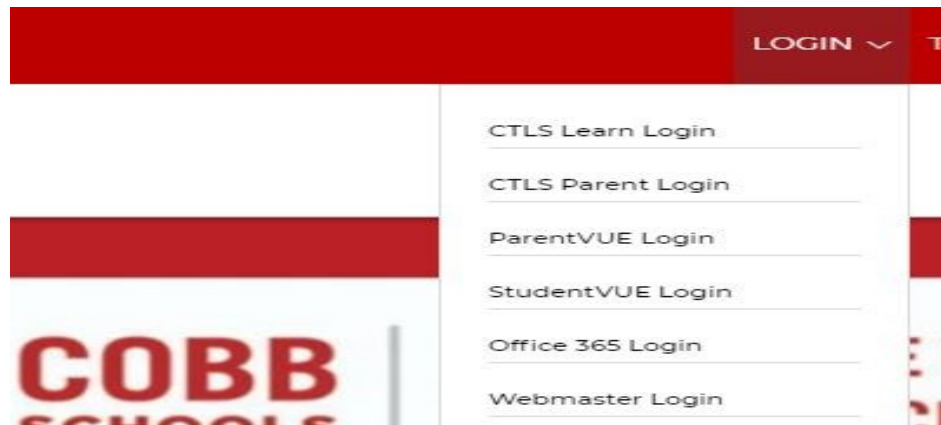
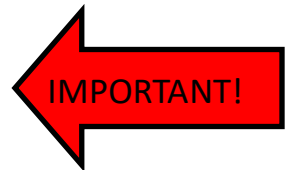


TO USE 0365 SEAMLESSLY BETWEEN HOME AND SCHOOL:

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



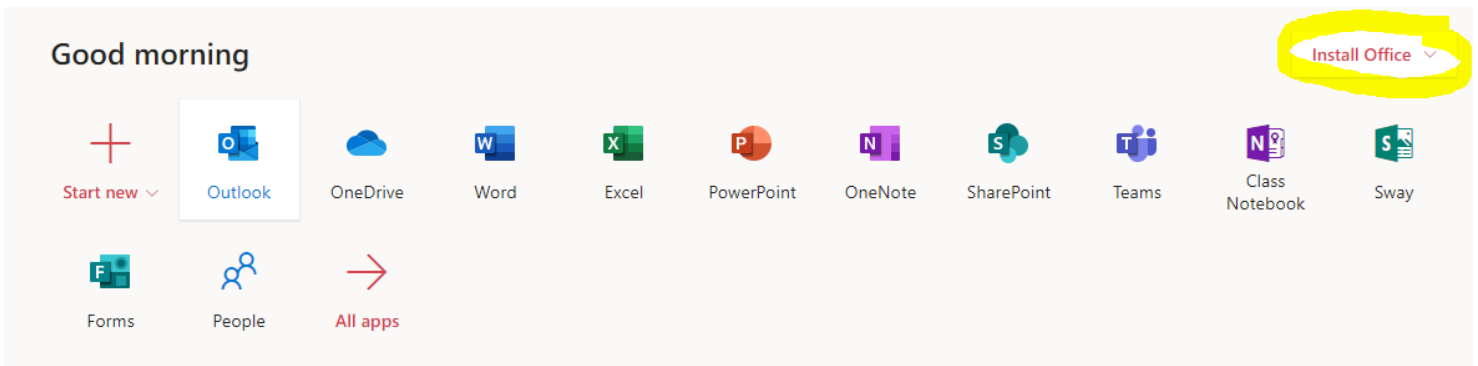
2. At home, you **MUST** start at www.cobbk12.org
(as there are tons of other schools and businesses with 0365).



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

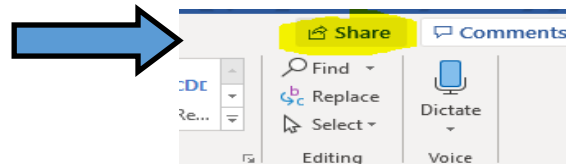
4. **Username:** Log in with firstname.lastname (if students have digits in username, those must go after last name
Ex. John.Smith123)

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.

