Setting up C2k Email on your mobile device

For Apple IOS10+

1. Go to **Settings** > **Passwords and Accounts**, then tap **Add Account**
2. Select **Microsoft Exchange**
3. Enter your **Name**, **Email Address** and **Password**
4. Email address should be **<username>@c2ken.net** (e.g. nkavanagh738@c2ken.net)
5. Enter a **Description** for the account (e.g. School Email)
6. Tap **Next** and select **Sign In**
7. Log in with your **C2k Username** and **Password**
8. Tap **Sign In** and press **Save**

For Android

1. Open your email app (or download and install one first) and choose **Add Account**
2. Select **Office 365**
3. Enter your **Email Address**
4. Email address should be **<username>@c2ken.net** (e.g. nkavanagh738@c2ken.net)
5. Tap **Next** and enter your normal **C2k Username** and **Password**
6. Tap **Sign In** and press **Save**