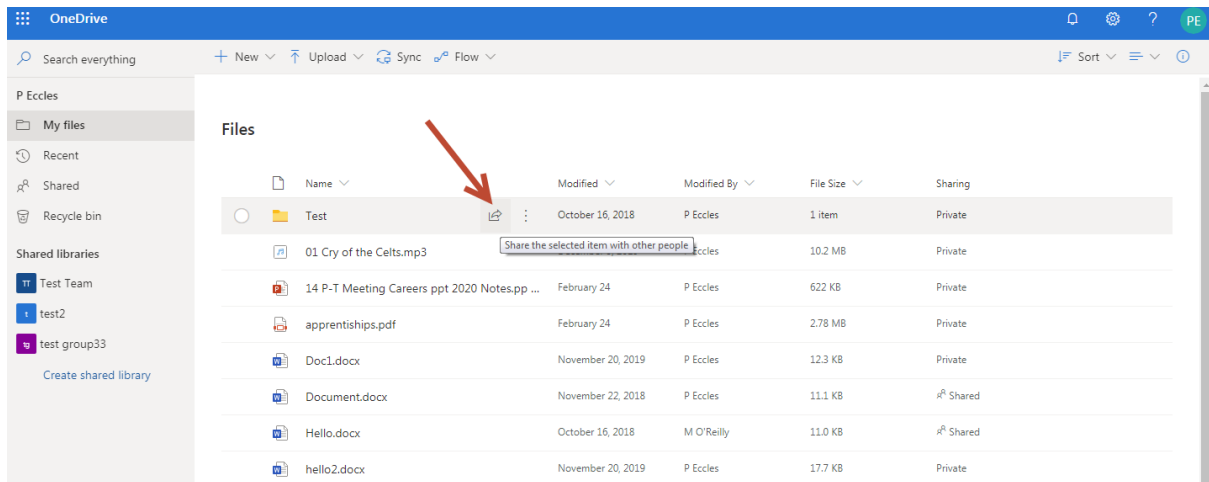


Outside school access

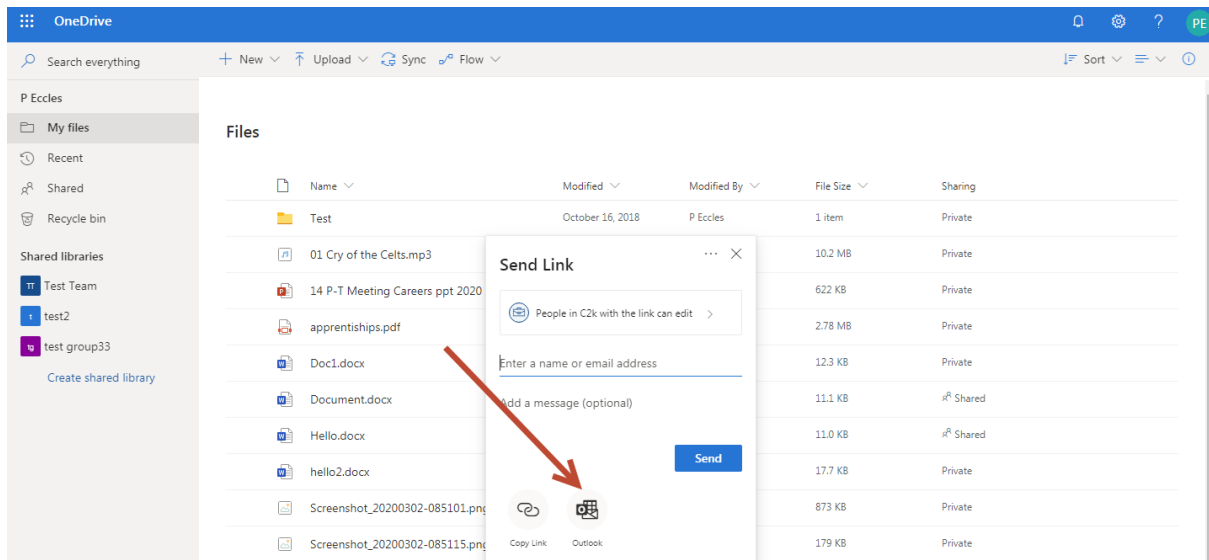
From any web browser, go to www.c2kschools.net to access MySchool, sign in using your C2K details.

