Here are the basic steps for your students to log into O365:

1. Go to [www.cobbk12.org](http://www.cobbk12.org)
2. Click on the PARENTS tab
3. Click on Office 365 log in
4. Username = [firstname.lastname@students.cobbk12.org](mailto:firstname.lastname@students.cobbk12.org)
5. Password = their password they use to log in at school
6. Click on the Cloud/One Drive
7. Click on the + NEW tab and make a folder for the class. Please name your folder using the **period that you have me, Alg I Spring 2020, and your First name** (Example: 1st Alg I Kayla). These folders will now be in **YOUR** shared files.
8. **SHARE** the folder with teacher by clicking on -> Share button, and type in my name: Kayla Deuire (now I have access to everything that student puts in the folder).