
External Internet access to school files and folders

Access to a school's C2k network from an external Internet connection, for staff and pupils, is available through a service called **Easylink**. Your C2k Manager/Administrator in school has the facility to enable access for specified users.

Important note: Easylink does not work with Microsoft Vista or with browsers other than Internet Explorer.

This information sheet has the following sections:

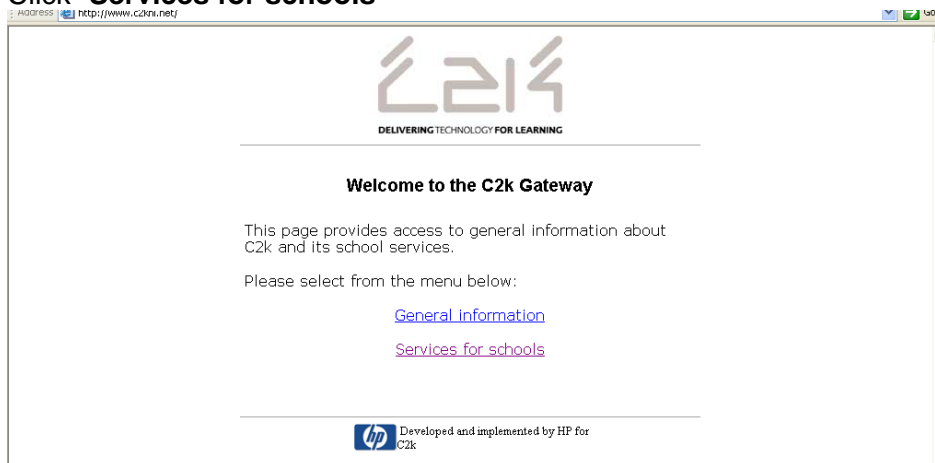
1. Accessing Easylink
2. Using Easylink
3. Logging Out:
4. Enabling access to Easylink (C2k Managers only)

1. Accessing Easylink

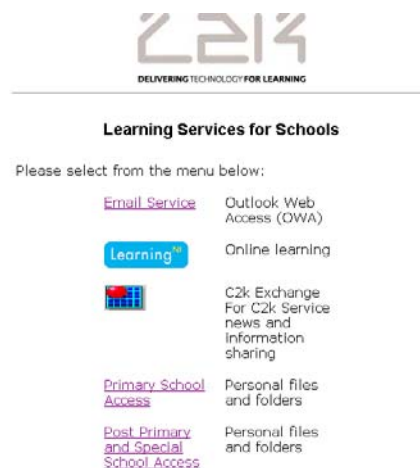
In your local library or home log on to the ¹Internet

1.1 Type in www.c2kni.net address

1.2 Click “Services for schools”



1.3 Select “Post Primary and Special School Access”



1.4 A new window will open up (shown on the right),
Click **“Personal Folders”**



Learning Services for Schools

Please select from the menu below:

- [Personal Folders](#) Access to your personal files and folders in school
- [School Services](#) Other school services



School Access

Please select from the drop down menus below:

Board:

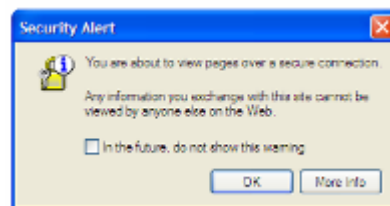
School:

1.5 Select **Board** and then

Select **School**

Click **Connect to School**

1.6 If you receive a Security Alert, Click **OK**



1.6 Enter your C2k Username – using the prefix **school**
eg **school\smith361**

1.7 Enter your C2k **Password**

1.8 Click **OK**



2. Using Easylink

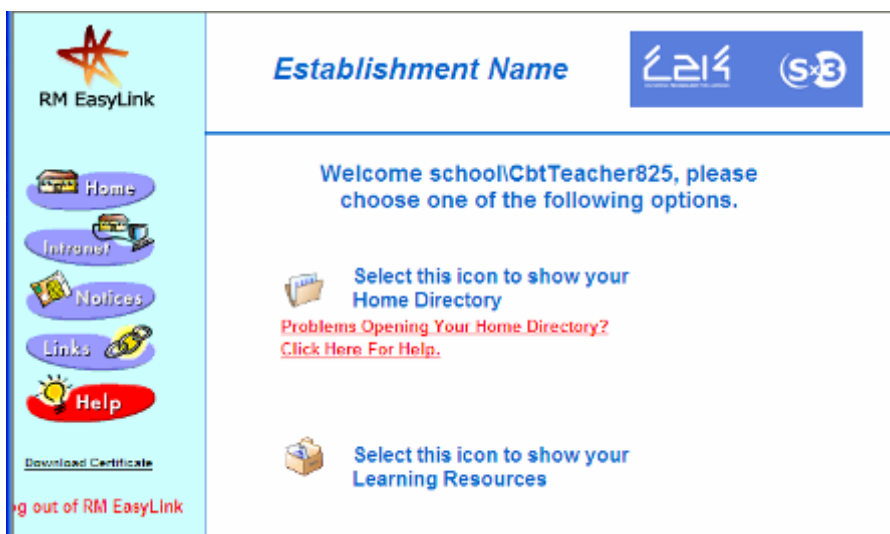
When you have successfully logged on, you will see the following home page:

