

ACCESSING EMAILS FROM MOBILE DEVICES

Due to the developing situation regarding school closures we are preparing as many proactive measures as we can in order to provide students with access to their education.

To add emails to your personal device, follow the instructions below.

APPLE DEVICE



1. Go to settings > Passwords & Accounts, then tap 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. ateacher123@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

ANDROID DEVICE



1. Open your email app of choice and choose Add Account
2. Select Office 365
3. Enter your Email Address
4. Email address should be as follows:
<username>@c2ken.net (e.g. ateacher123@c2ken.net)
5. Tap next and enter your normal C2K Username and Password
6. Tap Sign in and press Save

