Microsoft 365- The Basics From Home

Go to cobbk12.org, look under the "Parents" tab at the top, then click "Office 365 Sign In". Sign in using your User ID and Password.

User ID- firstname.lastname@students.cobbk12.org

Password- same as you use to get on the computer at school

* If you are unsure of your User ID- go on to your Student Vue account and look under "Account Information" to see it.

1. **There are two different versions of the program-** the web-based Office 365 and your computer-based Microsoft Office. You have 5 free downloads of the computer-based program you can use anywhere. Once you log in- look at the top right, click "Install Office" and follow the directions.
   Big difference- There are more options on the computer-based program and you can control auto-save better. The web-based programs will auto-save your work! You will lose the original version!

2. **One Drive-** This is your new student folder in "The Cloud". It is where you can save all your schoolwork. You can upload it from your desktop or save it from the web-based program. You can save any type of file. **Please make a file folder for each subject and remember to name your files!**

3. **Sharing your work in OneDrive (Draw Symbol)-**

   With Teachers: email address

   With Students- The first time you have to type in their full Cobb County Username: Firstname.Lastname@students.cobbk12.org

   This allows you to work together on the same thing at the same time!

4. **Create a link to your work in OneDrive:**
   A. Look for the three dots next to the share link, left click your mouse on the dots and then choose "Copy Link".
   B. Click the box that says *People with existing access can use the link* and change it to *People in the Cobb County School District with the link can edit (the "Blue Suitcase" Icon).* Click the "Accept" Button
   C. Above will appear a link you can copy and paste in an email, etc. that will let people look at your work.