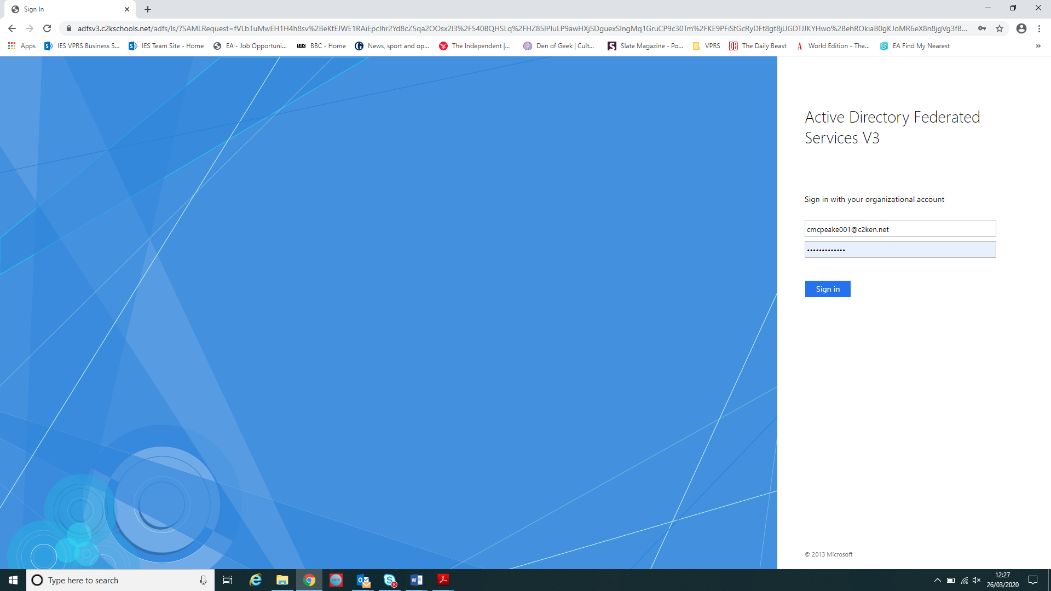
**Google Classroom - Logging on**

1. Click on this link <https://classroom.google.com/>

or type this web address into the address bar in an internet browser

1.  Log-on using your C2k details:

* Enter your email address (first initial, surname, three numbers):

