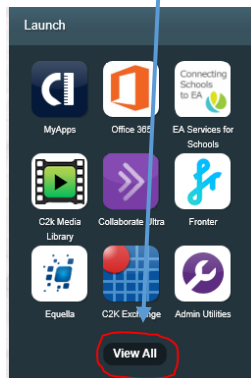


## Access C2k Documents and Shared drives from home

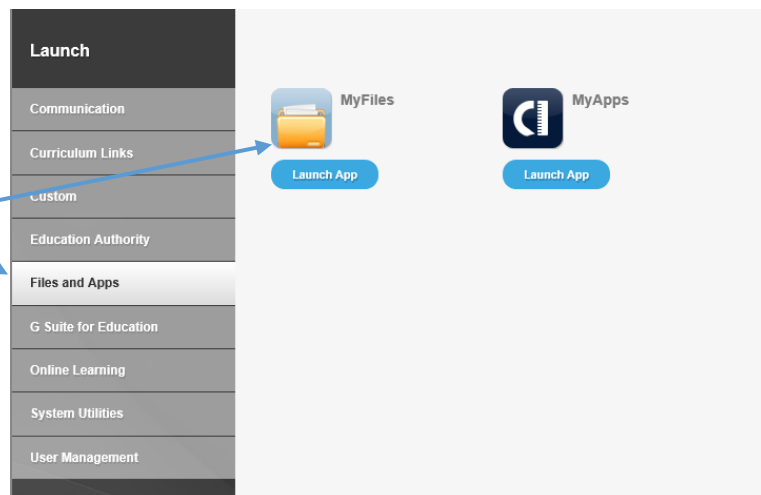
Choose View All

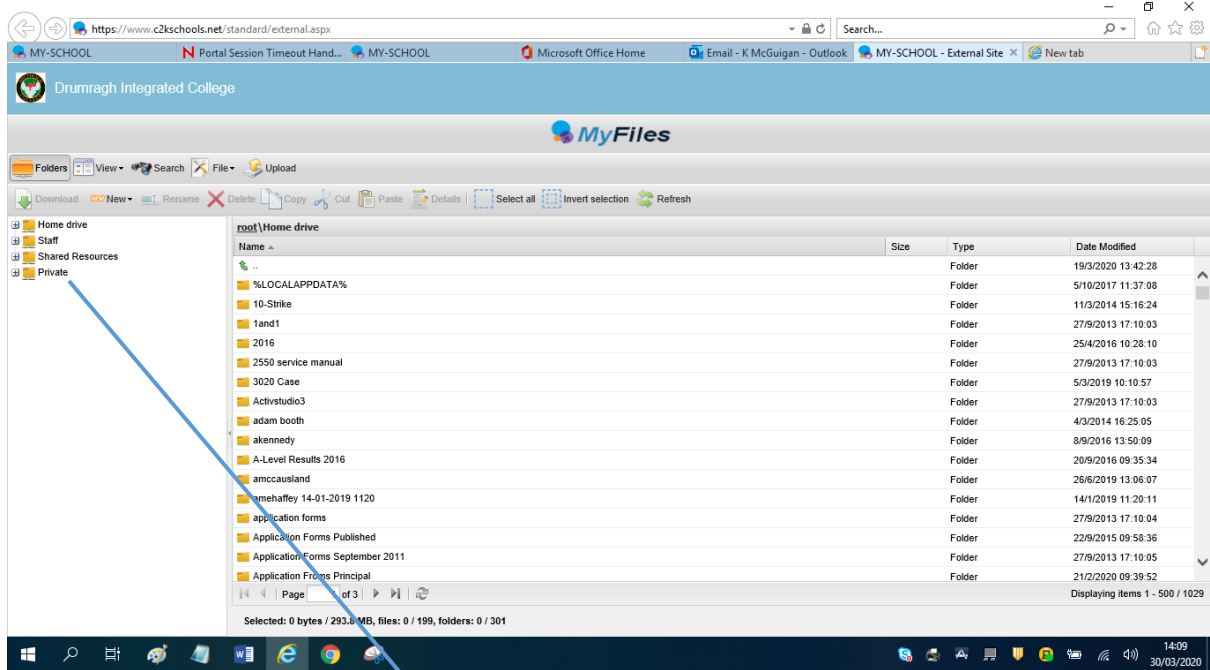


Choose "Files and Apps"

