



Setting up School Emails on Home Devices

You can access emails via your C2K MySchool login or by adding the email account to your digital device. We urge all pupils to follow the instructions below and add their school email accounts to their devices by following the instructions below.

For Apple IOS10+

1. Go to Settings > Passwords & Accounts, then tap on Add Account
2. Select Exchange
3. Enter your Name, Email Address and Password
4. Email address should be as follows: username@c2ken.net (e.g. jbloggs123@c2ken.net)
5. Give the Account a Description e.g. School Email
6. Tap Next and select Sign In
7. Log in with your normal C2K Username and Password
8. Tap Sign In or Next and press Save

For Android

1. Open your email app of choice and choose Add Account
2. Select Office 365
3. Enter your School Email address
4. Email address should be as follows: username@c2ken.net (e.g. jbloggs123@c2ken.net)
5. Tap Next and enter your normal C2K Username and Password
6. Tap Sign In or Next and press Save