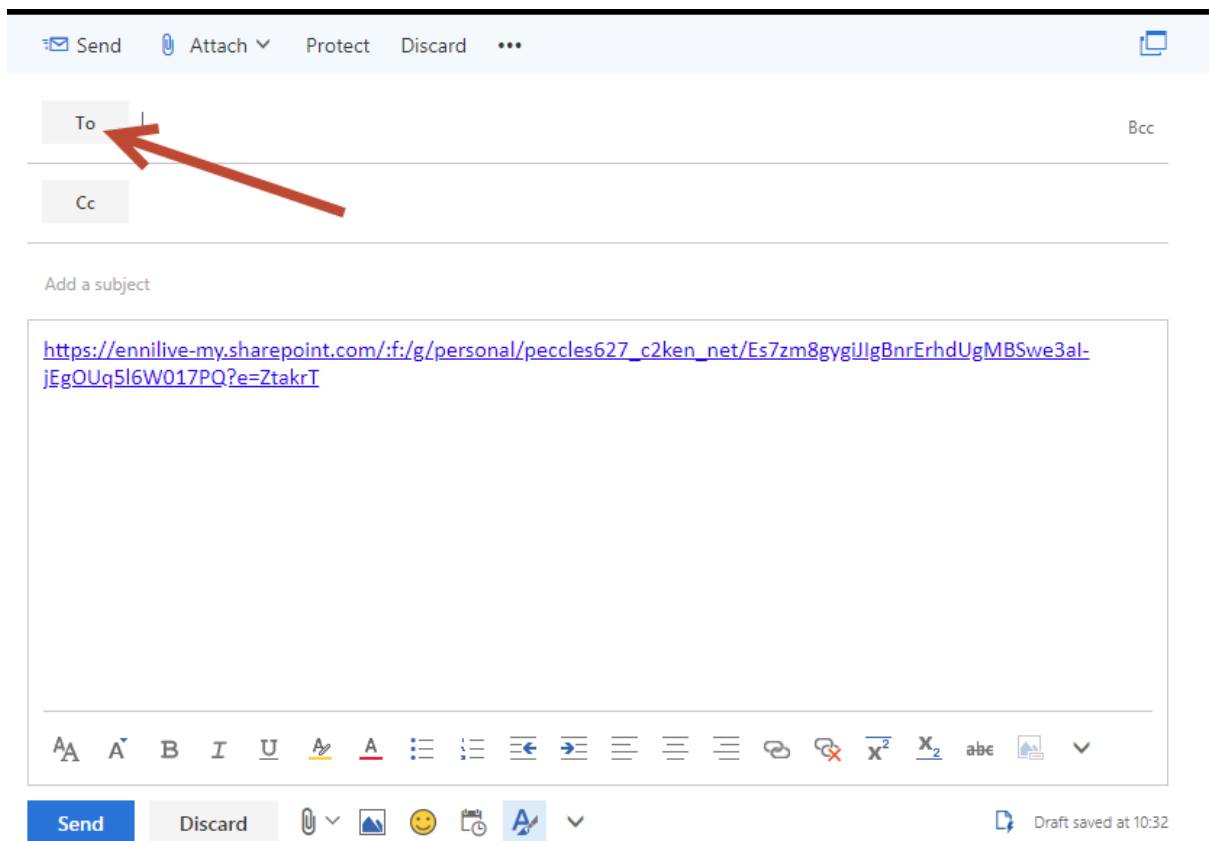
Sharing a folder / document (applies to teachers)

Click the icon beside the relevant folder / document



Select outlook icon. This will open your Outlook email and you can now send this new email link to one of your contact group or individuals that you have previously created as contacts in Outlook, for example, for one of your class email contact groups.





***When your class member/s receives this email, they can open the link to the shared folder / file. In the case of a shared folder, students can now upload their work to it.**

For further information: See the following Microsoft guide 'Work together on Office documents in OneDrive' <https://support.office.com/en-us/article/work-together-on-office-documents-in-onedrive-ea3807bc-2b73-406f-a8c9-a493de18258b>