How Students Log in and Install Office 365 Apps from Home
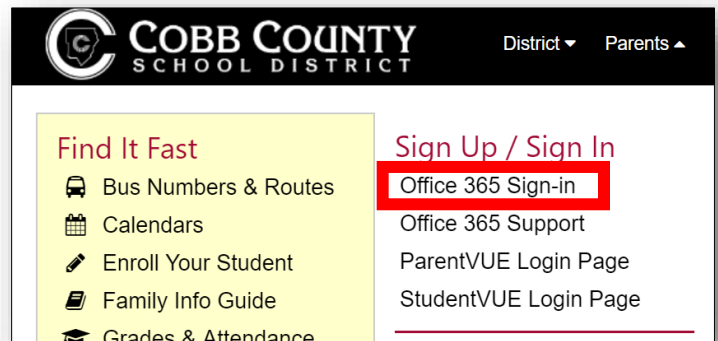
These directions explain how students can log into Office 365 from home, and if needed, install Office apps on their own personal device.

Logging In

1. Go to the Cobb County School District website at www.cobbk12.org.

2. At the top of the page on the black bar, click **Parents**.

3. From the menu under Sign Up / Sign In, click **Office 365 Sign-in**.

4. Students will enter their user name and password on the sign-in page.

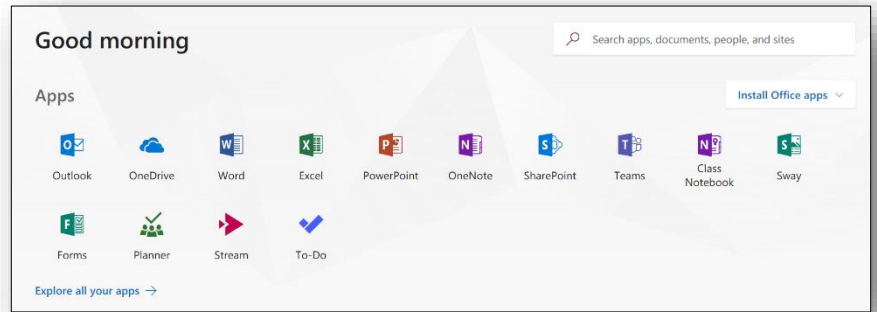   *Students can log in using __one__ of these usernames:*
   a. first.last
   b. first.last@students.cobbk12.org
   c. sch\123456 (student id)

   Note: If students have a three-digit number in their username, it must be entered after the last name in options a & b above.

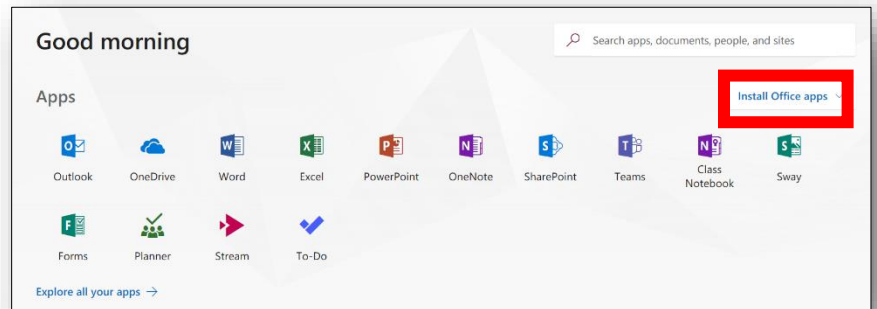   *Password = School Computer Password*

5. Once you are logged in you will see your Office 365 Dashboard.

Installing Office Apps

Note: If you choose to install the desktop versions of the Microsoft tools, you can do so from the Office 365 Dashboard. You do not have to install the Office apps to be able to use the online versions of the Office 365 products.

1. If you would like to install a copy of the Office desktop apps on a personal device, click **Install Office apps**.

2. Select **Office 2016** and follow the onscreen prompts.

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