How Students Access Teams

These directions explain how students access Teams in Office 365 from home.

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

2. On the black bar at the top of the page, click **Parents**.

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

4. Students will **enter their username and password** on the sign-in page and **click Sign-in**.

   Students can log in using <u>one</u> of these usernames:
   a. firstname.lastname
   b. firstname.lastname@students.cobbk12.org

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

   Password = School Computer Password

Technology Services
INSTRUCTIONAL TECHNOLOGY

5. Once logged in the student will see his or her **Office 365 Dashboard**. Click to open the **Teams** application.