

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.

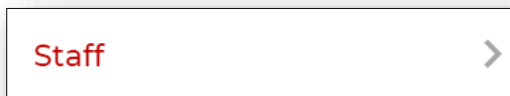
Access CCSD Portal

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**.

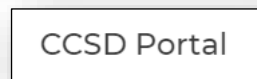


3. Chose **Staff**.



4. Choose **CCSD Portal**.

Note: If you are off campus, you must connect to the VPN.

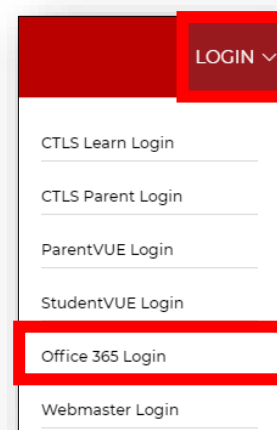
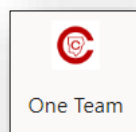


OR

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.

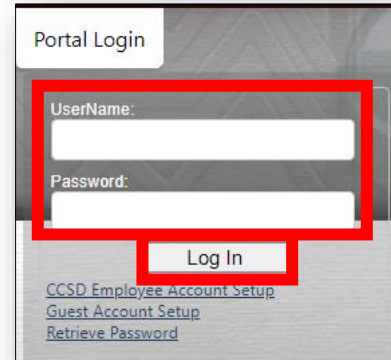


3. Choose **CCSD Portal**.

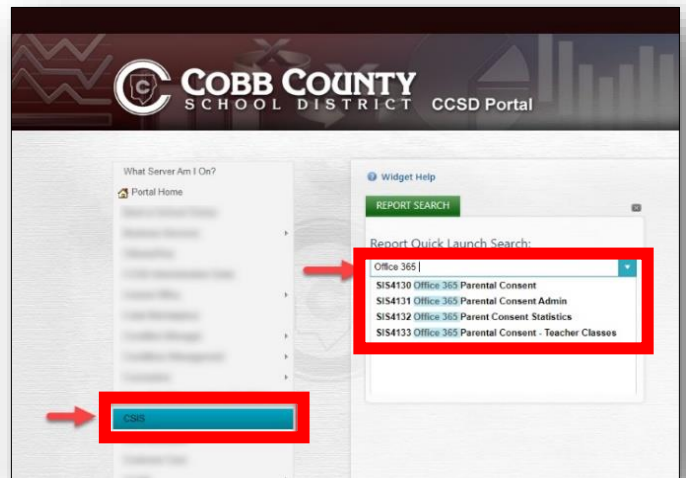


Access Student/Parent E-mails in CSIS

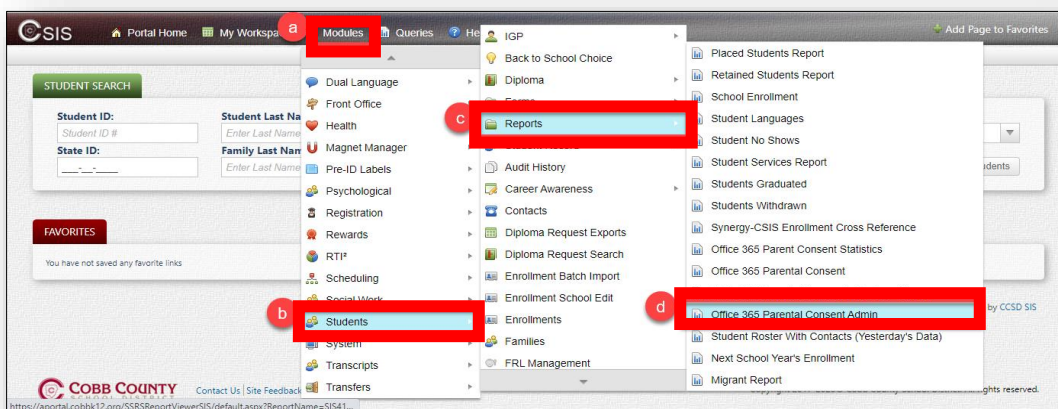
1. Enter your **Badge ID** for the Username and your school computer password for the **Network Password**.
2. Click **Log In**.



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."



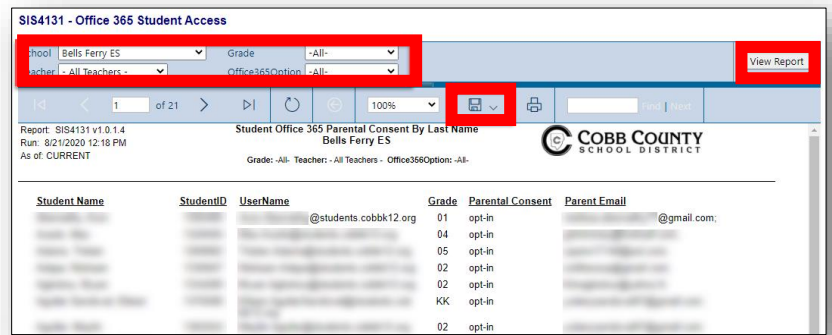
4. Click on **Modules** → **Students** → **Reports** → **Office 365 Parental Consent Admin**.



5. Select **School** from drop-down. Results can also be filtered using **Grade, Teacher, or Office 365 option**.

6. Click **View Report**.

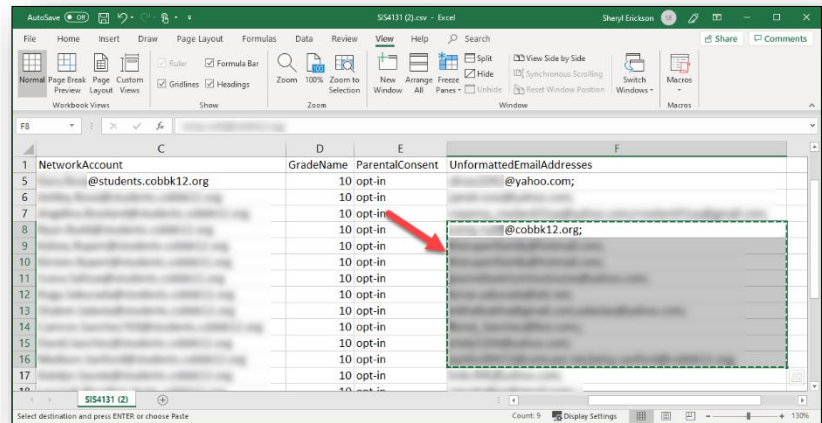
7. Report can be **exported to Excel** by clicking on the **Save** icon and selecting **CSV (comma delimited)**.



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.*

Mrs. Teachers First Grade Parents - Message (HTML)

File Message Insert Options Format Text Review Help Tell me what you want to do

Paste Calibri (Bod) 11 A⁺ A⁻ B I U Address Book Check Names Attach File Attach Item Signature Dictate Insights New Meeting Poll

Clipboard Basic Text Names Include Tags Voice FindTime

2 recipients have additional information available.

To [redacted]; [redacted]@hotmail.com; [redacted]@hotmail.com; [redacted]@yahoo.com; [redacted]@att.net; [redacted]@gmail.com; [redacted]@yahoo.com; [redacted]@live.com; +3 others

Cc

Send

Subject Mrs. Teachers First Grade Parents