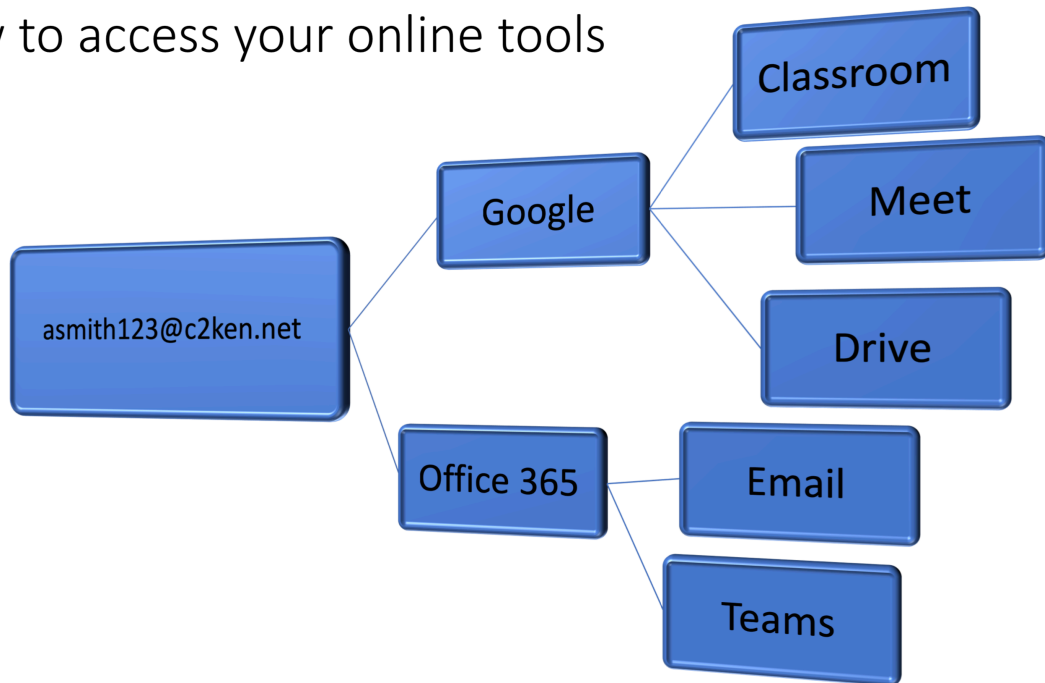


# How to access your online learning services

How to access your online tools



All school services and apps use just one username, your C2K email:

[asmith123@c2ken.net](mailto:asmith123@c2ken.net)

The one password for this account is used in everything. If you don't know this password email [info@delasallecollege.org.uk](mailto:info@delasallecollege.org.uk) with these details:

- Full Name
- Year group
- Form Class
- C2K email e.g [asmith123@c2ken.net](mailto:asmith123@c2ken.net)

## Accessing email and other services on a computer

To access these services on a computer all you need is a modern browser:

- Chrome
- Firefox
- Safari
- Edge



To access your email, Microsoft Teams and Office 365 visit [www.office.com](http://www.office.com) and log in with your **C2K email** and **password**.



Office 365 →



Apps



Outlook



Word



PowerPoint



OneNote



Teams



Sway



Forms

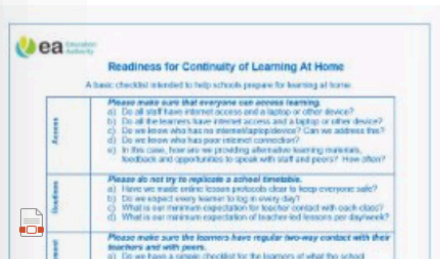
All apps →

Once you are logged in click on this symbol for links to **Outlook (email)**, **Teams** and other apps such as **Word**, **PowerPoint**.

