

# St Louis Grammar School

## A Specialist School for Technology and Computing

### Sending work to teachers via email

During the Covid-19 lock down, your teacher may ask you to send their work via email.

Below are the steps for uploading an image of your work via email. On the Pupils page there are already instructions on how to upload work to the VLE.

**Remember, you should only use your school email account to communicate with teachers.**

**iOS e.g. iPhone, iPad etc. – If you already have your email set up using the in-built Mail app.**

1) First take a picture of your work using your mobile device. Make sure that it fills the screen and that there are no parts missing.

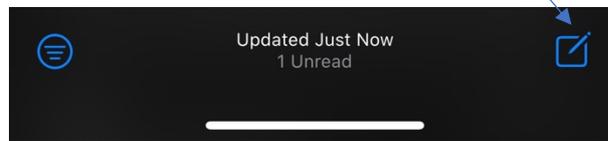
2) If you are using an iOS device:

a. Go to your email



b. Make sure you are in your C2K account by clicking on it.

c. At the bottom of your email screen you will see the “Write email”



icon.

d. Compose the email to your teacher. Remember to use formal language in all your online communications with your teachers.

Either reply to an email your teacher has sent, or start typing the first letter of your teachers name, followed by their surname. E.g. T Brown

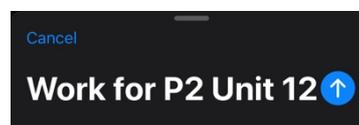
e. On the bottom row you will see icons which allow you to attach various file types.

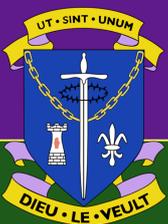


Pics Take Pic. File scan

NOTE: The file icon will only let you attach a file that is stored in iCloud

f. Send the email using the arrow icon



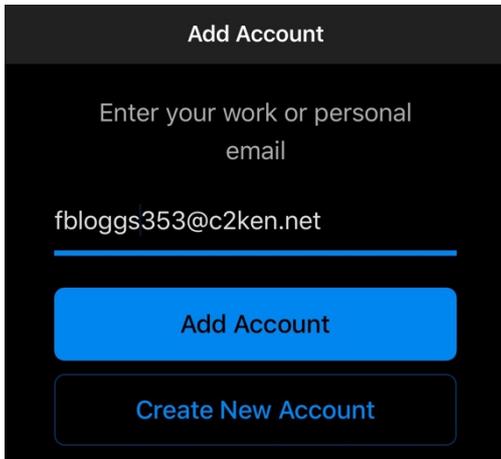
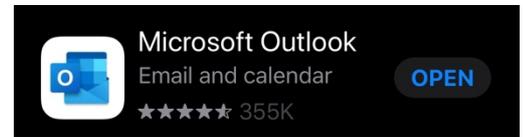


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## Sending school email on an iOS or Android device using the Microsoft Outlook app

If you don't already have your school email set up in the Mail app on an iOS device, download the Outlook App from the App store.



1) Enter your C2K email address. This is:

Your C2k username e.g. fbloggs353@c2ken.net

2) Click "Add account"

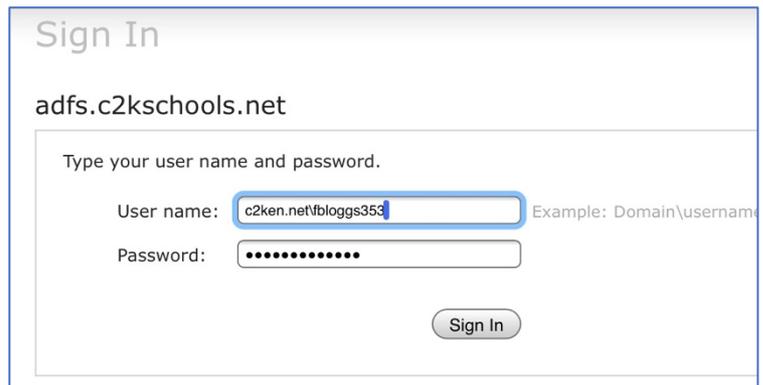
3) You will be taken to a new screen. On the new screen, add the following details:

c2ken.net\yourusername

Your C2K password

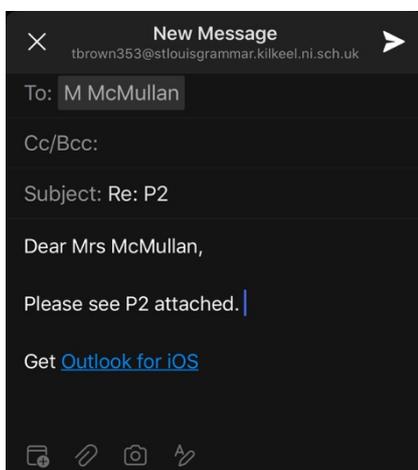
4) Click "Sign in"

5) If your details are correct you will see your C2K email on the screen

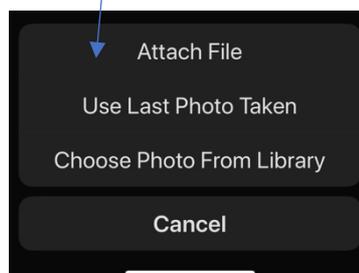


## Composing an Email, and adding an attachment, using Outlook on an iOS device

1) Click on the "Write email" icon

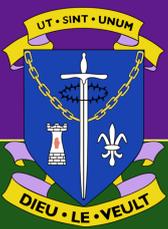


Using the Paper Clip icon at the bottom of the email, attach your file / photo.



2) Click the send email icon to send your email top your teacher.





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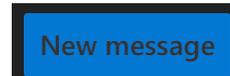
## Using Outlook online to send emails to teachers

- 1) Go to <https://www.c2kschools.net/standard/Index.aspx>
- 2) Log in using your C2K username and password

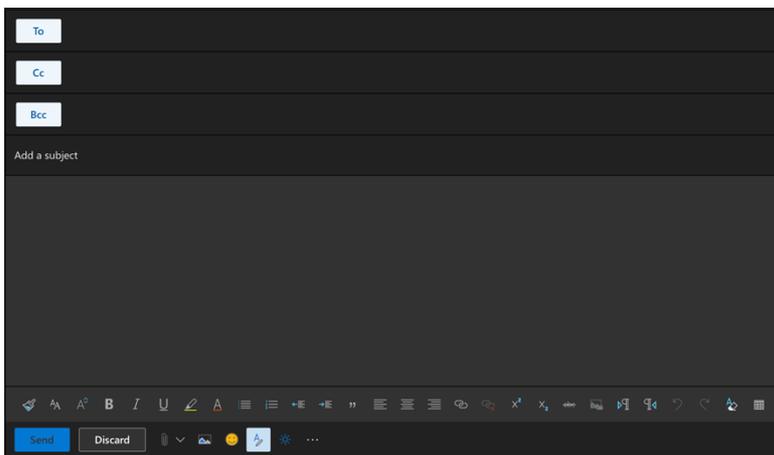
- 3) Click on the Office 365 icon -> click on Outlook



- 4) Click "New Message" from the top-left corner of the screen



- 5) Compose your email, and attach a file using the paper clip icon from the bottom of the screen.

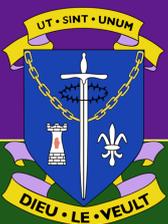


- 6) Press SEND

## To reply to an email from your teacher

- 1) Click on the email you want to reply to
- 2) Click the single arrow (facing left) to reply to that email





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Sending an email with an attachment from an Android device

**Note: There are MANY version of Android so the printscreens might not match your device.**

