


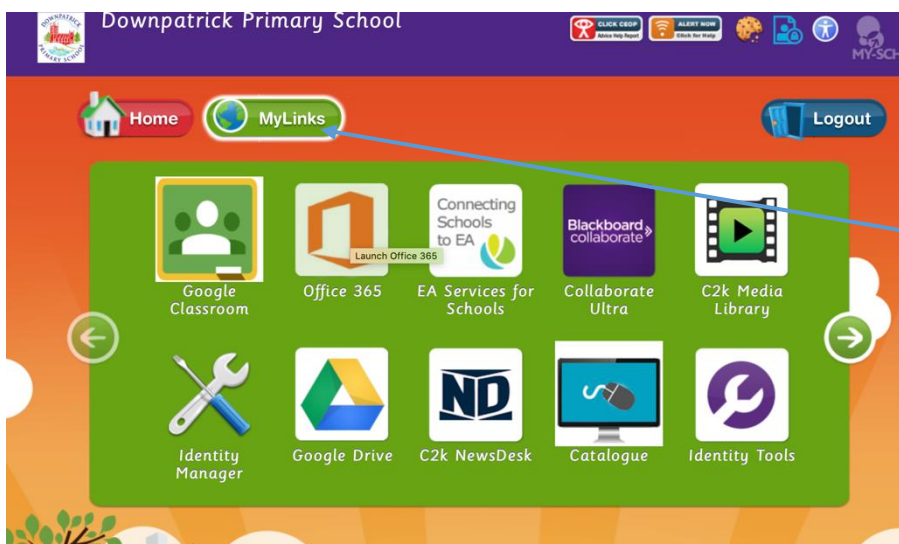


## P7 Learning out of school




### Microsoft Teams - Logging on (skip to step 11 if using app)

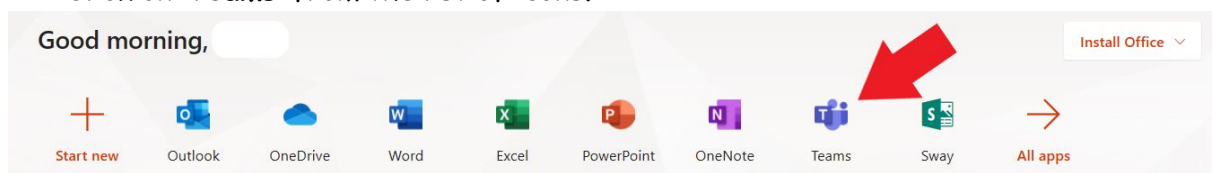
1.  <http://www.c2kschools.net>  
Type this web address into the address bar in an internet browser (Chrome is often the best)
2. Type in your **C2k username** (for example **dmaginnis599**) and **password** and click the Login button



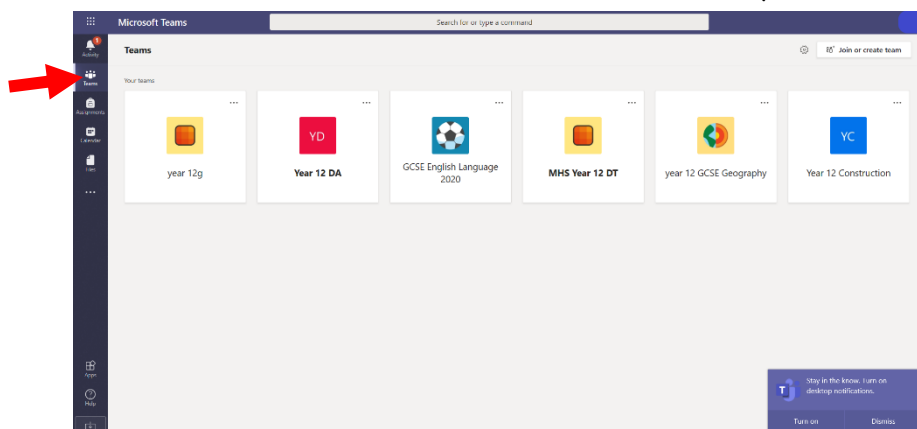
3. Your **MySchool** homepage will load like this picture.
4. You can access **Microsoft Teams** by clicking on **My Links** and then **Office 365**.

5. You may need to logon using your C2k email address eg [username123@c2ken.net](mailto:username123@c2ken.net) - (do not forget the **@c2ken.net** suffix!" and your password that you use in school.

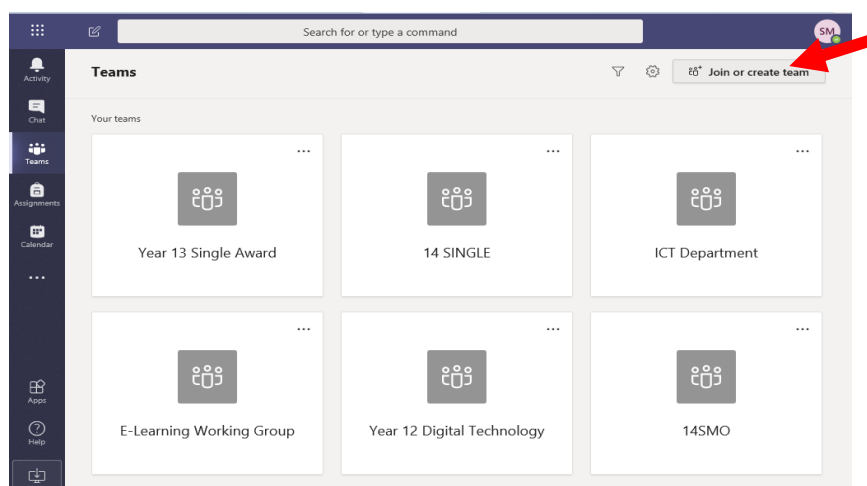
6.  Click on '**Teams**' from the list of icons.



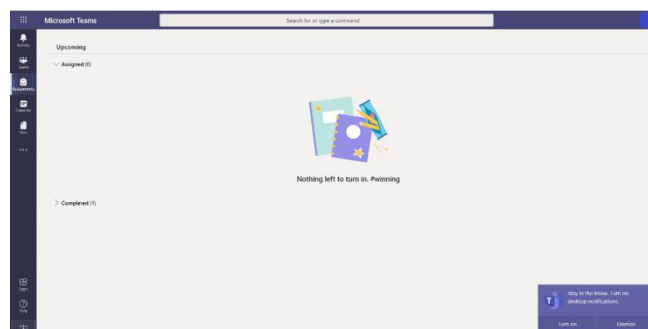
7. Go to **Teams**. You will see all the **Teams/Classes** you are in.



8. If you cannot see any **Teams**,  click on 'Join or Create team'. You could be asked to enter a **Team Code**.



9. If you have a class assignment it will appear in the '**Assignments**' tab.



10. If you cannot access **Teams** or you cannot join the **P7 Team**, let Mr M know through Class Dojo

11. **Microsoft Teams** is also available to download from the Google Play Store (for Android devices) or App Store (iPhone or iPad) - use your **@c2ken.net** username e.g. [dmaginnis599@c2ken.net](mailto:dmaginnis599@c2ken.net) and your usual password for logging on in school.