Home Directory

- Your school files and folders

Learning Resources

- Available resources



If you are unable to log on, **take details of the error message** and report to your C2k Manager/Administrator in school.

• Important note regarding Easylink and Internet Explorer 7

If you have upgraded your computer to Internet Explorer 7 (which may have been automatically upgraded by a Windows update), you may encounter either of the following two issues.

1. Security Certificate warnings

When accessing the EasyLink web site from a PC with Windows® Internet Explorer® 7 installed, the following warning will be shown before accessing the web site.



Click on "Continue to this website" to go to the EasyLink homepage.

You may also encounter the message: "The security certificate presented by this website was not issued by a trusted certificate authority." Again this does not represent a security risk and you should proceed to the Easylink webpage.

2. Home folder

When the EasyLink Home Directory link is chosen, instead of displaying the expected, EasyLink Home Directory page, a different page is displayed showing the My Computer folder for the *your (home)* computer. This will occur if your computer is running IE7 with Windows XP, ME or 98 Second Edition, and which does **not** have Microsoft® Office® 2003 installed. This can be resolved by the installation of a software upgrade.

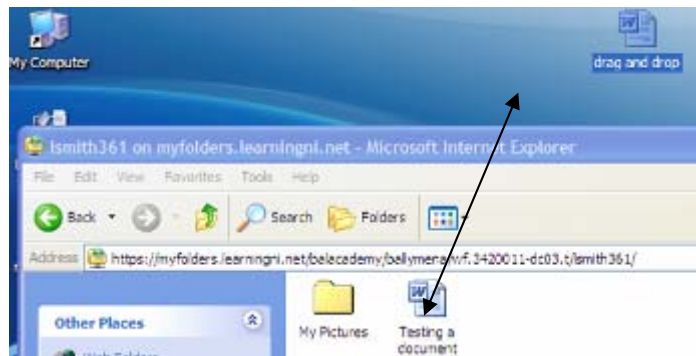
Browse to the following webpage and follow the instructions it contains to download and install the update on your home computer.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=17c36612-632e-4c04-9382-987622ed1d64&DisplayLang=en>

2.1 Home Directory: Opening & Saving Files

Method 1 - Home Access

- To Edit : Drag and drop file from the My Folders window to the desktop
- To Save in the My Folders window: Drag and drop file from the desktop to the My Folders window



Method 2 – Public Library Access

- **To Edit** - Double click file directly from the **My Folders** window - you will be prompted to log on again
- **To Save** – Select **File>Save** – the direct path to file location on C2k system will be found

2.2 Learning Resources

2.2.1 To Open: Save Locally

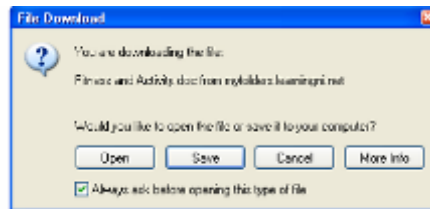
- Click the desired resource file
- At prompt **right-click** file



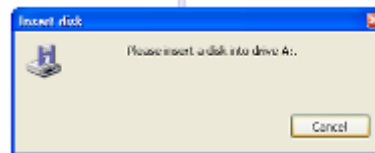
- Select **Save File As**



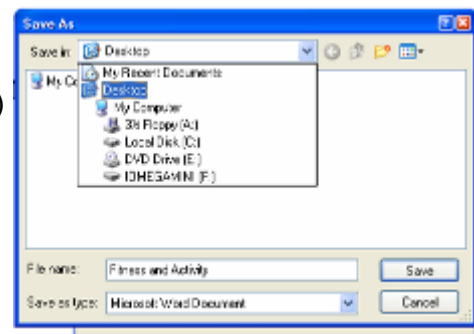
- Click **Save**



- Click **Cancel** Button (*Library Prompt 0*)



