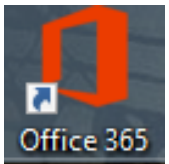


TO USE 0365 SEAMLESSLY BETWEEN HOME AND SCHOOL:

1. At school, log into the computer and click on the 0365 icon



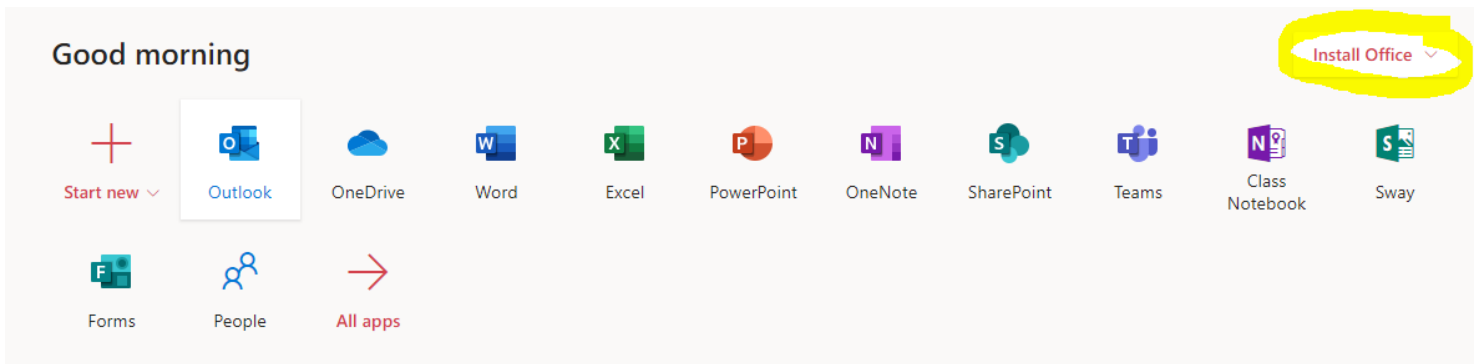
2. At home, you **MUST** start at www.cobbk12.org
(as there are tons of other schools and businesses with 0365).

The image is a screenshot of the Cobb County School District website. At the top is a black navigation bar with the Cobb County School District logo on the left. To the right of the logo are several dropdown menus: 'District', 'Parents' (highlighted with a red circle), 'Schools', 'Board', 'Departments', 'Employees/Jobs', and 'Sports News'. A search icon is on the far right. Below the navigation bar is a yellow 'Find It Fast' section with links to 'Attendance Zone Maps', 'Bus Numbers & Routes', 'Calendars', and 'Enroll Your Student'. To the right of this is a 'Sign Up / Sign In' section with a red circle around 'Office 365 Sign-in' and links to 'Office 365 Support', 'ParentVUE Login Page', and 'StudentVUE Login Page'. Further right is a 'Parent Resources' section with links to 'Academic Information', 'Acronyms & Abbreviations', 'Bullying/Cyberbully Info', 'Character Education', and 'Cobb Digital Library'. On the far right is a 'Resources (Cont.)' section with links to 'Hospital/Homebound Handbook', 'International Welcome Center', 'Naviance', 'Obtaining a Copy of Your Diploma', and 'Prevention / Intervention'.

3. Click on **PARENTS** tab at top and then **0365 sign-in**.

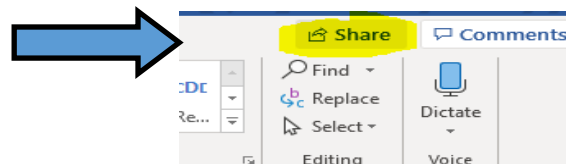
4. **Username:** Log in with `firstname.lastname` (if students have digits in username, those must go after last name
Ex. John.Smith123)

Password: school computer password



5. If you would like to install a copy of the Office desktop apps on a personal device, click **install**. Each CCSD student gets 5 copies.

Working at home and having printer problems? No worries! The Allatoona Library opens at 7:15 and printing is free for students. You may also send a copy to your teacher by using the **Share** feature located in the top right corner.



When you click on **Share**, you simply type your teacher's (or a fellow student's) name. All CCSD teachers and students are preloaded in 0365. Click on recipient's name and click send.