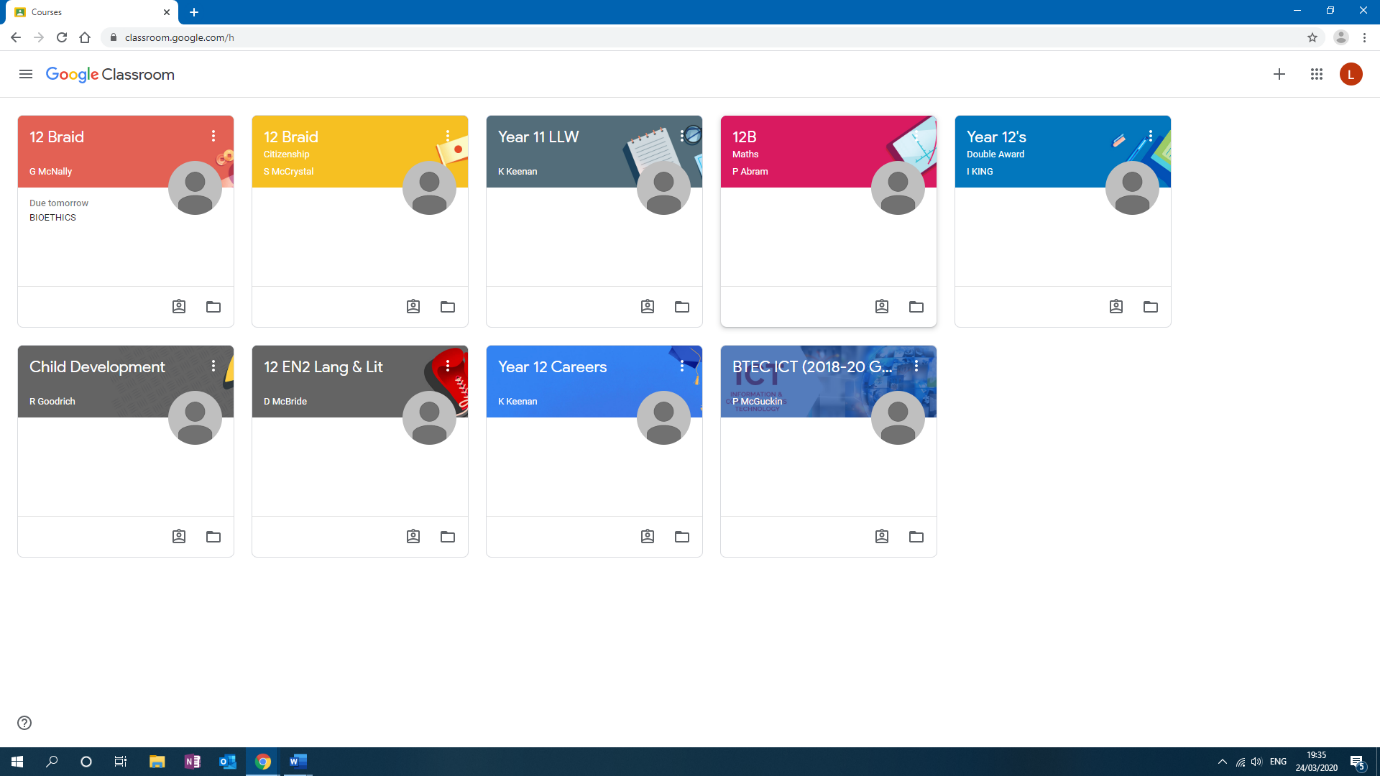
For example [cmcpeake001@c2ken.net](mailto:cmcpeake001@c2ken.net)

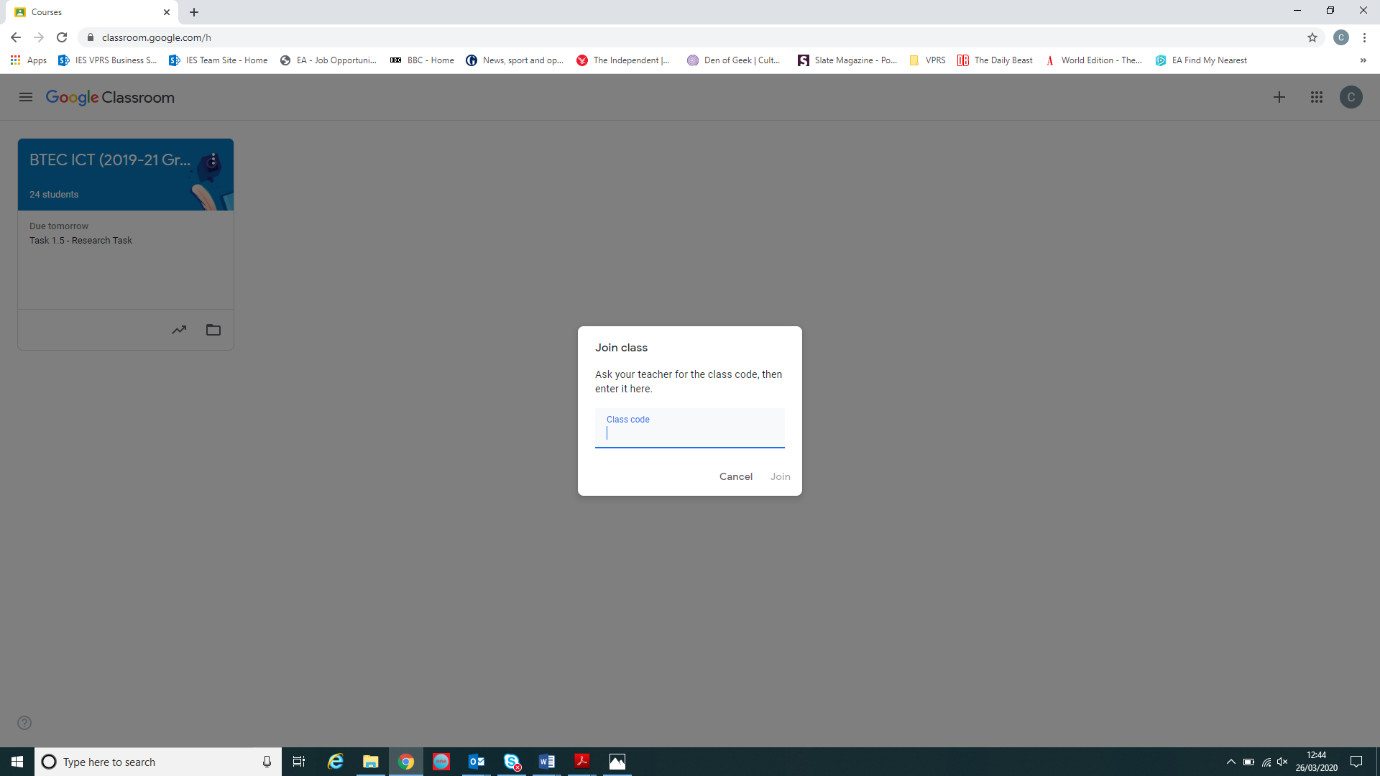
* The password is the password you use to log-on in school.
* C:\Users\Maherb\Desktop\ABIT information for schools\352-3521358_finger-tap-png-click-icon-png-transparent-png.pngClick ‘Next’

