

# 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](http://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 one of these usernames:

a. *firstname.lastname*

b. [firstname.lastname@students.cobbk12.org](mailto: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*

A screenshot of the sign-in page for the Cobb County School District. At the top left is the school district logo. Below it are two links: 'Students, need help? Click Here' and 'Parents, need help? Click Here'. The main part of the page contains two input fields: one for a username (with the placeholder text 'someone@example.com') and one for a password. Below these fields is a blue 'Sign in' button. A red rectangular box highlights the entire sign-in area, including the two input fields and the button.

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