Install Office ▾



You recently opened this  
7 Dec 2020



Readiness for Continuity of Lea...  
ennilive.sharepoint.com

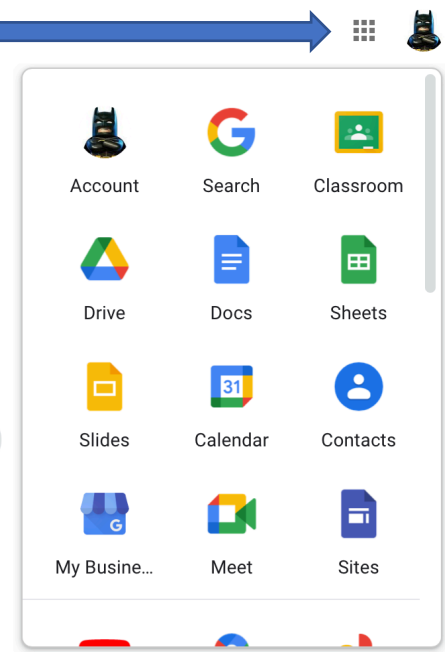
To access Google Services such as **Google Classroom**, **Google Meet** and **Google Drive**, visit [www.google.com](http://www.google.com) and log in with your **C2K email** and **password**.

Once you are logged in click on this symbol for links to **Google Classroom**, **Google Meet** and **Google Drive**

Google

Google Search

I'm Feeling Lucky



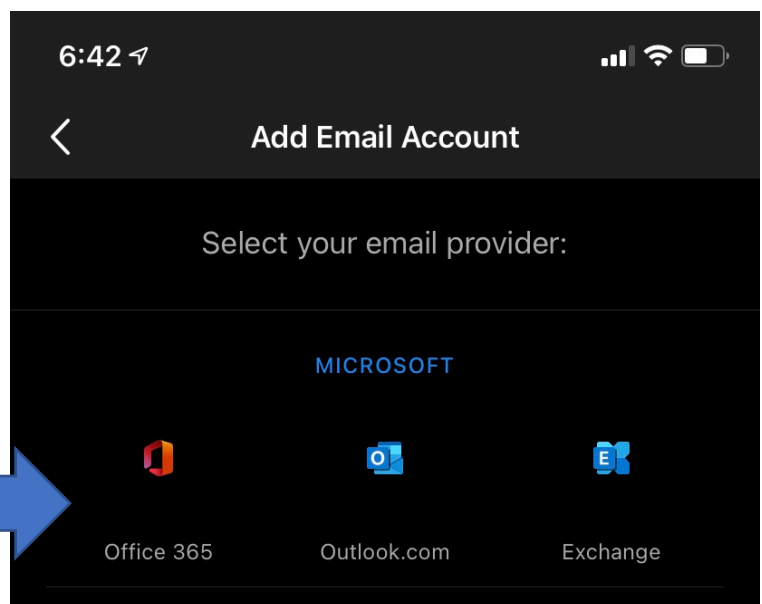
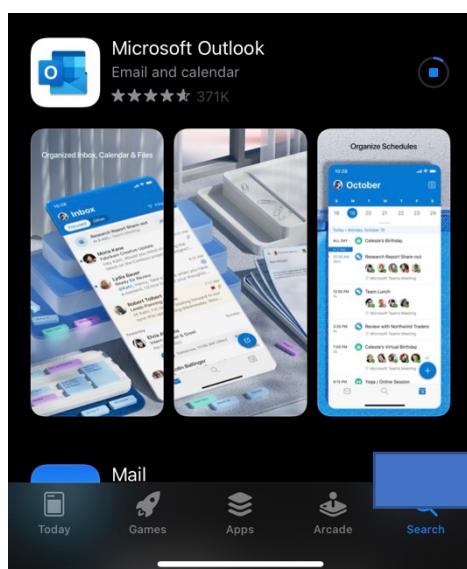
# Accessing email & other services on a phone or tablet








Once more all you need is the same **C2K email** and **password**. The only difference is you access the services as separate apps rather than in a browser

For Android devices go to the **Google Play** store and for Apple devices go to the Apple **App Store**.

For your email install **Microsoft Outlook**. Your email provider is **Office 365**.



## It's recommended you install the following apps:

App Name	Logo	Purpose
Microsoft Outlook		Your school email
Google Classroom		Online classes where teachers can set and collect work.
Microsoft Teams		Online lesson app like Zoom
Google Meet		Online lesson app like Zoom
Google Drive		Online storage app, some materials set in Google Classroom will open in Google Drive so it's important to have it installed.

Remember you can install Office 365 apps on up to five devices (Computer, Tablet or Phone) by logging in with your C2K email and password.

### Office Apps



Outlook



Word



Excel



PowerPoint



OneNote



Publisher



Access