- Select which **Drive** (Floppy A or F is UBS in library)
- Click **Save**



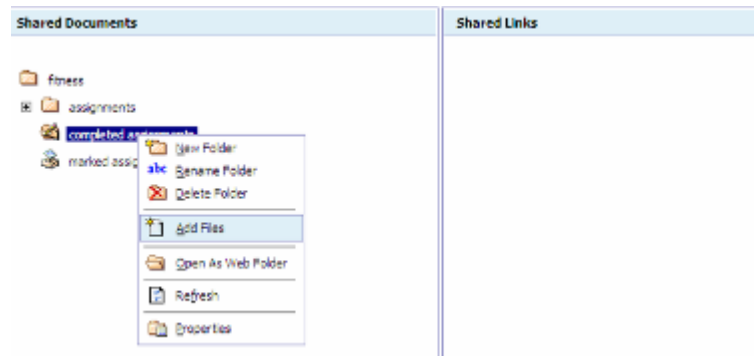
(The resource file is now saved on your floppy or UBS pen)

2.2.2 To ² save completed work back to a resource folder:

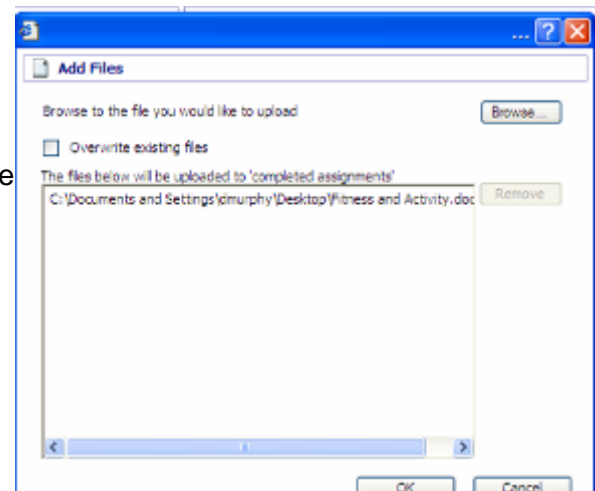
- **Right Click** Destination Folder (eg Completed Assignment)



- Select **Add Files**



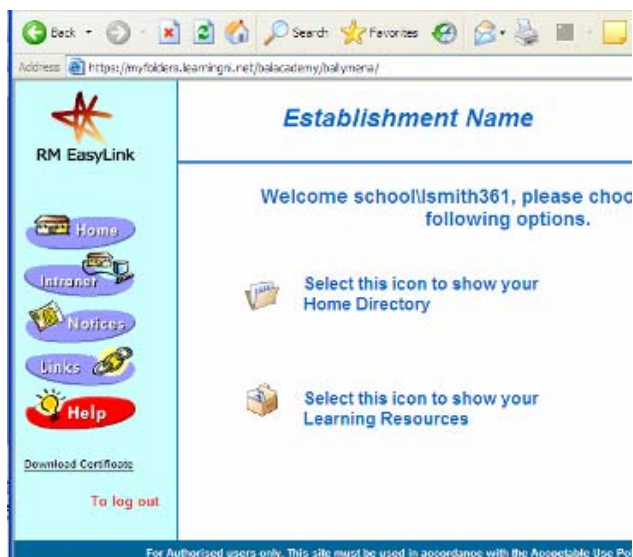
- Select **Browse**
- Search on the desktop or on a disk for the saved file which is to be uploaded to the Resource Folder
- Click **OK**



²The folder permission rights must be set to **Write or Collaborate** by the teacher (owner) to enable the user to save a completed piece of work back to a Learning Resource folder.

3. **Logging Out:** (You must ensure all browser windows are closed.)

Click **To Log out**



NOTES:

- **Browser:** IE 5.4 or later is required
- **Email Icon** – Email can only be accessed if it has been made available to student(s) by the school (if the email facility has been made available please refer to the school's C2k Manager/Administrator for OWA guidelines).
- **File Association:** At home you may get a "File Association" error message if your desktop does not have Windows XP and Office XP installed. File access depends on the version of Microsoft Office in use – and there are options within Office to save to a lower version if required.
- **File Size: In Word documents,** use the option **compress images** to reduce the size of a file and increase downloading speed (in Word click on any image, and *select Format>picture>Compress>All pictures in document*).
- **Home Access Speed:** the downloading speed of files will depend on (i) connection type: PSTN 56kps, ISDN 128kps and Broadband at least 512kps and (ii) the size of the file.
- **Learning Resources:** The folder permission rights must be set to **Write or Collaborate** by the teacher (owner) to enable the user to save a completed piece of work back to a Learning Resource folder.
- **Library Transfer of Data**– As libraries have no local desktops saving permissions, users will be required to use either a floppy disk or a USB pen for transferring data between their school C2k systems and the local desktop in the library. It is important to be aware that some files may be too large to save to a floppy disk.
- **Computer Specification** – your computer specification (e.g. the size of memory, hard disk and processor) will have an impact on speed of access.