1. When the ‘blue screen’ appears, re-enter your C2k email, for example:

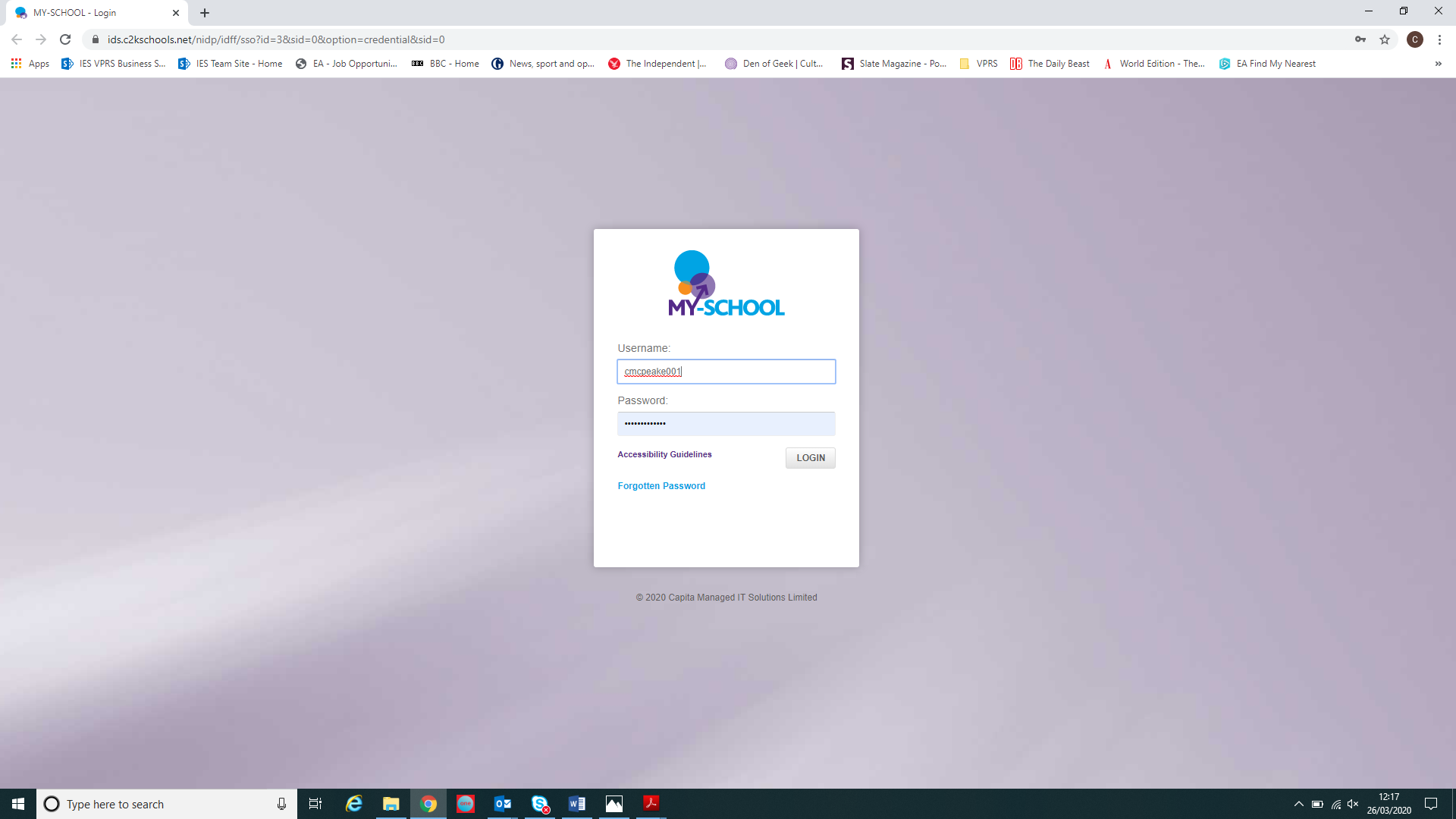
* [cmcpeake001@c2ken.net](mailto:cmcpeake001@c2ken.net)
* The password is the password you use to log on in school.
* C:\Users\Maherb\Desktop\ABIT information for schools\352-3521358_finger-tap-png-click-icon-png-transparent-png.pngClick ‘Sign in’

