

Accessing and Using MySchool to access files outside school or on a guest device in school

Logging In Outside of School or on a Guest Device

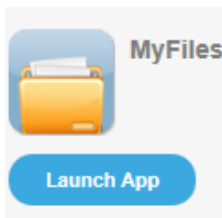
- Open your web browser and go to www.c2kschools.net
- When prompted enter your C2k Username and Password to log in to MySchool

Accessing Documents

MyFiles provides secure access, over the Internet, to files stored on your personal mapped drive i.e. My Documents and Shared folders.

To access your My Documents or Shared areas:

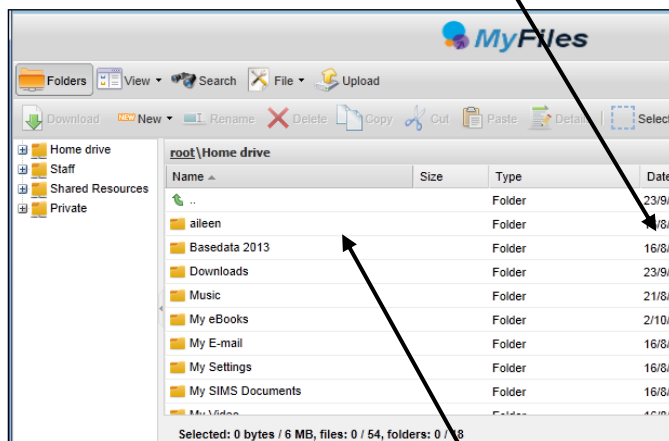
- From the Launch panel, Select **View All** then click on the **Files and Apps** tab on the left hand side and then click **MyFiles – launch app**



- This will open a view of your **MyDocuments** within school.

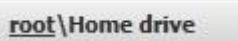
N.B. MyFiles should only be used to access files and documents when you are not connected to your school network, eg at home or on a guest device. When using a C2k managed device in school, access your documents using the Start button.

The main screen displays the contents of the selected drive, e.g. Home drive, Staff etc.



Shared areas you have access to; e.g. 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

N.B. To view/open a document you must have the relevant software on the device you are using, eg if the file is a Microsoft Word file then you must have Word on the device.

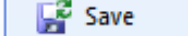
Opening Documents

- Right click the required file, select **View , edit and sharing**
- The next menu depends on the type of file you are trying to open, eg 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 username and password.

If you place a tick in the following check box - **Remember my credentials** - you will not be asked for your username and password again on this device.

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 -  Save - this means that it will sync with your documents back in school.

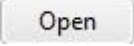
- Close the document.

Downloading Documents

To download a document:


- Select the required document and click  Download 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:

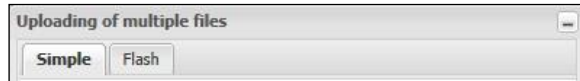
Do you want to open or save **Test My Files.docx** (12.1 KB)

- Click 
- Save the document to an appropriate location on your device, eg PC at home (you will need to remember this if you want to upload the document back to MyFiles!)
- Edit the document as required, remembering to save regularly
- When finished working on the document , save and close

Uploading Documents

To Upload a document to MyFiles:

- Open MyFiles
- Click  on the toolbar



The Uploading of multiple files box appears

Two tabs are available: **Simple** and **Flash**. Either tab can be used to upload your file(s).

- Click **Browse** and 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.

[Feedback](#)