

# Accessing your School Folders from Home

The screenshot shows the De La Salle College MY-SCHOOL portal. The header is yellow with the school logo and navigation links: Visit School Website, Customise, Cookies, Privacy, Help, and Log out. Below the header is a navigation bar with tabs: MyHome, Shortcuts, Untitled Tab, and + New Tab. The main content area is divided into several sections:

- PaperCut:** Displays balance (£0.00), pages (63123), trees (78.414%), CO2 (284053.5g), and bulb hours (17884.85).
- Office 365:** Shows a list of emails with dates and subjects.
- Google Search:** A search bar with a 'GO' button.
- Clock:** A digital clock showing Friday, April 3, 2020.
- C2k Exchange Feeds:** A section titled 'Notice Board' containing several announcements with dates and subjects, each with a 'Read more...' link.
- Mr Stitt Teaching Staff:** A section with a 'Launch' button and a grid of app icons including Google Classroom, Office 365, EA Services for Schools, Collaborate Ultra, C2k Media Library, C2k NewsDesk, Frontier, C2k Exchange, and Admin Utilities. A 'View All' button is at the bottom of the grid.
- My Favourites:** A section with a 'SLICK GROUP' button and a 'View All' button.

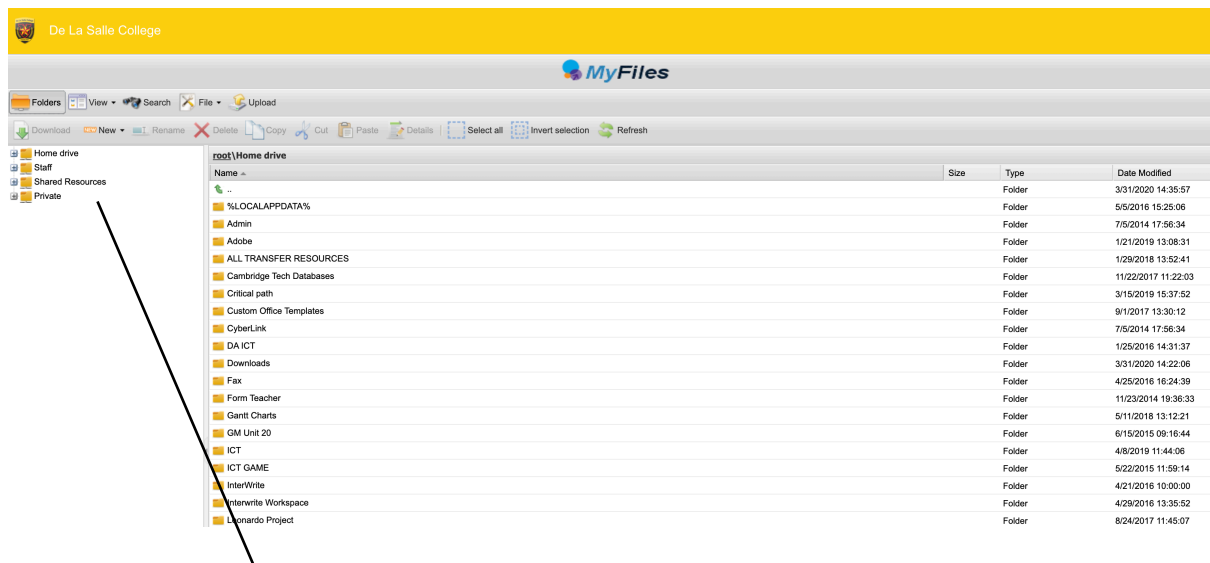
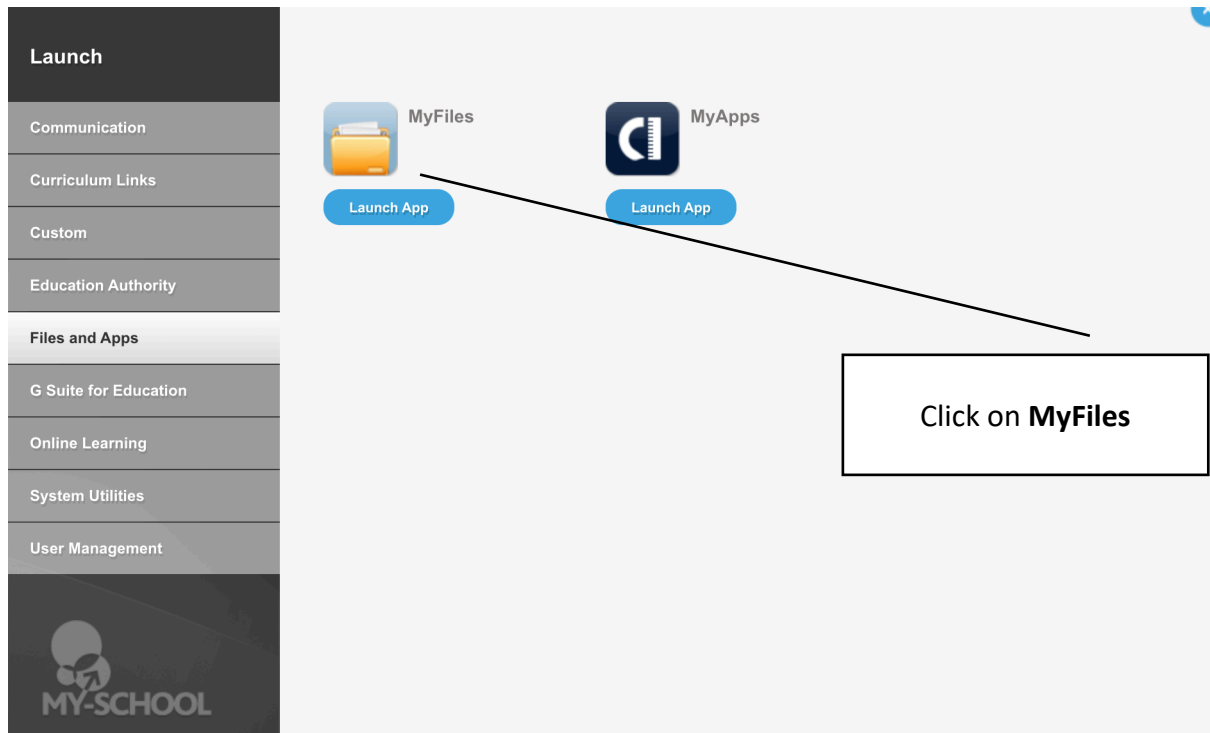
Click **View All**

**View All**

The screenshot shows the 'Files and Apps' section of the De La Salle College MY-SCHOOL portal. On the left is a sidebar with a 'Launch' button and a list of categories: Communication, Curriculum Links, Custom, Education Authority, Files and Apps, G Suite for Education, Online Learning, System Utilities, and User Management. The main content area displays a grid of app launch buttons:

- C2K Exchange:** Launch App button.
- Create Messages:** Launch App button.
- OWA Email:** Launch App button.
- Office 365:** Launch App button.
- Catalogue:** Launch App button.

Click on **Files and Apps**



Teachers can even access shared and staff folders