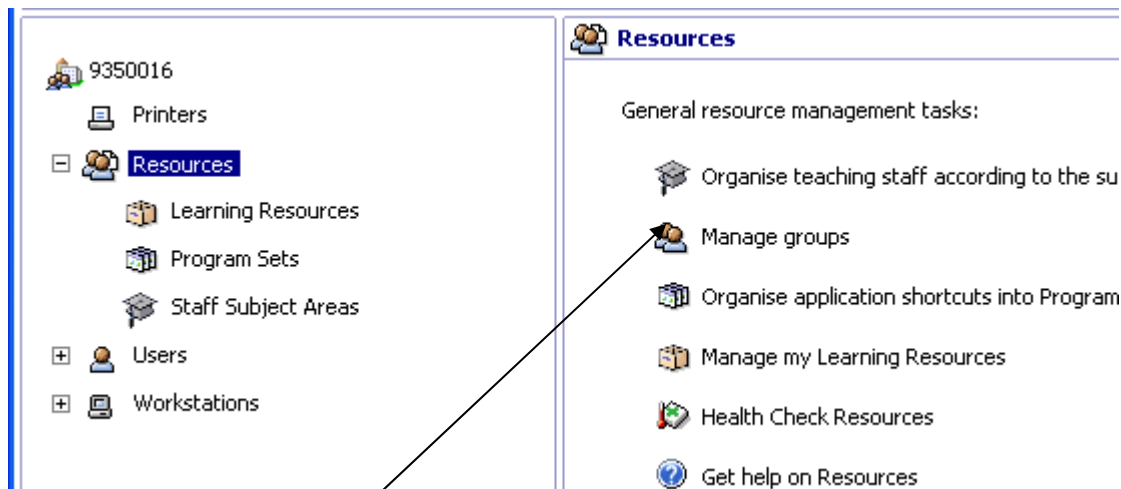
Failed Log On Attempts

- A page error is displayed after 3 failed login attempts; the account is locked out after 5 login attempts and has to be re-enabled by your C2k Manager/Administrator.

4. Enabling access to Easylink (C2k Managers only)

This section is provided for C2k Manager(s) to enable access to Easylink.

- Log on as C2k Manager.
- In the **RM Management Console**, click on **Resources**.



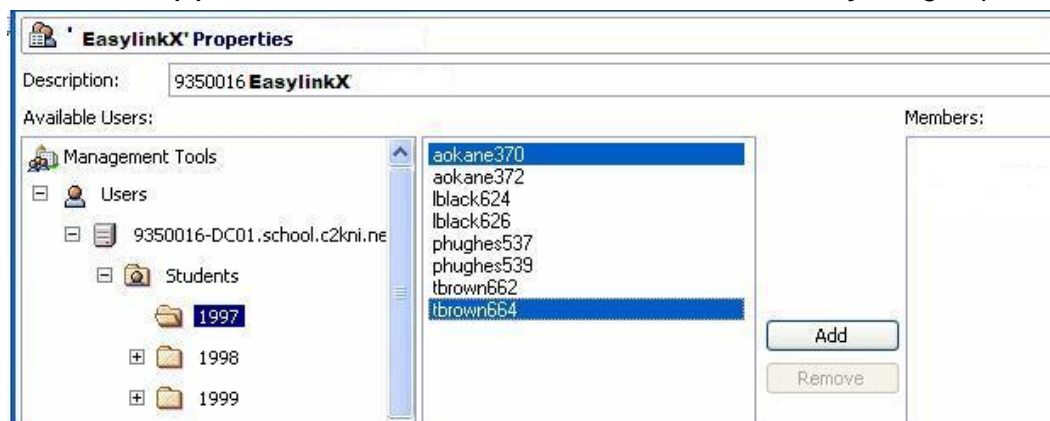
- Click **Manage Groups** in the right-hand pane.
- Double Click **EasylinkX** in Groups Pane

4.2 Giving Easylink access to individual staff or student user(s)

Add user(s) to the EasyLinkX group.

- Click **Users** in the left-hand pane.
- Click appropriate DC server to expand users

Select **user(s)** and Click **Add** button to move users into the **Easylink** group



Note:

- Individual staff/student users can be **added** or **removed** into the *EasylinkX Authorised* Group as required without Helpdesk assistance.
- The C2k Manager/C2k Administrator has the same level of access to all data at home as within school, which includes:
 - access to all users' *My Documents* folders and
 - access to each other's folders.

For highly confidential information, users should be reminded to password protect their folders or to use private folders to which they have been given access. Users other than the C2k Manager/C2k Administrator can access only their own and allowed shared folders.