**Google Classroom - Joining a Class with your ‘Class Code’**

1. C:\Users\Maherb\Desktop\ABIT information for schools\352-3521358_finger-tap-png-click-icon-png-transparent-png.pngClick on the ‘+’
2. C:\Users\Maherb\Desktop\ABIT information for schools\352-3521358_finger-tap-png-click-icon-png-transparent-png.pngClick ‘**Join Class**’



1. Enter your ‘**Class Code**’ on the next screen.
2. Your class will appear, click on the name (for example Year 11 ICT) to view your school work.

**Google Classroom - Joining a Class if you do not have a ‘Class Code’**

1. C:\Users\Maherb\Desktop\ABIT information for schools\352-3521358_finger-tap-png-click-icon-png-transparent-png.pngClick on this link <http://www.c2kschools.net>

or type this web address into the address bar in an internet browser

1. Type in your C2k username (for example **cmcpeake001**) and password. ThenC:\Users\Maherb\Desktop\ABIT information for schools\352-3521358_finger-tap-png-click-icon-png-transparent-png.png click the Login button



Paddy

Mena

1. Your **MySchool** homepage will load like this picture.
2. You can access Google Classroom by clicking on **View All**



1. Click on the **G Suite for Education** link
2. Next, click on the **Google Classroom Launch App** button
3. Continue to log in as shown on **Page 1.**
4. You should now have accessed your Google Classroom.
5. If you still cannot access Google Classroom check your school email for a **Class Code** from your teacher. See instructions on **Page 3**

**Checking School Emails or Sending an Email to a Teacher**

1. If you cannot logon to Google Classroom or have a problem you can send your teacher an email.



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1. Logon to **My School** as shown on **Page 2.**
2. Access your school email by clicking on **Office 365.**
3. Click on the **Outlook** icon in the **Microsoft Office 365** page.
4. Check your email inbox for emails.
5. Send an email to your teacher if you have any questions or you need help.