Then

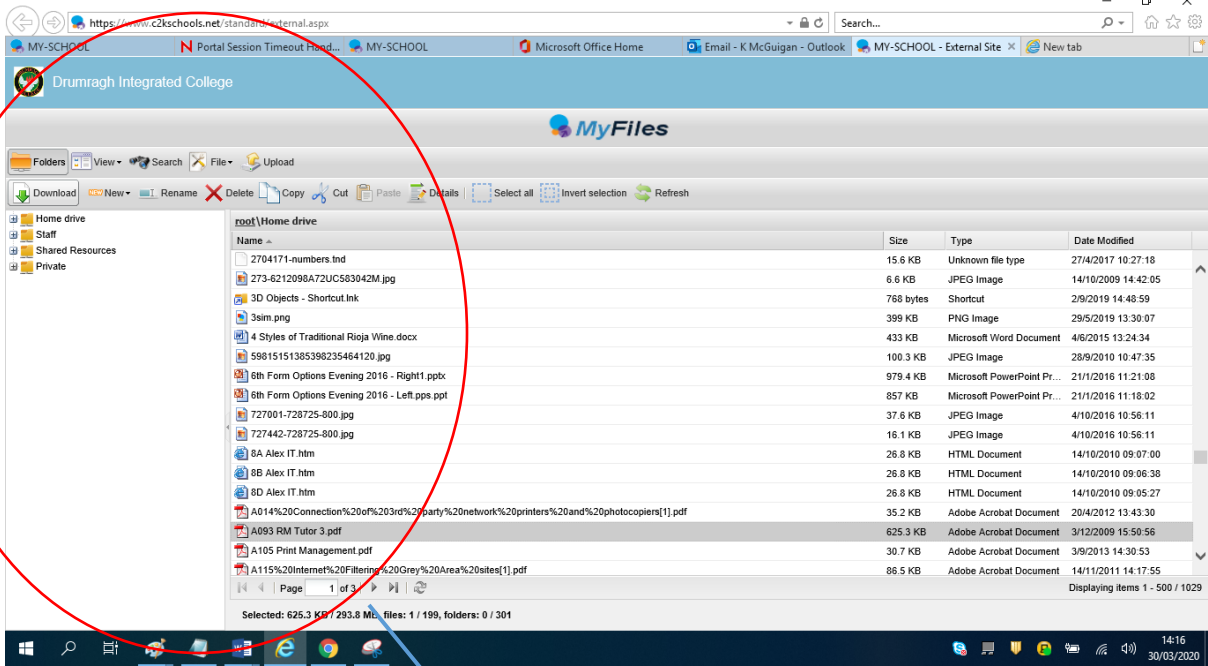
"MyFiles"





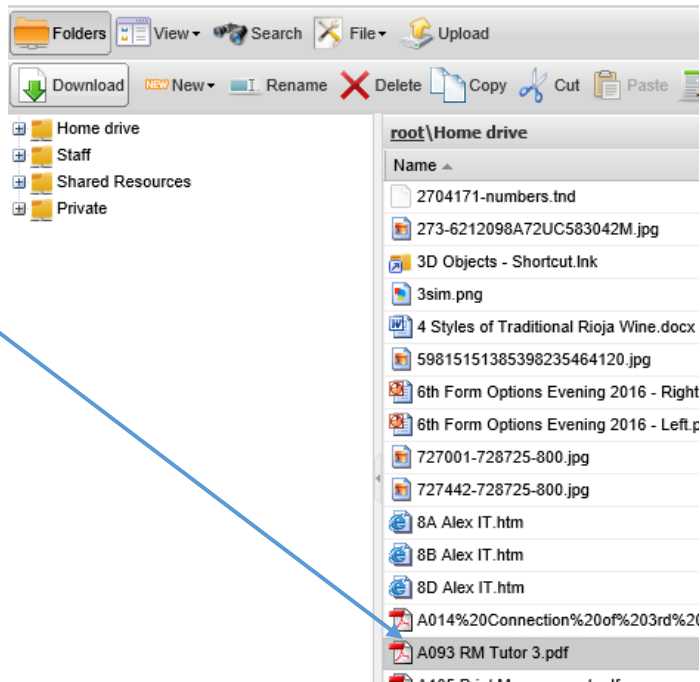
Choose :-  
**“Home drive”** for C2k documents in your user area  
**“Staff”** for Staff Shared  
**“Shared Resources”** for Shared drive  
**“Private”** for Private Folders (Restricted Access)

- Home drive
- Staff
- Shared Resources
- Private

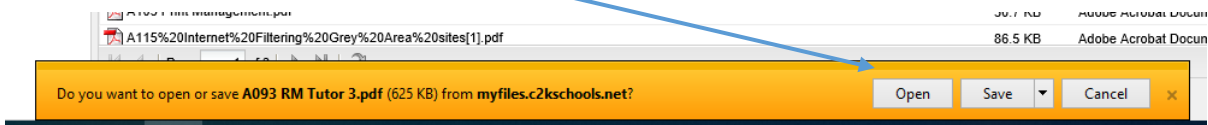


Choose the file you wish to open

Click Download



Choose Open or Save



**\*\*\*Please note the file has been downloaded and opened on your local computer – if you choose to save your document thereafter it will be saved locally NOT IN YOUR SCHOOL DOCUMENTS\*\*\***