Microsoft Office 365 Student/Parent E-mail Distribution List

These directions will show administrators how to access the Office 365 Parental Consent Admin report through the CCSD Portal to find student and parent e-mail addresses. The document will also demonstrate how to add e-mail addresses to an e-mail in Outlook.

Access CCSD Portal

1. Navigate to the CCSD Portal via the Internet from the Cobb County Schools homepage by going to www.cobbk12.org
2. Click the Menu.
3. Chose Staff.
   Note: If you are off campus, you must connect to the VPN.

OR

1. Log into Office 365.
2. Click on One Team icon.
   Note: If icon does not appear on dashboard, click on All Apps to find icon.
3. Choose CCSD Portal.
Access Student/Parent E-mails in CSIS

1. Enter your **Badge ID** for the UserName and your school computer password for the **Network Password**.

2. Click **Log In**.

3. Click on **CSIS**.
   *Note: This report can also be accessed via the dashboard using Report Quick Launch Search and entering “Office 365 Parental Consent Admin.”*

4. Click on **Modules → Students → Reports → Office 365 Parental Consent Admin**.
5. Select **School** from drop-down. Results can also be filtered using **Grade**, **Teacher**, or **Office 365** option.

6. Click **View Report**.

7. Report can be **exported to Excel** by clicking on the **Save** icon and selecting **CSV (comma delimited)**.

**Add E-mails to Message in Outlook**

1. Select the desired e-mail **addresses** for your e-mail.

2. Click **Ctrl+C** to copy.

3. Open **Outlook**.

4. In the new e-mail, **paste** the e-mail addresses by using **Ctrl+V**. Selected e-mail addresses will populate in the chosen field.

   *Note: Users can also right click with the mouse and select **Copy** and **Paste** to select and fill in the required fields.*