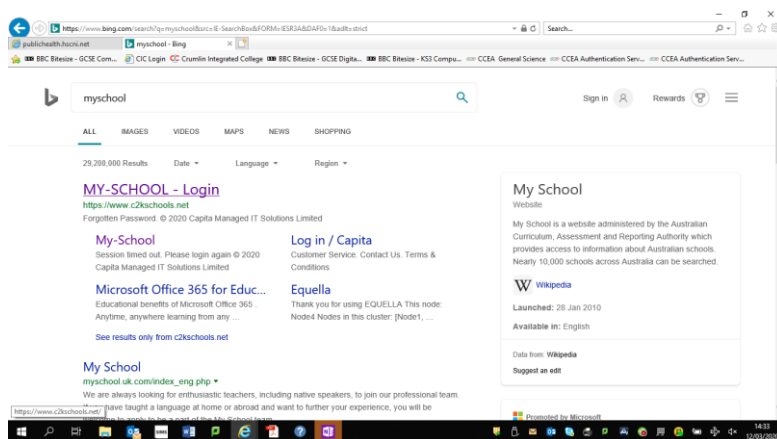


CIC Advice for Parents

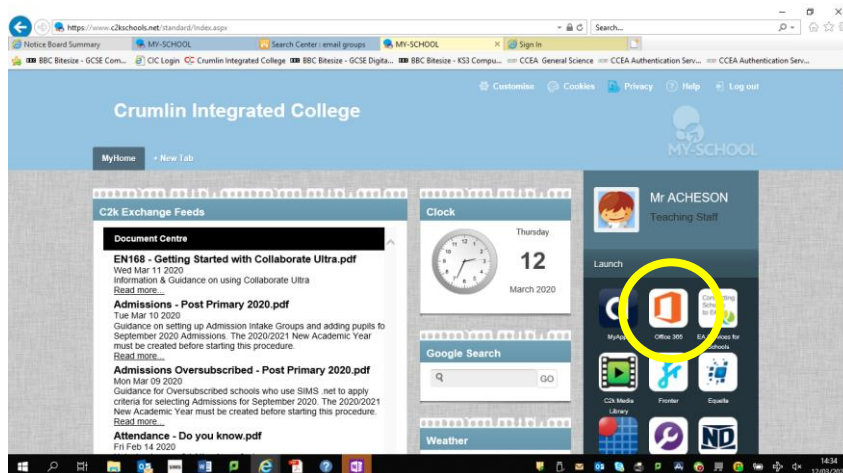


Emails, and other Microsoft Office Applications can be accessed using the steps outlined below. If you have any questions, please contact our office staff through our email address (administration@cic.crumlin.ni.sch.uk) who will be able to make contact with the relevant teacher to provide support.

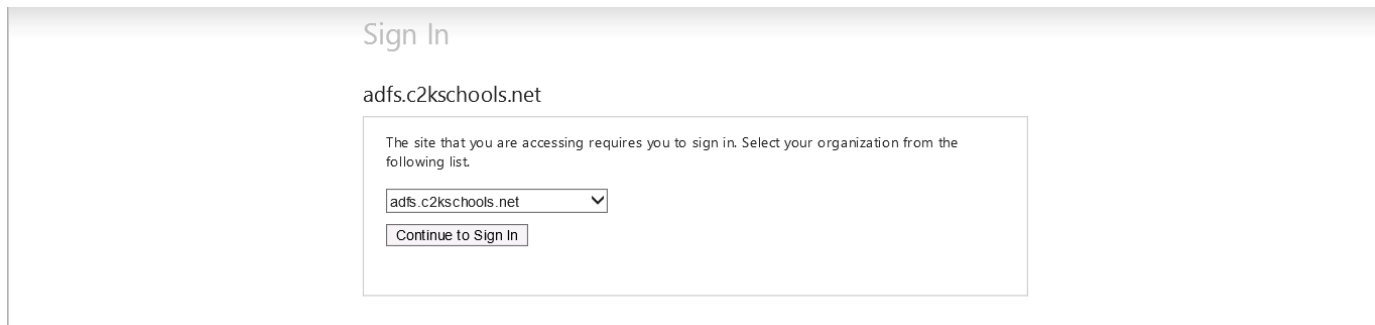
Google **MySchool** and click to open the link. Alternatively type www.c2kschools.net into your browser. Type in your C2K username and password when prompted (this is the same username and password that is used to log in to the computer system in school:



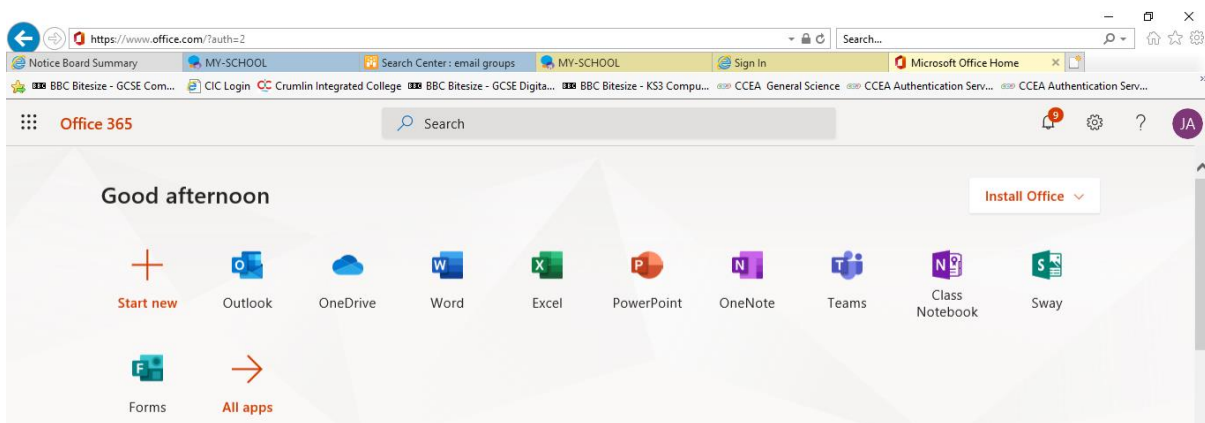
On the MySchool homepage click on **Office 365**:



Click **Continue**, to sign in:



This opens up Office 365 and gives pupils access to all the Office Applications. To read emails, click on **Outlook** to open the email programme:



Outlook in Office 365 has a different layout to our desktop version but pupils will be able to read, and respond to any messages from staff using this service. They will also be able to open and download any new resources that teachers have sent. Additionally, pupils can use the other Office Applications to create documents, graphs, presentations etc.